



Docking Church of England Primary School and Nursery

PROSPECTUS 2020



Docking Primary School, Chequers Street, Docking, King's Lynn Norfolk. PE31 8LH

"Many people, one body, many gifts, working together"

Welcome to Docking Church of England Primary School and Nursery

Dear Parents and Carers,

We would like to welcome you and your child to our school and really hope that you will enjoy being part of our community.

Docking Primary is part of the St. Mary Federation which is made up of three rural village primary schools. The three schools are: Brancaster Church of England Voluntary Aided Primary School, Docking Church of England Primary School and Nursery and Sedgeford Primary School. The schools share an executive head teacher and have one governing body.

This prospectus is designed to give you an idea of the way the school is run and to give you information about the curriculum. We are passionate about offering quality education and are committed to developing a partnership between home and school so that children are able to develop to their full potential. All policies referred to in this prospectus and further information can be found on our web site www.stmaryfederation.co.uk . If you require any of the documents in a paper format, please contact the school office who will be happy to help.

We look forward to working with you.

All at Docking School



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Email: office@docking.norfolk.sch.uk

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Our Vision – St Mary Federation Vision Statement

**'Many people, one body,
many gifts, working together'**

We aim for strong leadership from staff, governors and pupils. We strive to become even better teachers and learners, ever more considerate and engaged pupils and to deliver an ambitious curriculum so that exceeding expectations becomes the norm.

To support this aim we take strength and direction from 1 Corinthians 12

¹² The body of Christ has many different parts, just as any other body does. ... ²⁵ He did this to make all parts of the body work together smoothly, with each other.

Our values of Courage, Curiosity, Confidence, Collaboration and Compassion underpin all we say and do, so that we can lay a solid foundation from where our children can be bold and confident, having the strength to overcome challenges and to build for themselves successful and fulfilling lives – just as Jesus intended.

Developing our children as leaders of the future, we take inspiration from the stories of Jesus and other historical and contemporary figures, aiming for them to be:

Courageous: standing up for what we believe in, embracing difference and setting high expectations.

Curious: Asking questions, solving problems and hungry to learn.

Confident: Having a growth mind-set, being good communicators and aiming for excellence.

Collaborative: Keen to tap into others' expertise and enthusiasm, being team players and valuing and supporting everyone within our community and the wider world.

Compassionate: Respectful, caring, having empathy.

Our Aims

Within the Anglican ethos of the Church of England Foundation and our school environment based on respect, our school aims to:

Promote high aspirations, nurture ambition and generate motivation for life-long learning, embracing the wider world;

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Cater for the needs of all pupils regardless of ability, race or culture and for everyone to share in the moral and spiritual life of the school;

Provide a broad, balanced, high quality education including a wide range of experiences and opportunities, enabling children to achieve their maximum potential in all areas of the curriculum, ensuring opportunities for all to succeed;

Create a happy, healthy, secure and stimulating environment to help children develop their own personalities, confidence, independence and curiosity to learn;

Encourage children to develop responsibility, independence, self-esteem, and a set of personal values to equip them for future challenges;

Warmly welcome parents and treat them as partners;

Value every member of the Community, showing mutual respect and tolerance of the needs and feelings of others.

Our School Staff

School Leadership

Executive Headteacher, Mr Gavin King

Teaching Staff

Mrs L. Cooper - Nursery/Reception Curlews

Mrs L. Wines – Nursery/Reception Curlews

Miss R. Chell – years 1/2 Inca Jays

Mr S. Speck – years 3/4 Nightingales

Mrs C. Smith – years 5/6 Golden Eagles

Teaching Assistants

Mrs L. Laing

Mrs T Chamberlain – Midday Lunchtime Supervisor

Mrs K. Wright

Mrs C. Haverty

Mrs K. Essex

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Miss C. Parker

Miss A. Eckersley

Mrs Riley

Administration, Site Management and Cleaning

Mrs K. Nudds – Secretary and Caretaker

Mr L. Raven (Nurse) – Cleaner

Mrs S. Groom (Nurse) - Cleaner



To contact the Governing Body, please write to Chair of the Governing Body, Mrs Maureen Eade at:

Docking Church of England Primary School
Chequers Street
Docking
King's Lynn
Norfolk
PE31 8LH



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Nursery/Reception Class Admissions

By law, children must start statutory education full-time at the beginning of the term following their 5th birthday.

School admission policy

If there are more applications for places than places available, preference will be given to children according to the following rules in this order of priority:

1. Priority for admission will be given to LA "Looked After" children **and** children with an Educational, Health and Care Plan.

Children who reside within the designated area and:

2. Have a sibling attending Docking Primary School at the time of their admission.
3. Have no sibling connection with the Docking Primary School

Children who reside outside the designated area and:

4. Have a sibling attending Docking Primary School at the time of their admission
5. Have no sibling connection with Docking Primary School

In the event of over subscription in any of these criteria then those living closest to the school will be given priority (measured by a straight line distance).

Parents of children not offered a place at the school have the right to appeal to the Local Authority.



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Transport to School

Some children who attend Docking C of E Primary School are entitled to free county school transport, with 2 buses currently running from Bircham. Eligibility will depend on many factors such as distance from their nearest catchment school, age of child and other benefits the family receive. If you think you may be eligible, please visit www.norfolk.gov.uk/schooltransport or call the service centre on 0344 8008020. All applications are considered on a case-by-case basis, taking personal circumstances into account. Please note that these are public service buses and members of the general public may travel on them.



Equal Opportunities

We believe in equal opportunities for all of the school community and have recently participated in the Learn Equality Live Equal (LELE) scheme. We have a comprehensive Single Equality Scheme which we ensure is put into practice.

- We respect each other's age, disabilities, gender, race, religion, gender identity and sexual orientation
- We celebrate diversity and use it to improve our outcomes
- We tackle difficulties for individuals as quickly as possible
- We strive to make the best possible provision for all pupils/students
- We respect diversity. We know that treating people equally is not simply a matter of treating everyone the same. We adopt the Norfolk Inclusion Statement's view that inclusion is: "The process of taking necessary steps to ensure that every young person is given an equality of opportunity to develop socially, to learn and to enjoy community life."
- We know that equalities is not simply about protecting the potentially vulnerable. We believe that all children may be disadvantaged by the holding of prejudicial views, and seek to promote good relationships between all groups, and positive attitudes towards disabled people, people from different ethnic or cultural groups or faith backgrounds and people of different gender or sexual orientation.
- We value staff for their ability and potential to help us make the best possible provision for the children in our school
- We are proactive in our efforts to identify and minimise existing barriers or inequalities.
- We seek the views of our school and wider community and involve them in policy review.
- We recognise our role in promoting community cohesion, and actively encourage the participation in public life of all learners in our school.

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School Curriculum

Our curriculum is designed to meet the needs of all our children and to provide the opportunities needed for them to achieve their full potential. Factors which make our school unique, such as our rural setting, richness of surrounding natural environments, local history and village community have all been considered. We operate two four year rolling programs of study based around engaging, age appropriate topics. These ensure that positive features of our unique environment are maximised, for example Holme's Sea Henge in the unit 'The Past Around Us'. We also provide opportunities to broaden the children's experiences, such as our residential exchange with Colebourne Primary School in Birmingham.

All aspects of the National Curriculum are covered with staff differentiating teaching within each topic theme to ensure age appropriateness, progression and to cater for individual needs.

English

Our curriculum aims to promote high standards of language and literacy by equipping pupils with a strong command of the spoken and written word and to develop their love of literature through widespread reading for enjoyment. This, in turn, informs their writing skills.

At EYFS and Key Stage 1, phonics is taught through discrete daily lessons, based around the letters and sounds programme, with skills then applied within the reading workshops.

Writing will be taught mainly through themed topics; however there will be discrete lessons for spelling, grammar and punctuation and handwriting. In order to ensure thorough coverage, key text types have been identified as a focus in each topic. To ensure progression genres will be revisited regularly.

To enrich this provision further, the school organises drama productions, whole school themed literacy days such as 'Step out of a Story Day' and national events such as 'World Book Day'.



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Mathematics

Our curriculum aims to provide pupils with a high quality mathematics education, enabling them to become fluent with the fundamentals of mathematics, reason mathematically and apply their knowledge and skills within a variety of contexts.



The school curriculum emphasises the basics as a strong foundation. These are taught via discrete daily maths sessions enabling clear and structured progression. Basic skills are tracked and reinforced on a regular basis.

Mathematics is an interconnected subject and, in addition to teaching discrete sessions, our curriculum has identified ways to apply, deepen and extend learning via a thematic approach. Mathematics skills have been mapped across the curriculum, at age appropriate levels, to ensure rigour and progression. To enrich this provision further, the school organises whole school themed mathematical days and participates in local and national events, such as the NSPCC Number Day.

Science

We aim to enable pupils to experience and observe phenomena, through looking at the natural and humanly constructed world around them. As pupils progress, they broaden their scientific view of the world by exploring, talking about, testing and developing ideas. Our curriculum will encourage the children to be curious and ask questions about what they notice. Working scientifically, the children will use different types of enquiry to make decisions on how to answer their own questions and investigations.

They will be taught to use practical methods, processes and skills including:

- Observing changes over a period of time
- Noticing patterns
- Grouping and classifying things
- Carrying out simple comparative tests
- Finding out things using secondary sources of information

Children will be encouraged to talk and discuss their experiences using scientific vocabulary and language. Children will have the opportunity to have first-hand practical experiences, through activities in and out of school and communicate to others using cross curricular skills.

Children will study and research the impact of prominent figures in the scientific community on the world around them.



Computing

We believe a high-quality computing education will equip pupils to use computational thinking and creativity to understand and change the world. Pupils are taught the principles of information and

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computation, how digital systems work, and how to put this knowledge to use through programming.

ICT is used to enhance learning throughout the curriculum; our teaching ensures pupils become competent, independent users. Our curriculum ensures that online safety is paramount.

Religious Education and Collective Worship

As a Church School, religion forms an integral part of everyday school life. RE is taught as a discrete subject in line with the Norfolk Syllabus and all main religions are studied. Collective worship promotes the Christian ethos and we have close links with the local Church and Christian community. Parents wishing to withdraw their child from R.E. or collective worship are invited to discuss the matter with the Executive Headteacher.



Relationship and Sex Education

As part of the National Curriculum, the school teaches aspects of relationship and sex education throughout the school at an age appropriate level. Any specific concerns or queries can be discussed with the teacher delivering the sessions.

Homework

Homework is a very important part of a child's education and can add much to a child's development. We recognize the educational experience that any school by itself can provide is limited. Children therefore benefit greatly from the mutual support of parents and teachers in encouraging them to learn both at home and at school. One of the aims of our school is for children to develop as independent learners. We believe that homework is one of the main ways in which children can acquire the skill of independent learning. A copy of the homework policy is available on the website.

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Physical Education and Sports Premium Funding



In P.E. we aim to develop skills through a broad range of physical activities and by giving all children the opportunity to compete in a variety of sporting events in and out school. We ensure children become physically active and confident in a way which supports their health and fitness. Opportunities to compete in sport and other activities build character and help to embed values such as fairness and respect.



By offering experiences in many sports, children can find an area of interest that they may wish to pursue out of school. Swimming sessions are organised on a rota system ensuring all classes swim for a half term. Where possible, areas of P.E. are linked to topics being taught in each class and to the wider sporting calendar, e.g. The Olympics. The children are offered a range of after school sporting clubs, where they can further develop and enhance skills learnt during their P.E. lessons.

They also learn how to be part of a team and enjoy communicating, collaborating and competing with each other. Sports are coordinated across the St Mary Federation ensuring even greater opportunities are available.

Pupil Premium

Pupil Premium is a government grant which is allocated to schools based on the number of children eligible for free school meals and the number of looked after children. Schools are entitled to spend their allocated Pupil Premium Grant (PPG) in a way they think will best support raising the attainment and achievement of these children. At Docking, we believe that the most successful route to academic excellence is through high quality small group, focused teaching. To this end, we use a substantial portion of our PPG funding on employing skilled teaching assistants to work throughout the school in order to provide small teaching groups for maths and literacy. Whilst working within a smaller group children's specific needs can be met more easily, enabling any gaps to be closed and full potential to be reached.

It is very important that parents let us know they are in receipt of any of the following types of benefit, as we will not be automatically informed by the local government: Universal Credit with an annual net income of no more than £7,400; Income Support; Income Based Jobseekers Allowance; An income related employment and support allowance; Support under part 6 of the Immigration and Asylum Act 1999; Child Tax Credit (provided not entitled to Working Tax Credit) and have an annual income not exceeding £16190; Working Tax Credit run-on or the Guarantee element of State Pension Credit.

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School Uniform

It is expected that all children wear a school uniform to aid equality and a sense of belonging. Please ensure that each item of clothing is clearly marked with the owner's full name. All school uniform can be ordered direct from the school or via the 'Tesco Uniform Service'.

Navy blue sweatshirt
Pale blue polo shirt
Plain grey trousers / shorts / navy blue skirt

Navy blue pinafore dress / blue gingham dress (summer)
Flat dark coloured closed toe shoes, preferably black

P.E. Kit

Navy blue shorts / tracksuit bottoms
Trainers – these provide more support than plimsolls
White T. shirt
1 piece swimming costume / trunks, swimming hat and towel

Book bags and P.E. bags are also available from the school office.

Jewellery is not acceptable apart from stud earrings and a close fitting watch. These should be removed for PE. Haircuts should be sensible and styles which make a statement and stand out from the convention should be avoided during term time. Long hair should always be tied back as a health and safety precaution.



Home-School Communication

A Federation Newsletter is produced and distributed to parents each month and a copy is always available on display by the office. Class curriculum newsletters will also be sent home each half term, giving information about the term's topic, homework and planned trips. The school also uses the 'Parent Hub' app to send up to date information and reminders.

School Meals and Snacks

School meals are provided by Norse Commercial Services and with copy menus being sent home detailing what options are available daily. Dinner money should be brought into school in a named envelope and be dropped in the quick drop box located by the office or placed in the class tray.

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Children are also welcome to bring in their own healthy packed lunch from home. Sweets, cans, glass and fizzy drinks are not permitted.

The school follows the 'Universal Meals' scheme whereby all children in reception, year 1 and year 2 are offered free hot school meals. If you are in receipt of certain other benefits, you may also be entitled to free school meals. Please ask at the office for a form.

Sample menu

	Meat Free Monday	Tuesday	Roast Wednesday	Thursday	Fishy Friday
Option 1	Cheese and Tomato Whirl with Tossed Pasta Salad	Ranch Pie with Gravy NEW	Succulent Roast Pork with Apple Sauce and Gravy	Smokey Joe's Chicken with Pasta Twists	Krispy Fish NEW
Option 2 (v)	Vegetarian Bolognese with Pasta	Vegetable Chilli with Rice	Quorn Fillet	Vegetable Lasagne	Spanish Omelette
Served With	Garden Peas and Sweetcorn	Spring Greens and Carrots	Roast Potatoes and Mixed Vegetables	Green Beans and Sweetcorn	Chips with Garden Peas or Baked Beans
Jacket Potato Option	Jacket Potato with Tuna Mayonnaise	Jacket Potato with Coleslaw	Jacket Potato with Baked Beans	Jacket Potato with Cheese	Jacket Potato with Cheese and Beans
And for Pudding	Mini Flapjack with Seasonal Fruit Wedges	'All Time Favourite' Toffee Cream Tart	Summer Berry Crunch with Natural Yoghurt	Chewy Bar	Fruit Gateau

Fresh Bread, Salad, Fruit, Milk Drink and Water are available every school day. Jacket Potatoes are served with Daily Vegetables or Salad. Please check with your school if the Jacket Potato Option is available.

Free fruit and vegetables are available free as part of the Governments 'School Fruit and Vegetable Scheme' for children in reception, year 1 and year 2. Children in KS2 may bring in fruit or a healthy snack from home or buy fruit from the office. Chocolate and sweets are not allowed in school.

Special Educational Needs (SEN)

Regardless of the severity of the need, each child's progress is recorded and monitored throughout the school. Many outside agencies visit the school e.g. Educational Psychologist and Speech and Language Team. They may be called on to help children and give advice to staff. The school employs Teaching Assistants (TAs) who help support SEN children in close liaison with the child's class teacher. The school has a SENCO who oversees the running of the school's policy and ensures it is up to date and effective. We actively work towards an inclusive education for all our pupils.

Assessment, Recording and Reporting

Teachers regularly assess all children as this ensures that work appropriate to the child's ability is planned. Assessment also plays a crucial role in maximising a child's potential for learning. Children's progress is tracked throughout their school life. Formally children are assessed by

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using the Foundation Profile in Reception. In Year 2 (6/7 years of age) and Year 6 (10/11 years of age) they take the national Standard Assessment Tests (SATs). The results of the SATs are published each year and recent results can be found at the back of this prospectus. Parents are invited to attend parental consultations in the Autumn and Spring terms and receive a full written report of their child's progress and attainment in the Summer term which can then be discussed with their teacher.

Child Protection / Safeguarding / Prevent

A child's welfare is of paramount importance. Our school has established and will maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff at our school if they are worried or concerned about something. Everyone who comes into contact with children and their families has a role to play in safeguarding children. We acknowledge that staff at our school, play a particularly important role, as they are in a position to recognise suspected child abuse or evidence of potential radicalisation. Consequently, all school staff are fully trained and instructed to report any suspicious circumstances to the Designated Safeguarding Professional. All staff and regular visitors to the school have the DBS (Disclosure and Barring Service) check.

Ofsted Inspection – November 2016

Our most recent OFSTED report (November 2016) can be accessed via the Ofsted website (www.ofsted.gov.uk), our school website or a printed copy can be obtained from the school office.

Our Ofsted judgements were:



- Overall effectiveness: Good
- Achievement of pupils: Good
- Quality of teaching: Good
- Behaviour and safety of pupils: Good
- Leadership and management: Good



Medicines at School

Our school medicine policy allows staff to administer essential and prescribed medication to children with written permission from parents.

Please note:

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- Medicines must be in the original container.
- They must include instructions for administration and dosage – also the expiry date.
- Schools are not allowed to make changes to dosage or means of administration on parental instructions – only where accompanied by new instructions from the prescribing doctor.
- Children under 16 may not be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.
- By signing the consent form (available from the school office) parents are certifying that they have already administered the medicine to their child without adverse effect.

Parents may come into school to give medicine to their children, but parents must report to the School Office first.

School Security

All visitors to the school should report to the main office, sign in and wear a visitor's badge. If it is their first visit to the school they will also need to collect copies of the whistleblowing and safeguarding information leaflets. Anyone collecting a child during the day will need to report to the office and sign their child out.

Start of Day Procedures

Our school day starts at 8:55am. Please ensure that your children arrive on time as sessions begin promptly with registration officially closing at 9:10am. You may drop your child in the playground from 8:45am where they will be supervised by school staff until the bell goes. We encourage all children to bring their own bags, bottles and personal belongings into school to help them develop independence. The office can get very busy in a morning so please remember to use the quick drop box for payments and completed forms. Alternatively you can send them in a named envelope to be put, by your child, in their class tray.

Early years children need to be dropped off at their classroom between 8:45am and 8:55am

There is a before school Wide Awake club run daily in the school hall from 8:15am to 8:45am which costs £1.50 per session.

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End of Day Procedures

Our school day ends at 3:15pm. Children will need to be collected from the specific point allocated to their class. If you have several children to collect, the children will remain supervised at their collection point until you arrive.

Early Years children need to be collected from their classroom at 3:10pm.

If a child is being collected by someone who is not listed on their contact information sheet, for example when going round to a friend's house for tea, please notify the school office. Please also inform the office if you are unavoidably running late and they will let your child know to avoid anxiety.

Behaviour and Bullying

We follow a positive behaviour policy to encourage good conduct and consideration towards others, which should minimise the chances of a bullying situation developing. If a specific issue relating to bullying arises, this is always taken seriously. Reported incidents are investigated and dealt with thoroughly and sensitively by an appropriate member of staff. Such incidents are reported to the Executive Headteacher, recorded and parents informed.

School Rules

- Ready
- Respectful
- Safe



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Charging Policy

Under the terms of the 1981 Education Act the school makes no charge towards educational activities, materials or transport. However the school does not have sufficient funds to cover the cost of all trips and outings and therefore must ask for voluntary contributions in order for these activities to take place.



PTFA

The school's Parents, Teachers and Friends Association meet at least termly with details of these meetings being included in the school newsletter. Events organised include discos, cake raffles and our Christmas Fayre. The money raised goes towards additional resources and experiences for children and any help is greatly appreciated.

Complaints

Any concerns or worries about the curriculum, children in the school or the workings of the school or staff should, in the first instance, be taken to the class teacher. If you feel your concerns have not been addressed you should then take these to the Executive Headteacher. If you have a complaint about the Executive Headteacher or an Individual Governor, this should be referred to the Chair of Governors. Complaints about the actions of the Governing Body should be referred to the Local Authority.

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Attendance

Our attendance figure for the academic year 2018 to 2019 was 96%, compared to the national attendance figure of 96%. We have been working hard to achieve an attendance figure of 97% for the academic year 2019 to 2020 – and beyond. We expect all parents of children to support us by ensuring that their child attends school punctually and as regularly as possible.

Attendance, Absence Reporting & Holidays

If your child is absent from school for any reason, please make sure that you contact the school office or leave a message on the school answer phone before the start of the school day. For long periods of absence please also liaise with your child's class teacher as some aspects of class work could be sent home, if it were considered appropriate.

Parents are reminded that sustained absence from school can have a very negative impact on their child's achievement and progress. We cannot authorise any term time holidays or absence, unless exceptional circumstances can be demonstrated. Any request for absence should be submitted in writing and handed to the school office. Each request will be judged on its own merits in line with County guidance. Before completing an application for absence, we would advise that you consider seriously how the absences will affect your child's education.

The Government states that any excessive absence or refusal of leave of absence must be recorded as 'unauthorised' by the school on the child's records. You need to be aware an accumulation of unauthorised absences may result in penalty notices or legal proceedings against you.

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