



**A Member of the Diocese of Ely
Multi-Academy Trust**



**PROSPECTUS
2017/18**

School Road, Marshland St James, Wisbech, Cambs, PE14 8EY
Telephone: 01945 430378 Fax: 01945 430901
Email: office@marshlandprimary.norfolk.sch.uk
Website: www.marshlandprimary.co.uk
Headteacher: Mrs S Durrant BA (Hons) NPQH

School Vision Statement

In our school we want our children to be caring and confident learners. We aim to provide a happy, safe and secure environment, where every child feels safe, supported and motivated by our Christian ethos.

We will nurture and encourage children's' ambitions to give them a lifelong love of learning.

We actively promote the Christian values of respect, compassion and tolerance.

The School's Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

We aim to:

- Create a happy, caring, welcoming environment where everyone feels safe.
- Inspire our children to be excellent learners, so that they are able to achieve their full potential.
- Develop a sense of belonging by showing a caring and considerate attitude to others based on mutual respect and tolerance.
- Inspire and motivate a real love of learning through providing a curriculum which is challenging, enjoyable and promotes cross curricula links.
- Encourage a sense of responsibility, care and support for people and the environment, so we can prepare our children for the world outside of school.
- Build strong links between home, school, church and community.

Staff 2017/2018

Headteacher

Mrs Sarah Durrant

Chair of Governors

Miss Sahra van der Velde

Teaching Staff

Mrs Susan Belcher

Beech Class teacher (Nursery and Reception)

Miss Amanda Batterbee

Oak Class teacher (years 1 and 2)

Mrs Gail Sharp

Sycamore Class teacher (years 3 and 4)

Mrs Sharon Tuffnell

Willow Class teacher (years 5 and 6)

Non-Teaching Staff

Mrs Nicola Houghton

Secretary

Mrs Gail Robinson

Clerical Assistant

Mrs Aileen Greeves

Teaching Assistant and HLTA

Mrs Nicola Hayes

Teaching Assistant

Mrs Jackie Legge

Teaching Assistant

Mrs Ruth Mason

Teaching Assistant (1-2-1)

Mrs Laura Simpson

Teaching Assistant

Mrs Natalie Smith

Teaching Assistant

Mrs Wendy Brewer

Teaching Assistant

Mr David Patterson

Caretaker

Ms Louise Murphy

Cook in Charge

Miss Debbie Curry

Midday Supervisory Assistant

Mrs Jane Long

Midday Supervisory Assistant

Mrs Victoria Southerton

Midday Supervisory Assistant

Mrs Dawn West

Midday Supervisory Assistant

Mrs Mandy Talmage

Midday Supervisory Assistant

Welcome

It is our clear aim that all children should enjoy learning at Marshland St James Primary and Nursery School.

The facilities we have available, the resources in the school, and the commitment of the staff and governors, all combine to create an environment providing high quality learning experiences, high standards and high expectations of effort and behaviour within an environment in which children's talents are nurtured, developed and celebrated.

The school has an 'I can' ethos and children are actively encouraged to show consideration for others, respect for the environment and commitment to producing high standards in all their work.



Believing that everyone learns best when they are enjoying themselves, our staff plan for both learning and fun in learning.

We try to provide as many different ways for children to experience learning as we can, for example, by bringing theatre in education companies into school to perform, inviting experts in to talk about their roles, making educational visits – all related to the objectives for the learning going on in each class.

The staff, governors and I are committed to improving our school further.

To be truly successful, the education of our children must be a partnership between both parents and school. Recognising the importance of a close link between home and school, we aim to work closely with parents in order to help our children to reach their full potential.

I am sure that, by working together, we can give the children the strongest possible educational, social and moral foundation upon which to build their future achievements.

Mrs Sarah Durrant
Headteacher

The Diocese of Ely Multi Academy Trust



In September 2015, we joined the Diocese of Ely Multi Academy Trust (DEMAT).

The Diocese of Ely is part of the Church of England and the wider Anglican Communion.

The Diocese of Ely Board of Education supports the teaching of children throughout the Diocese, particularly through Church of England schools. These schools are seen as part of the Christian mission to educate children in an environment that reflects Christian values and in the communities they serve. In particular, the board is committed to:

- Ensuring that all pupils, regardless of ability, gender, religion and background have access to a high quality education within a supportive learning environment, which equips them well as independent learners to take their place in society and to contribute to it
- Setting high expectations of leadership and of teaching and learning

As part of this, the Board has established the Diocese of Ely Multi Academy Trust to oversee the development of Church of England academies within the Diocese. Through this trust, the Diocese aims to take more responsibility for the running of these academies as Church of England schools and to foster co-operation between the academies. The Trust is committed to:

- Developing a shared identity and common purpose whilst preserving each school's individuality, Christian ethos and distinctiveness
- Encouraging innovation and collaboration across the partnership
- Supporting schools so that they may serve their local communities more effectively



The School Day

8.35am	The children are supervised on the playground
8.45am	School day begins – bell is rung on the playground and children line up ready to walk into class
10.45am – 11am	Playtime - children may eat a healthy snack from home or purchase the school kitchen
11.45am	Morning Nursery session ends
12.00noon	Afternoon Nursery Session begins (children bring a packed lunch)
12.00pm – 13.00pm	Lunchtime (for Sycamore and Willow pupils, lunchtime begins at 12.05pm)
3.05pm	End of school for Beech class
3.15pm	End of school for Oak, Sycamore and Willow classes

Please contact the school first thing in the morning in the event of your child's absence for any reason on the first day of absence. If you need to take your child out of school for any reason please notify the class teacher concerned at the appropriate time.

We hope that you won't need to disrupt your child's education for holidays during term time. However, if it proves necessary, please complete a holiday application form available from the office. Each case will be considered and a decision made by the Headteacher whether or not to authorise the absence. The Headteacher will then discuss with you the reasons why a holiday in school time may be necessary. Please note that it is the policy of Marshland Cluster Schools not to authorise any holidays during term time.

Unauthorised absences also include lateness and any absence for which we do not receive a written or verbal explanation from parents.

Admissions

The Local Education Authority has responsibility for the admission of pupils to our school. Children who reside in the civil parishes of Marshland St. James and Walsoken are historically automatically eligible for a place at this school. There are seventeen places available in each year group from Year R to Year 6. Children living in adjacent parishes are admitted if resources allow.

By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.

All children admitted to the school are offered full-time education, but before compulsory school age parents may elect for part time education in consultation with the class teacher and Headteacher.

Children may be admitted into our nursery class at the beginning of the term following their third birthday, if a place is available. Children usually start nursery class at the beginning of the term in September, January or April. However, for children moving into the area, where a place is available, children may start mid-term.

We offer a variety of funded nursery sessions each week throughout the school year, dependent on your eligibility. Our nursery offers a maximum of 15 places which parents may access depending on an individual child's needs. Parents of children in the nursery may top up their hours if there are spaces available, by prior arrangement with the school office. There is a fee for extra sessions. Details of such fees are available from the school office.

The Annual Reception planned intake limit is currently 15 pupils. The criterion for admission is as follows:

1. Children who are Looked After by the Local Authority
2. Children with a statement of Special Educational Needs naming our school
3. Children who live within the geographical area of Marshland St James Primary and Nursery School.
4. Children who have siblings at the school.
5. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission

6. Children of regular worshipping members of the Church of England, as agreed in discussion with the Chair of Governors. ('Regular' will usually mean attendance at an appropriate church service at least once a month)
7. Children of regular worshipping members of a Non Anglican Christian Church, as agreed in discussion with the Chair of Governors. ('Regular' will usually mean attendance at an appropriate church service at least once a month)
8. Children living outside of the designated area and have no brother or sister attending the school at the time of their admission

If there are more applications for places than there are places available, the Local Education Authority will give preference to children living nearest the school.

The Education Act 2002 required the setting up of Admission Forums to reach consensus on how best to meet the needs of all those seeking a place in their area. The Admission Forum will ensure that all schools in their area have a balanced intake and that, where possible, all schools include vulnerable and challenging children. Admission authorities should have regard to their Admission Forum's advice.

The Governors are of the opinion that regular school attendance is a vital element in the achievement of individual pupil potential. To that end, they believe that attendance must be actively monitored, consistent and punctual attendance be recognised and promoted and early intervention be made in cases of irregular attendance and unexplained absence. Only the school, not parents, can authorise absences. Children and their parents are invited to visit school at any time prior to starting, by arrangement.

We hold a meeting in the summer term for parents whose children will start with us in Reception in September. New reception children are invited to make visits to become accustomed to the school, their classroom and teachers.

When your child starts school you will be asked to complete an admission form, which remains in school until your child leaves. We would appreciate it if this confidential information could be updated whenever necessary.

There is also a Home/School Agreement, which you will be asked to sign. This lists the aims and values of the school, the responsibilities of both school and parents and the expectations each is entitled to of the other.

Visiting School

Parents are very welcome to visit school throughout the year. We are always pleased to see parents to discuss any aspect of school life. Because of our teaching commitments it is usually best to make an appointment to meet with class teachers. We would ask, however, that all parents report to the school office immediately upon arrival. This is for reasons of safety. We do need to know exactly who is on the school premises at all times.

We also have other occasions for teachers and parents to meet. Each term we invite parents into school to meet with their child's class teacher. In the autumn and spring terms appointments are offered to parents so that they can talk privately with the class teacher and discuss, confidentially, their child's progress.

All children receive an annual written report of progress and achievement which is sent home in the summer term. An opportunity is made for parents to discuss privately the annual report with the class teacher if they wish.

Parents are, of course, encouraged to contact school if there are any concerns at any time. Good home/school contact brings greater benefit to the children.

Medical Matters

It is preferable that parents administer or supervise the self-administration of medicine to their children, by the parent visiting the school, or the child going home during the lunch break.

If this is not possible, parents may make a request for prescribed medicines to be administered to the child in school. This request must be in writing. A form is available from the school office for this purpose. This form is a written authorisation from the parent in favour of the staff involved in administering the medicine. If you would like to discuss your child's medical needs with the Headteacher, please feel free to do so at any time.

Our school takes its responsibilities for children who suffer from asthma very seriously. When children start at our school their parents were asked to complete an asthma record if their child is a sufferer. This details the child's current treatment and what steps to take if an asthma attack happens at school. The record helps school staff to ensure that children with asthma receive the best possible treatment at all times.

Uniform

It is hoped that wearing the school colours will reinforce the children's pride in their school and in their personal appearance. When children make an effort to dress suitably this often reflects in their attitude to the school day.

We do encourage the children to wear our school colour which is dark green. Sweatshirts and cardigans with embroidered school logos are available to order from the office. For summer wear, pale green and white striped or checked summer dresses and black or grey shorts and white polo shirts look smart. However, older children may prefer to wear skirts or trousers and shirts or blouses.

Sensible shoes should be worn at all times. High heels and make up, including nail varnish are not appropriate.

We do expect children to come to school looking smart and in suitable clothing.

In addition to everyday clothes, the following are required:

- a change of clothing for PE and games – if possible, black shorts, a white T shirt and plimsolls. These should be kept in a small bag in school during term time.
- a tracksuit may be worn for PE or games over PE kit.
- suitable trainers will be needed for outdoor games by the children in Years 3 – 6.

PLEASE LABEL ALL YOUR CHILD'S CLOTHES WITH THEIR NAME

Jewellery

We would prefer that children do not wear jewellery to school. It is easily lost or damaged and can be dangerous. Jewellery may not be worn for PE lessons or sporting activities, and long hair must be tied back. If earrings are worn in school your child will be asked to remove them before taking part in physical activities. Micropore tape can be put over stud earrings. No jewellery at all is allowed for swimming (Sycamore and Willow) so if parents are thinking of having children's ears pierced they need to be able to remove earrings for swimming.



School Meals

Cooked meals are provided at the school via Norse Catering. The cost is £2.20 for a two-course meal. Each day children have the choice of a school hot dinner, school packed lunch or a jacket potato. Key Stage 2 children also have the options of a 'Pick 'n' Mix meal. Further details of all meals can be provided on request. Norse provides 2 menus throughout the year, one for the Autumn/Winter period and another for the Spring/Summer period.

It would help great if all meals for the week are paid for on a Monday. Cheques should be payable to Marshland St James Primary and Nursery School. Credit is given the following week for any pre-paid meals which are not taken.



Children whose parents are in receipt of certain benefits are entitled to free meals. Application forms are available from the office. Since September 2014 the Universal Infant Free School Meals policy has been in place. This means that all children in Reception, year 1 and year 2 are all entitled to a free school meal every day.

We also provide facilities for children to eat packed lunches at school. We would ask you to ensure that food is packed in safe containers, for example drinks should not be brought in glass bottles or cans. We would ask for our support when giving children a packed lunch that it contains no chocolate bars, sweets or fizzy pop. The school will provide drinking water if required. Please note that due to a number of severe allergies we ask that children do not bring nuts into school.

Morning Break

As we are working to promote awareness of the importance of a healthy diet, we ask that you provide only fruit, raw vegetables, cheese or a savoury sandwich for your child at morning playtime. Our school kitchen sells a variety of healthy snacks at playtime which the children may purchase.



Children in Nursery, Reception, Year 1 and Year 2 enjoy a piece of fruit each which is provided free of charge by the NHS.

School Council

At the start of every academic year, each year group from year 1 to year 6 elects two representatives as School Councillors. The School Council meet regularly and this provides an opportunity for the children to be actively involved in their school.

School Council members often think of very interesting ideas to help improve our school. They also choose a charity each year for our school to support. Throughout the year they will organise a variety of fundraising opportunities to support their chosen charity.



School Transport

Some 5-16 year olds in Norfolk will qualify for free travel. This depends on how old your child is, which school they go to and where they live, and whether they have any special educational needs or mobility issues. All applications for school transport are considered on a case-by-case basis, taking personal circumstances and legal requirements into account.

Your child will be entitled to free transport, to and from school, if they:

- Attend the nearest school in their catchment area, or the nearest school with a place and
- Live more than 2 miles walking distance from school when under the age of 8
- Live more than 3 miles walking distance from school when aged 8 or over
- Have a statement of special educational needs or an educational, health and care plan that states they need it.

Norfolk County Council will also provide transport for children with mobility problems or a severe medical condition, unless they live close enough to school to be able to make their own way, using a wheelchair or suitable alternative. They do not provide midday journeys for children attending school part-time.



Friends of the School

The Friends of the School Association (FOSA) is active in raising funds to provide educational equipment and other extras for the school. Every parent is automatically a member. It is hoped that as many parents as possible will give their help and support to the various events which occur throughout the year. An Annual General Meeting is held which all parents are invited to attend.

Behaviour

We have a policy within the school for developing self-discipline, consideration and respect for others.

We follow the code of conduct as follows:

- We arrive on time and are always ready to do our best.
- We walk quietly and sensibly around our school.
- We always treat people as we would like to be treated.
- We respect other peoples' feelings and property.
- We work quietly and not disturb others.
- We listen courteously when others are talking.
- We are truthful and honest.
- We play nicely and include others.



In addition each class is encouraged to design their own class rules. These will differ according to the age and maturity of the pupils. Through being asked to take responsibility for developing their own rules, the children tend to abide by those rules to a greater extent.

Outside the classroom we have a number of rules to ensure the safety of all our pupils and the efficient running of the school. These include keeping within certain areas at playtime to ensure children's safety and enable adequate supervision. The need for these rules is explained to the children and their importance emphasised to individuals and classes when necessary.

The children are encouraged to respect all adults acting in a supervisory capacity at any time during school activities. When pupils do not comply with these rules, considerable time is spent in discussing with them the implications of their behaviour. Privileges may be removed.

In the case of a serious behaviour problem, parents are consulted and further privileges may be removed. If a child is disrupting the rest of his or her class, they may be removed from that class for a length of time or ultimately be excluded from school. We would hope that through a cooperative approach from home and school, and our firm belief in a positive approach to behavioural management, the case for exclusion will be extremely rare.



Accidents in School

In all cases of emergency we will try to get in touch with you, but if this is not possible we will act in the best interests of your child. It is essential for the school to have the name, address and telephone number of a local relation, friend or neighbour who would be prepared to accept responsibility for a child in an emergency situation as an alternative.

Please make sure we always have the most up to date mobile phone number in case we need to contact you in an emergency.

Severe Weather Conditions

In the event of the school being closed due to adverse weather conditions, an announcement will be made on BBC Radio Norfolk to that effect. A decision to close the school would be taken as early as possible and the information transmitted between 8.00 a.m. and 9.00 a.m. The Norfolk website is very useful to find out whether school is open or not during poor weather conditions. The address is <http://www.schools.norfolk.gov.uk>.

If the weather is fine in the morning but deteriorates during the day and you are concerned, please do not hesitate to telephone the school.

Homework

Particularly with younger children, help given by parents with their children's reading is invaluable. This involves hearing them read at home, reading books with them if they cannot do this for themselves, as well as looking at, and discussing the book, its story and illustrations. Encourage your child to talk about the books they bring home.

The children may also be given other tasks such as reinforcing new words learnt or practising their multiplication tables. These are valuable pieces of homework with which you can help your child. Children in Years 1-6 will also be set more formal homework. This is set weekly so teachers can review that pupils are on track and address any misconceptions.

Confidentiality

Our school recognises that pupils have a right to privacy and mutual respect. Learning opportunities are in place to develop our children's skills and confidence to identify situations where they may need support or advice and possible ways to access it.

Information passed to staff will be treated with the utmost discretion. While there is not statutory requirement to always inform parents/guardians, the school will treat each case on an individual basis in order to maintain a good working partnership with parents. Children will generally be encouraged to discuss matters which concern them with their parents or carers.

Safeguarding

The education, welfare and happiness of the children at our school are our paramount concerns. Working in partnership with parents and carers will enable us to help all of the children to achieve their full potential.

All children are in the charge of a class teacher who has responsibility for their well-being. We would appreciate you informing us of any changes in family circumstances which may affect your child's attitudes in school.

The school acknowledges its responsibility to help to protect children and, if necessary, follows procedures laid down by the Norfolk Local Safeguarding Children Board in order to ensure that all children are protected from abuse. The designated safeguarding members of staff are Mrs Durrant and Mrs Belcher.

The school is taking part in a jointly run operations between Norfolk County Council, Norfolk Police and our school, it is called Operation Encompass. Encompass has been set-up to help schools to provide support to children who have been present at incidents of domestic violence. We know that children can be significantly physically or emotionally harmed when they are involved in, present or witness to domestic violence.

The school will receive a confidential phone call from the Multi-Agency Safeguarding Hub before 9am on the morning after any domestic incident where a child at their school has been involved in, present or witness to domestic violence.

Educational Visits

The school, having established the cost of the trip (transport, admission fees etc.), will write to parents inviting voluntary contributions. If these are sufficient to make the trip financially viable then the trip will go ahead. Any family experiencing financial hardship should approach the Headteacher as it may be possible for some help towards the cost of the trip to be provided. We are very grateful to the Friends of the School Association for the hard work they do to raise money, much of which goes to subsidising such trips.



Self Esteem

Central to the philosophy of our school is our belief that the learning and behaviour of children will develop in a positive manner if their self-esteem has been raised within a respectful, caring and supported environment.

Self-esteem is the 'picture' each individual has of themselves and their limitations and strengths. This personal image influences the important choices children make as they grow and is as important as the provision of food and warmth for. Without a healthy self-image, an individual will not be able to realise their full potential or enjoy a contented life.



A child with good self-esteem is confident in their ability to succeed, will welcome and enjoy new learning experiences and will be able to relate well to other people. Their confidence will allow them to adopt a positive approach in all that they do and this will be effective in creating all manner of personal and academic success.

Throughout the school, teachers spend time each day taking positive steps to enhance their pupils' self-esteem. Activities include the giving of team points, achievement awards and events such as celebration assemblies. Circle time is when we focus on our thinking skills and consideration of the values we have identified as being important in our lives.

Extra-Curricular Activities

We run a number of clubs out of school hours, organised voluntarily by teachers in their own time, or run by other adults. All educational visits follow strict guidelines in order to ensure the safety of all involved Football, netball, sports multi-skills, gardening, violin and dance tuition have been offered.

Special Educational Needs and Disabilities (SEND)

At Marshland St James Primary and Nursery School all staff take an interest in every pupil and consider their needs as individuals. It is our responsibility to assess the needs of all the children and respond to the concerns of parents.

Children who have a special educational need or disability will, with their parents' agreement, be placed on the school's SEND Register. They will have individual education plans drawn up focussing on their particular needs, which will be closely monitored by the class teacher and the SENDCO, Mrs Buchanan. When appropriate, and always with parents' agreement, advice is sought from the outside agencies such as speech therapy or educational psychologists.

Transfer to Secondary Education

Normally, children transfer to Marshland High School, West Walton, at the age of eleven. Parents may, of course, apply to send their children to other schools if they wish.

To make the transfer as smooth as possible, teachers from the High School visit to talk to the children and, in the summer term, Year 6 have a Taster Day at the High School. Parents are also invited to visit the High School.

Complaints

If parents or others have any concerns about the school curriculum or other matters, these will continue to be considered and as far as possible, dealt with in informal discussions with class teachers in the first instance. It is not the intention that all such concerns should be considered as complaints. If there are concerns that cannot be dealt with informally, then parents should raise these directly with the Headteacher and these will be dealt with according to the Complaints Policy. A copy of this policy can be obtained from the school office or from our website.

Health and Safety

For the safety of our children, we would like to draw parents' attention to the following points regarding Health and Safety:

- We operate a 'no dogs' policy and would ask that you do not bring them onto the premises or tie them unaccompanied to the school fencing.
- We would be grateful if any bikes or scooters are pushed whilst in the school grounds.
- Please do not shout or behave aggressively towards children, staff or other adults whilst on the school grounds or at the school gate.
- We thank you for not smoking anywhere in the school building or grounds.
- We ask you to remember that you are in a school environment and any form of bad language or aggression is unacceptable and may result in you being asked to not enter the school site or premises.



Governors

Local Governing Body meetings are held regularly, at least once every term. Committees concerned with standards, ethos, finance and estates meet as appropriate, also termly. The Local Governing Body exists to support and contribute to the strategic development of our School. We are fortunate to have a dedicated and highly skilled team of Governors who are actively involved in the life of the school and make regular visits to see and support the work of the school.

Our Local Governing Body is made up of representatives of parents, the Local Authority, the local community, the Church and the staff.

PERFORMANCE DATA

Results at Key Stage 1 – 2016

Teacher Assessment Results for pupils at the end of KS1 (Year 2)
Number of children in cohort: 11

English Reading	Working at the expected standard (EXS)	81.8%
	Working towards the expected standard (WTS)	18.2%
English Writing	Working at the expected standard (EXS)	72.7%
	Working towards the expected standard (WTS)	27.3%
Mathematics	Working at the expected standard (EXS)	63.6%
	Working towards the expected standard (WTS)	36.4%
Science	Working at the expected standard (EXS)	100%
	Working towards the expected standard (WTS)	0%

Year 1 Phonic Tests

Year 1	Has met the expected standard	72.7%
	Has not met the expected standard	27.3%

Early Years Foundation Stage (EYFS)

GLD Good level of development	Has achieved a good level of development	92.9%
	Has not achieved a good level of development	7.1%

Results at Key Stage 2 – 2016

KS2 Test Summary (SATS)

		School	National
English Reading	Has achieved the standard (AS)	92.3%	66%
	Has not achieved the standard (NS)	7.7%	
English Writing	Has achieved the standard (AS)	76.9%	74%
	Has not achieved the standard (NS)	23.1%	
English Spelling Grammar	Has achieved the standard (AS)	76.9%	72%
	Has not achieved the standard (NS)	23.1%	
Mathematics	Has achieved the standard (AS)	92.3%	70%
	Has not achieved the standard (NS)	7.7%	
Combined RWM		69.2%	53%

In conclusion

We always have the best interests of the children in mind and realise that children learn best in a happy, secure environment.

Experiences within the home and the school contribute to the development of the whole child, and therefore a close partnership between the two is essential.

If at any time you wish to discuss any matter which may affect your child's educational progress or happiness in school, please do not hesitate to get in touch with us.