



Diocese of Norwich
Education and
Academies Trust



Two students and the school dog - Willow

ST PETER & ST PAUL
CARBROOKE



CHURCH OF ENGLAND
PRIMARY ACADEMY

Parent Handbook

St Peter & St Paul Carbrooke
Church of England Primary Academy

Taking you step-by-step through starting school

Carbrooke CARES with friendship, thankfulness and perseverance

Key information

What are our school times?

- Start of the day: 8.50am.
- Lunch break: 12.00noon-1.00pm.
- End of day: 3.15pm.

Playground gates open at 8.25am for the daily mile, then again at 8.40am. Breakfasts are available from that 8.40am with bagels and porridge for every child who wants it.

Wraparound Clubs

Breakfast and After School Clubs

We run our own clubs and are open for breakfast at 7.45am. Breakfast is served until 8.15am. The After-School Club is open from 3.15pm until 6.00pm.

Food and activities

We provide a range of different healthy food options for both clubs and lots of fun activities.

Costs and cancellations

Breakfast Club

- 7.45 am -8.50am: £3.25.

After School Club

- 3.15pm – 4.15pm: £3.25.
- 4.15pm-5.15pm: £3.25.
- 5.15pm-6.00pm: £2.75
- Late pick up after 6pm will incur a charge of £5 for the first 15minutes and £10 up to 6.30pm per child.

Cancellations of Breakfast Club must be made at least the day before. After School Club cancellations can be made on the morning. Unfortunately, a refund cannot be given. Arrangements for booking and cancellations are through our school office and all monies should be paid into the school office, on the day or in advance please.



Uniform

Our school uniform is kept as simple and practical as possible and is one of the ways in which we encourage the children to feel part of the school. We welcome parents' cooperation with this as it also avoids competitiveness over fashion and brands. .

Our uniform

- White Blouse, shirt or polo shirt.
- Navy blue jumper or cardigan.
- Grey/black skirt or trousers.
- Blue check dress for summer term.
- Black flat shoes (no high heels or trainers).

P.E.

White t-shirt and dark shorts (e.g blue, grey or black).

Please ensure all items of uniform are named.

Where to buy

Jumpers and cardigans with the school logo can be purchased via the school office. Other uniform items can be purchased from any local retailer/supermarket.



Food in school

School dinners

Children have the choice of either a hot nutritious school dinner or bringing a healthy packed lunch into school. Menus for school dinners are available within the 'Parents' section of the school website.

Free school meals

For children in Reception, and Years 1 and 2, the government provides free school meals. Children in Year 3 and above can qualify for free school meals if their family are in receipt of certain income related benefits.

How to apply

If you think your child may be eligible for free school meals please do not hesitate to apply. Our school office can assist you with applying. We ask that parents register if they qualify for free school meals (even if they choose not to have the school dinner). This could raise extra funding [currently £1,320] to pay for valuable support like extra tuition, additional Teaching staff or after school activities.

Dinner money

School lunches are charged at £2.20 per day, which is payable in advance via the MY Ed app.

Break-time and drinks

All Foundation Stage and Key Stage 1 classes have a morning break time snack of fresh fruit or vegetables. Older children may bring fruit or another healthy snack to eat at break time. Chewing gum, sweets, fizzy drinks, chocolate bars, nuts and nut related products are not allowed in school. We encourage children to drink water regularly during the day.



Step 1

STEP 1: PUPIL ADMISSION FORM

St Peter & St Paul Carbrooke, C of E Primary Academy

...encouraging excellence in everyone

Admission Form

Details of the child to be admitted

Forename (as on Birth Certificate)	Other names (also known as)	Surname (Legal not preferred)		
If appropriate, underline the forename by which your child is known		Date of Birth		
Current Home Address			Gender	
			M	F
	If the above is on a military camp, what is the name of the camp?			

Details of the people who have legal parental responsibility for this child

The Education Act 1996 defines a parent to include the natural parents of the child as well as a person: (a) who is not a parent but who has parental responsibility, or (b) who has care of the child.

Parent	Relationship to your child	Mr, Ms, Mrs etc	Forename	Surname	Home address, if different from your child's	
					Occupation	
	☎Daytime		☎Evening	☎Mobile	Please tick if serving in the armed forces	
					e-mail:	
Parent						
	☎Daytime		☎Evening	☎Mobile	Occupation	
					Please tick if serving in the armed forces	
					e-mail:	
Parent						
	☎Daytime		☎Evening	☎Mobile	Occupation	
					Please tick if serving in the armed forces	
					e-mail:	
The usual arrangements for your child if living with different parents on different days of the week						
Additional Emergency Contacts						
People other than the above who can be contacted in an emergency.						
Relationship to the child	Mr, Ms etc	Forename	Surname	Home address, if different from the child's		
☎Daytime		☎Evening	☎Mobile			

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Other family details			
Please give details of any other children currently living at your child's home(s).			
Children's names	Date of birth	Sex: M or F	School attending

Educational history							
Last school attended							
The new school will obtain earlier school records from the school named below							
School name		Address			Telephone		
Dates attended above school		From			To		
Pre-school educational experience							
This only needs to be completed for children aged 7 or younger							
Dates	From		Please tick →	Playgroup	Nursery	At home	Other
	To						
If your child has had any gaps in his/her education please provide detail below							
The start and end dates of the gap(s) and reason(s)are required.							

Doctor, health care & other specific arrangements					
Name of doctor & surgery		Contact details of practice/health centre			
Has your child had a tetanus injection?		Yes	No	If yes, date	
INHALER	Does your child use one?	Yes	No	If yes, frequency taken	
	If yes, type of medication?				
Please give details below of other medical information relevant to your child's development and school life e.g. hearing, sight, allergies, diabetes, epilepsy.					
Does your child have a statement of special education needs?				Yes	No
If your child has other particular needs in relation to his/her education please describe them here					

I give permission for my child to use plasters, alcohol free wipes and quick drying surgical hand gel	Yes	No	I give permission for my child to take part in food activities which form part of the curriculum	Yes	No	
Please give below details of any special dietary requirements your child may have						
How will your child normally get to and from school?						
				Is your child entitled to free transport?	Yes	No

Ethnicity & faith		
Please tick the box that you believe best describes your child's ethnicity:		
White		Chinese
British		Chinese
Irish		Black or Black British
Gypsy / Roma		Caribbean
Traveller of Irish heritage		Angolan
Albanian		Congolese
Boznian-Herzogovenian		Ghanaian
Croatian		Nigerian
Greek/Greek Cypriot		Sierra Leonian
Italian		Somali
Kosovan		Sudanese
Portuguese		Other Black African
Serbian		Any other black background
Turkish/Turkish Cypriot		Other ethnic groups
Eastern European		Afghan
Western European		Arab other
White Other		Egyptian
Mixed		Filipino
White and Black Caribbean		Iranian
White and Black African		Iraqi
White and Pakistani		Japanese
White and Indian		Korean
White and any other Asian background		Kurdish
Any other mixed background		Malay
Asian and Asian British		Moroccan
Indian		Thai
Pakistani		Vietnamese
Bangladeshi		An ethnic group not listed here
Any other Asian background		I do not wish to have this recorded

Religion:		What is the main language spoken at home?	
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Please read the Safeguarding Children Policy which can be found at www.carbrookeschool.co.uk (a paper copy can be supplied on request) before completing the permissions overleaf.

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Lessons/Activities Away from the School Site

There are occasions when teachers like to take their class, with help of Teaching Assistants and parent helpers, to a place of interest in the village or other nearby location. It would be of a great help to us in our planning and organisation of such off-site visits if you could grant permission for us to take your child away from school premises for this purpose.

I give permission for my child to participate in off-site activities	Yes	No
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Personal Information on the Internet

I have read the school's Safeguarding Policy regarding E-safety and I give permission for:

my child to have access to the internet	Yes	No
my child's work to be published on the internet (please note it will only contain first name)	Yes	No

Photography and use of Video Cameras – The Safe Use of Images

I have read the school's Safeguarding Policy regarding The Safe Use of Images and I give permission for:

the school photographer to take individual, family groups and class photographs of my child	Yes	No
the school to photograph or video my child for use within school	Yes	No
photographs to be taken of my child for use on the school website or for use by the media at special events. (no children will be named)	Yes	No
my child to be photographed on stage at the end of a production/event	Yes	No

The information you have given on this form will be held by the school. It will be shared with Children's Services and departments within Norfolk County Council in order to provide and plan services e.g. School Transport. It will be used to administer health, social and welfare care and will be shared with healthcare advisors, practitioners and other relevant agencies. It will be forwarded to your child's new school if and when s/he changes school. It will also be used for statutory returns and for research purposes.
All information given will be held in the strictest confidence under the requirements of the General Data Protection Regulations 2018
I note the above statement and have given my informed consent and believe the information provided in this form to be correct as of this date. I will inform the school of any changes that may occur whilst my child attends the school

Signed (parent):		Date:	
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Thank you. When completed, please return this form to the school.

For School Office Use


Admission No		Records sent for	
Proof of birth certificate provided		Phoenix updated	
Correct UPN recorded		Class allocated	

The Diocese of Norwich Education and Academies Trust (DNEAT) is proud to have St Peter & St Paul Carbrooke Church of England Primary Academy as part of its family of academies.

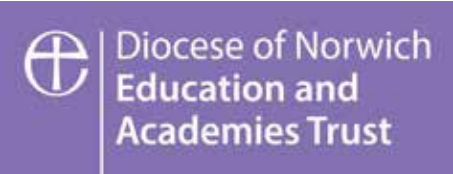
We currently have 34 academies in the Trust. Our academies are spread across Norfolk with one also in Suffolk and in total we look after over 5500 young people.

Our Trust aims to serve its school communities by providing an education of the highest quality within the context of Christian belief and practice. The Trust is driven by the moral purpose of making a significant difference to the outcomes of young people in order to best prepare them for their next stage of education and adult life. The Trust is focused on transforming young people's lives, and therefore future opportunities, by providing a balance between excellent education and uncompromising pastoral care.

Staff at St Peter & St Paul Carbrooke Church of England Primary Academy and DNEAT, have a collective and dedicated focus to do the best we can for all pupils. You will find a friendly, professional welcome at St Peter & St Paul Carbrooke Church of England Primary Academy and an exciting place where pupils can study diligently and achieve their unique potential.



Oliver Burwood, Chief Executive Officer
Diocese of Norwich Education and Academies Trust (DNEAT)



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Policies

Policies

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

High standards

If you want to know what policies we have you can contact the school office or visit the school website: www.carbrookeschool.co.uk and click on 'Key Info' and then 'Policies' to read our policies.

Key policies

Some of our key policies are:

- Keeping Children Safe in Education.
- SEND.
- Behaviour.
- Teaching and Learning.
- Admissions.
- Accessibility.
- Concerns and Complaints.
- Safeguarding.
- Online Safety and ICT Acceptable Use.

Step 1



Step 2



Step 3



Academic year term dates 2019/20

Autumn Term 2019

Wednesday 4 September to Wednesday 18 December 2019

Half Term: Monday 21 October to Friday 25 October 2019

Spring Term 2020

Monday 6 January to Wednesday 1 April 2020

Half Term: Monday 17 February to Friday 21 February 2020

Summer Term 2020

Monday 20 April to Tuesday 21 July 2020

Bank Holiday: Monday May 2020

Half Term: Monday 25 May to Friday 29 May 2020



Frequently Asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Attendance

We have high expectations of attendance from all pupils. Regular attendance is essential to ensure children reach their potential both academically and socially. Pupils with good attendance records generally achieve higher grades and enjoy school more. Having a good education will help to give your child the best possible start in life.

Celebrating good attendance

We promote good attendance in a variety of ways including awards; recognition in school newsletters, certificates, a class attendance trophy and displays around the school. We believe that by us setting high expectations, the pupils and parents will respond with high aspirations to want the best for their futures.

What can parents do to help?

- Parents must support the value of education, including the importance of regular attendance.
- Please ensure that your children are in school on time. Children who are late are often distressed which makes a poor start to the school day.

Illness

If you suspect that your child is unwell please do not send them to school. Some illnesses are infectious and the child must stay at home. Please consult your doctor regarding the period of exclusion. **Children must always remain absent from school for a full 48 hours after any illness that includes vomiting and/or diarrhoea.**

Report your child's absence

If your child is going to be absent please contact the school before 9.00am. We do have an answer phone so you can leave a message stating their name, class and reason for absence. Due to our safeguarding rules you must contact us every day of your child's absence

Holidays

Head Teachers can no longer authorise absence for holidays in term time. It should be remembered that this is a Government led directive. Children are required to attend school for 38 weeks each year, leaving 14 weeks to attend family holidays.

Request for absence

If you are planning to take leave during term time you must submit a written request in advance detailing the reasons to the Headteacher. Please be advised further evidence may be required for any authorisation given due to exceptional circumstances.

Medical appointment

Routine medical appointments should ideally be made out of school hours. The school would appreciate written notice and a copy of the medical appointment the day before where these are unavoidable during school time.

Jewellery and other valuables

Jewellery is not allowed, with the exception of stud earrings and a basic watch. If your child has pierced ears, please support him/her to remove them independently. Children are not able to participate in PE lessons, including swimming, with earrings in.

Internet safety

We regularly teach the children about safe online use and we apply strong and age-appropriate filters within school IT systems. Children are also given clear instructions about what to do if they see something on a website which makes them uncomfortable.

Enlisting parent support

We ask parents to support the school in promoting online safety and we highlight the school's e-safety policy in newsletters, communications and on the school website where we also provide advice and links to keep parents up to date with precautionary measures.

Charging policy

The Trust will ensure that educational opportunities provided at the Trust during school hours are available to all students regardless of ability to pay and that other activities are charged for in a fair and transparent way. No student will be excluded from essential curriculum activities because of their parents' inability to pay.

Helping to support children's learning at home

Home learning supports learning in class and is set according to children's ability. Homework also provides a link between home and school which allows parents to directly support the work of the school. It is important that children and parents are clear about what is set and the Academy's expectations

for its completion. We provide information about Homework requirements on our school website under the 'Classes' tab.

What to do if you have a concern/complaint

If you or your child ever experience problems with our school, then please contact the Class Teacher as soon as possible or speak to the Headteacher. Most complaints will normally be resolved informally. However, in the event that a parent may still feel dissatisfied, we can provide parents with a copy of the school's formal complaints procedure which is also available on our school website.

Sport

We offer each year group at least 2 sessions of sports per week and every day there is a sporting club that children can join. Children take part in a varied range of sports within class PE lessons, as well as clubs, intra-school and inter-school competitions. Our Physical Education programme includes: Gymnastics, Dance, Football, Cricket, Athletics, Swimming, Hockey, Multi Sports, Tag Rugby, Cross country and more!

As a school we seek to encourage all pupils, regardless of ability, to participate in some form of physical activity and we are constantly striving to offer an exciting and varied range of activities to engage all interests and abilities such as Judo, Boxing, Orienteering and Tae-Kwon-Do lessons ; a Daily Mile walk/run plus family runs etc.

Music

Music and singing are an important part of our school life and all our pupils have music lessons as part of the National curriculum. We teach an appreciation of music from all cultures and styles. We take every opportunity for our children to become involved in performing music such as in Norwich Cathedral; Carol singing at Buckingham Lodge; drumming at the Norfolk Show and joining the Big Sing celebration in Norwich.

Special Educational Needs

We are an inclusive school which offers a variety of provision to support children with a range of needs. Each learner identified as having SEN, is entitled to support that is 'additional to or different from' a normal differentiated curriculum. The type of support is dependent on the individual learning needs and is intended to enable access to learning and overcome the barrier to learning identified. Monitoring progress is an integral part of teaching and leadership

Frequently Asked Questions

within St. Peter & St. Paul Carbrooke Church of England Primary Academy.

Involving parents and pupils

Parents/carers, pupils and staff are involved in reviewing the impact of interventions for learners with SEN. We follow the 'assess, plan, do, review' model and ensure that parents/carers and children are involved in each step. Before any additional provision is selected to help a child, the SENCO, Teacher, parent/carer and learner, agree what they expect to be different following this intervention. A baseline will also be recorded, which can be used to compare the impact of the provision.

How accessible is the school environment?

Adaptations have been made to the school environment to ensure it is fully accessible for anyone with a disability.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather

or other emergencies closure may be unavoidable. In the event of a school closure, we will notify you by text and post updates on our school website and via the local radio.

Collecting your child

If school closure is announced during the day due to severe weather conditions and you personally cannot get to school, please nominate an adult to collect your child in your absence and organise this beforehand. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently.

Health and welfare

It is absolutely essential for the school to know of any relevant medical facts relating to your child, e.g. allergies, asthma, eczema, diabetes or epilepsy. Please keep the school regularly updated with relevant medical information so that appropriate provision can be made for each child.

Medicines

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. If this is not possible, medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so and where the parents have submitted their written consent. The school will only accept prescribed medicines that are in-date, labelled, provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

Ill at school, accidents and first aid

Parents are contacted when children are unwell or have seriously hurt themselves, especially if they have bumped their head. **Please make sure that contact numbers are kept up to date.** Teaching and support staff have received Emergency First Aid Training in line with policy guidelines. The school has 2 members of staff with Paediatric First Aid and 1 member of staff with Full 3 day First Aid.

Working with parents

Carbrooke Cafés

Our Carbrooke Cafes offer a diverse and fun range of opportunities for parents to get more involved in activities and learning within our school. Each class has their own Carbrooke Café twice every term. Parents and carers are invited to spend some time in the classroom and see a lesson being taught and hopefully learn some skills to help them to work with their child at home. The cafes are structured, but informal and are a great opportunity to get to know the teaching staff.

Parental involvement

We believe that school is successful when it works in partnership with people and organisations that can enhance the quality of education it provides. The most important partnership is with parents. Children make maximum progress when home and school work closely together.

Parent volunteers

We value the contribution of parents and we actively encourage your help during the school day. Parents and family help with a variety of activities which include reading with our children, helping with activities and acting as extra pairs of hands on educational visits.

Ethos Group

Although we have many parents who help, there is no formal PTA. Ethos group takes representatives from various groups:—staff, governors, children, community and parents, but would welcome more parents to attend. We meet once or twice per half term and look at events, fund raising and activities linked to school and the community. We like two representatives from each 'group' - children, parents, governors, staff and community members. Please speak to Mr. Cunningham if you are interested in joining or have a suggestion for the group.

Governance

The three core strategic functions of our Academy Local Governing Body are: ensuring clarity of vision; ethos and strategic direction. The School Governors make decisions about how the school is run and how the budget is allocated. The full Local Governing Body meets twice each term and we have committees to consider different aspects of the school. Vacancies for Parent Governors are advertised as they arise.

Your child's achievements

School reports

We provide all parents with an annual written report from the Class Teacher at the end of the Summer Term which provides information about your child's academic achievement and summarises their personal and social development.

Parent evenings

Parents are invited to attend termly learning conferences when the children's progress will be discussed and an exchange of information will take place.

News

Our school website (www.carbrookeschool.co.uk) has lots of useful information including news updates, term dates and information on our activities. Please see the 'Parents' section where you will find a collection of useful information and copies of our Newsletters to parents. We will provide regular newsletters (fortnightly, on a Friday) and update our website with the latest news. We also use our school management system to send text reminders and messages.

Our ethos

The personal approach we embrace is about valuing all of God's children, individually, and how we work together harmoniously for the greater good of all. Our school has a fabulous history around it, and the strong links with the community and the church will be evident through all that we do. We communicate regularly with our Academy Trustees, Local Governing Body, parents, staff and most importantly the children. The children take part in daily collective worship and participate in making decisions and reporting to various stakeholders. The school council works with us in making our school a happy, thriving place to be.

Our vision and values

Our school vision is: Carbrooke CARES with friendship, thankfulness and perseverance. As you can see, each letter of CARES has a values word linked to it:

Creative

Achieve

Respect

Enthusiasm

Spiritual

Our school is warm and friendly, and each child is valued and feels part of the school community. We work hard to promote the social, moral, cultural and physical development of all children so that by the end of Year 6, they are confident, motivated and successful learners who are respectful and considerate to the needs of others.

Values

We are committed to the provision of high-quality education. We believe that working within a Christian context - rooted in Gospel values such as service, thankfulness and humility - we can help young people become fulfilled, self-motivated, independent, responsible and caring members of society. We want all our young people to aim for excellence in all that they do.

Operation Encompass

Dear Parent / Carer

I am writing to inform you that the school will be taking part in a jointly run operation 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 abuse & 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 Norfolk Children's Advice and Duty Service before 9am or as soon as possible thereafter on the morning after any domestic incident which Norfolk Police have recorded where a child at their school has been involved in, present or witness to domestic violence.

The school has designated Mrs Hannah Wheeler and Mr Peter Cunningham as Key Adults. Our Key Adults have received training from Norfolk County Council to allow them to use the information that has been shared to make sure that the right support is available for children and their families who have been involved in or witnessed a domestic violence incident.

We are keen to offer the best support possible to our pupils and we believe this is going to be extremely beneficial for all those involved.

If you have any concerns or questions, then please contact one of the above Key Adults or myself and we will be happy to discuss this further. Further information about the project can be found on our school's website and is available from the school office on request

Yours sincerely,

Hannah Wheeler
Headteacher



St Peter & St Paul Carbrooke
Church of England Primary Academy

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