



Learning Together For Life

*'I have come that they may have life, life in all its fullness'*  
John 10:10

# Parent Information

## **Contents**

Welcome	3
Vision and Aims of the School	4
Trust Vision	5
About the School	6
Equality	7
Admissions/ Appeals	8
Attendance/ Sickness/ Absence/Lateness	10
Administering First Aid/ Medicines	11
School Day/ Term Dates/ School Closures	12
Safeguarding	13
Behaviour	14
Uniform	15
Curriculum/ Home Learning	16
Special Educational Needs	17
EYFS	17
Christian Distinctiveness	19
Breakfast Club/ Afterschool Clubs/ Educational Visits	20
Communication/ Payments/ School meals	21
GDPR/ E-safety	22
Policies	22

Welcome to Holy Cross Church of England Primary School.

Holy Cross is the newly formed school following the amalgamation of Runcton Holme CofE Primary and Wormegay CofE Primary. The school is based on the site of the former Runcton Holme school. We look forward to welcoming children from the villages within the catchment area of Tottenhill, Runcton Holme and Wormegay, as well as the surrounding areas to the school.

The coming together of the two schools reflects the ethos that Holy Cross will strive to achieve: the growth of a school within a family community, where the children come to learn, to care and believe in themselves, each other and the church; and develop a love of learning.

We value and believe in the child as an individual, and nurture the whole child, developing not only their academic ability but also prioritising their personal, social, spiritual, moral and cultural development. The staff will support, nurture and challenge the children throughout their primary school journey from the day they start their school journey to the moment they move on to High School.

Working with our families: our children's parents/ carers, in partnership, is a key element to ensuring that the children's journey is a successful one, and I hope that this booklet provides you with all the information you may need about your child's time at this school. The school website also contains additional information and is updated with current events, policies and photos of learning and celebrations.

Please do get in touch if you need any more information, and welcome to our school.

## Our School Vision

### Learning Together For Life

*'I have come that they may have life, life in all its fullness'*  
John 10:10

The atmosphere and ethos of our school reflects that we are a family, who care and believe in each other, the church and a love for learning.

Our School aims to:

- Enable learners to **respect** themselves, one another and the wider community as Jesus taught his disciples to 'treat others the same way you want them to treat you' (Luke 6:31).
- Enable learners to **aspire** to be the best they can be, equipping them with knowledge, creativity and life skills, ensuring that 'whatever the activity (our learners) do it with all of their ability' (2 Ecclesiastes 9:10).
- Support, nurture and **challenge** our learners during their school journey sharing our Christian values and the message in Philippians 4:13 'I can do all things through Him who strengthens me.'
- Celebrate when our learners **succeed** and encourage them to be proud of what they achieve as the worldwide family of Christians support one another.

## Trust Vision

Holy Cross Church of England Primary School is proud to be part of the Diocese of Ely Multi Academy Trust (DEMAT).

### Welcome to DEMAT

Our vision is for every child to flourish, to be introduced to the richness of human experience, and to understand, question, and contribute to the world around them.

What more could we want for our children than for them to leave school well educated, confident and kind, to be able to go forth and succeed in their future choices.

At a DEMAT school this overarching vision guides our work, supported by the Trust's values of Love, Community, Respect, Trust and Ambition.

We aim to deliver a high quality education, underpinned by our Christian distinctiveness, which follows a set of common principles but delivered in a manner unique to every school. We value the experiences open to every child and are committed to bringing a range of academic, sporting, arts and community events to our pupils.

Our Promise encompasses providing the best education and life chances we can through nurturing our children's values of Love, Community, Trust, Respect and Ambition.

CEO: Adrian Ball

Chair of Trustees: Peter Maxwell

To find out more about the Trust visit: <http://www.demat.org.uk>

## About the School

Holy Cross Church of England Primary School was formed in September 2021, following the merger of Runcton Holme CofE Primary and Wormegay CofE Primary on to the site in Runcton Holme. The school comprises of a Victorian building (with attached school house), an extension to the rear and mobile classroom. These buildings are within a larger site which has a large field and two playgrounds.

The school is split into three classes:

EYFS, Year One and Year Two	Teacher: Miss Pursglove Teaching Assistants: Mrs Lee Miss Fowler
Year Three and Year Four	Teacher: Mrs Waterson Teaching Assistants: Mrs Witt Mrs Brant
Year Five and Six	Teacher: Mrs Moore Teaching Assistants: Miss Thorne Mrs Oughton Mrs Stokes

### Additional Staff

Office Manager: Mrs Fowl

Premises Officer: Mrs Swanscott

Midday Supervisors: Mrs Cook, Mrs Weir, Miss Price-Waring

Breakfast Club Supervisor: Mrs Cook

## Equality

Holy Cross Church of England Primary School is committed to ensuring equality of provision throughout the schools' communities. To achieve this, our equality objectives are as follows:

### Equality Objectives

- To ensure all pupils in the school receive learning experiences which will enable them to achieve their potential and enrich their lives.
- To welcome and treat every member of the school as an individual.
- To encourage pupils to become responsible and independent while preparing them for their role in a wider social context.
- To reduce prejudice and increase understanding of equality and diversity within the school and promote within the wider community.
- To promote spiritual, moral, social and cultural development and understanding through a rich range of experiences both in and beyond the school.

The school's equality policy can be found on the website.

## Admissions/ Appeals

The DEMAT Admission Policy sets out the admission arrangements for DEMAT schools. Schools will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions. The school will, through DEMAT, consult as may be required and/or necessary.

Reference in the Codes to admission authorities shall be deemed to be references to the DEMAT Board, the powers and functions of which may be delegated to the head teacher supported by the Local Governing Body (LGB) of the school. All schools in The DEMAT will participate in coordinated admission arrangements by the Local Authority (LA) in their relevant geographical location and in respect of other arrangements specified in the admissions code. Notwithstanding these arrangements the Secretary of State may direct the DEMAT school to admit named pupils to a school on application from the LA, before doing so the secretary of state will consult the DEMAT.

This Church of England Primary School which is part of the Diocese of Ely Multi-Academy Trust serves children living within the Parishes of Runcion Holme, Wormegay and Tottenhill. The school admits children in the September before their 5<sup>th</sup> birthday.

Our admission policy allows children to start school earlier than the law requires. However, the law also allows parents to ask for their child to be admitted while the start date is delayed until later in the school year. Your child must start school by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If you inform us that you wish to delay your child's entry the place will be held and will not be offered to another child.

The approved admissions number into the Reception Year is 10.

### **Oversubscription Procedures – First Admissions**

In the event of over-subscription, the Governors will give priority using the following criteria:-

1. Children for whom their Statement of Special Needs names this school.
2. Children in public care living within the catchment area.
3. Children who live within the catchment area and:
  - *Have a sibling attending the school at the time of their admission*
  - *Whose parents regularly attend Church (at least twice a month) and express a wish for their child to attend a Church of England School*
  - *Have no sibling attending the school at the time of their admission*
4. Children who live outside the catchment area and:
  - *Have a sibling attending the school at the time of their admission*
  - *Whose parents regularly attend Church (at least twice a month) and express a wish for their child to attend a Church of England School*



- *Have no sibling or religious affiliation at the time of admission*

In the event of over-subscription the distance from home to school will be measured and the straight line used as the tie-break.

For the purposes of applying the over-subscription criterion, a sibling is here defined as a brother/sister living at the same address including a step brother/sister and children in foster care within a family unit.

Where parents have a shared responsibility for the child, each for part of the week, the home address will be considered to be the address that the child lives at for the majority of the week (including weekends). The school will expect evidence to support this, including the prime contact address held by the current school and which parent receives the child benefit in cases where the child spends an equal proportion of the week with both parents.

### **Appeals Procedure**

If, for any reason, your child has not been offered a place at this school, you may appeal in writing in the first instance to the Governing Body of the school. Further details will be provided at the appropriate time should it be necessary.

Prospective parents are very welcome to make an appointment to visit the school with their child/ren. Parents of accepted children will be notified of an evening meeting where details of the school and sessions when their child/ren can visit the Reception class prior to entry, will be given. This will also provide an opportunity for parents to meet the Headteacher, Class Teacher and Classroom Assistant.

### **Additional Information**

Additional Information about school admissions can be found at the Norfolk Country Council Website: <https://www.norfolk.gov.uk/education-and-learning/schools>

## **Attendance**

At Holy Cross we want to do our best for all our young people and believe that regular attendance at school is vital for children as it promotes good learning, positive attitudes and maintains continuity in their education and in their friendships. Children should be at school, on time, every day the school is open unless the reason is unavoidable. Permitting absence from school without a good reason is an offence by a parent.

We will endeavour to provide an environment where all pupils feel valued and welcome. For a child to reach their full educational achievement, a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

Attendance is subject to various Education laws, the Attendance policy is written to reflect these laws and the guidance produced by the Department of Education. As a school we regularly review our attendance figures and set targets. These will reflect both national and Norfolk attendance targets and following this will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

## **Sickness/ Absence**

If your child is unwell, please inform the office first thing in the morning, there is an answer machine available to leave a message if the phone is not answered. Please phone on each day of absence.

On the first day of an absence, parents/carers should contact their child's school before the registration period closes. If no contact has been made, the school will endeavour to contact parents/carers as quickly as possible during the school day and will transfer information to the registers, alerting the Headteacher or other key staff to any wellbeing issues. We will continue to make daily contact until a response is received. We will also make general enquires during this time and try other contact numbers. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

## **Lateness**

The start of the school day is 8.55am, this is when the register is taken. The register will remain open for 10 minutes, if your child arrives during this time they will be marked late.

Any child arriving after this time will be marked as an unauthorised late.

Any child arriving after 30 minutes will be marked as having an unauthorised absence unless there is an acceptable explanation.

In cases where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Medical evidence will be requested to support the absence.

## **Administering First Aid/ Medicines**

The school has a number of staff who are first aiders, and able to administer first aid if your child has an accident. In the event of a minor accident, this is recorded in the accident book, and a copy sent home with your child at the end of the day. If your child is involved in an accident that needs further medical attention, then you will be contacted by phone.

No child can be given prescribed medicines or Asthma Inhalers in school unless the parent/guardian gives written consent with instructions and the medicine is in the original container bearing his/her name and the recommended dosage. All medication should be in date. These should be given in at the office, where a consent form can be completed.

## **School Day/ Playtimes/ Lunchtimes**

8.30am – Daily Mile (led by Miss Thorne)

8.45am – 8.55am – children arrive in school and go straight into classes.

8.55am – register

9am – lessons

12.00pm – lunch 12.00pm – 12.30pm – lunch in hall, 12.30pm – 12.50pm – outside activity.

12.50pm – registration

2.50pm – Collective Worship (school hall)

3.15pm – school finishes

Playtimes – Teachers and TAs for the class are on duty and equipment is available to the children to play with, staff are encouraged to play games with the children.

Wet playtime – will be conducted within classroom

Wet lunchtime - Class One and Two in the hall, Class Three in their classroom.

## **Term Dates**

Term dates are set by the Headteacher, taking into consideration the Norfolk County Council set dates, and INSET dates set by our Academy Trust. These are released prior to the start of the forthcoming Academic Year. A copy of the calendar for the 2021/ 22 school year is enclosed.

## **School Closure**

Should school need to be closed a text will be sent out by the school detailing why and any additional information needed. The school closure is also added to the Norfolk County Council School Closure page.

## Safeguarding

**Safeguarding and promoting the welfare of children is everyone's responsibility.**

Safeguarding and promoting the welfare of children is defined by the Department for Education as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Our Child Protection and Safeguarding Policy and procedures are available to all staff and parents via the school website.

### School Safeguarding Team

<b>Role</b>	<b>Name</b>
Designated Safeguarding Lead	Mrs Zeil
Deputy Designated Safeguarding Leads	Mrs Fowl Miss Pursglove Mrs Waterson
Trust Safeguarding Lead	Amy Weaver Director of Inclusive Leadership
Designated Teacher – Looked After Children	Mrs Waterson

If you are concerned about a child's welfare, please get in contact with one of the school safeguarding team.

## Behaviour

The school rules are:

**Ready**

**Respect**

**Safe**

**First time, every time**

The behaviour policy details our approach to behaviour including norms, routines and consequences. It includes a home-school agreement that is shared with all parents as children start at the school. All parents are expected to engage in supporting the school with regards to the expectations included within the home-school agreement.

Response to appropriate behaviour (Rewards)	Response to inappropriate behaviour (Consequences)
<p>*Positive Praise</p> <p>*Class recognition board – behaviour cards</p> <p>*Complete behaviour cards at the end of the week receive a star for the class on the hall board</p> <p>*Marvellous me/ Messages/ Notes home – above and beyond/ consistently high levels of behaviour/ acts of kindness</p> <p>*Headteacher's Awards, for learning or behaviour reward. Star given for the class on the hall board</p>	<p>1 Quiet reminder (individual basis) about non-compliance with the school rules.</p> <p>2 Warning given – reminder about inappropriate behaviour and make up activity to be given at break/ lunch.</p> <p>3 Final Warning – miss time from break/ lunch. Make up work missed</p> <p>4 Send to Head or Head to the classroom, removal of child from the classroom. (Behaviour recorded on CPOMS). Child to work out of the classroom for a period of time</p> <p>Discussion with parents – telephone/ end of day. Pastoral conversation to take place</p> <p>5 Internal exclusion – if working outside of the classroom for a period of half day or more</p> <p>6 External exclusion</p>

Each child has an achievement card, that is displayed on the behaviour board within the classroom. These behaviour cards contribute towards the school's reward system.

### School Ambassadors/ Sports Captains

Each class has two class ambassadors, these children are chosen by the staff to represent their class and their school. The school also has 4 Sports Captains, who support with organising and leading PE and Sport across the school.

## Uniform

It is an expectation of the school that all children wear the school uniform as stated. In the first year of Holy Cross CofE Primary School the children will be provided with the following:

Two knitted items: jumper or cardigan, a PE t-shirt and PE hoodie, all with the school logo embroidered on them.

Uniform should be worn as follows:

Navy knitted jumper/ cardigan with logo, (if you choose to purchase jumpers/ cardigans from alternative providers these must not be sweatshirts).

Light blue (not royal or navy) polo shirts

Boys grey trousers/tailored school shorts (no tracksuit bottoms or sports shorts)

Girls grey skirt/pinafore/trousers or tailored shorts (no leggings), grey tights for the winter  
Navy and white checked dresses may be worn in the summer.

*Footwear* should be black, sensible school shoes, **not trainers**, and are suitable for the active atmosphere of the school.

P.E. and Games wear:

Navy School t-shirt with school shield

Navy shorts

Trainers for outdoor games wear

Draw string kit bag

Socks

Navy hoodie with school shield

Navy tracksuit

All children should have their PE kit in school from Monday to Friday when it should be taken home.

**Please make sure that your child's name is clearly written in EACH item of school uniform, as this allows lost property to be speedily returned to its owner.**

Nail varnish and jewellery should also not be worn. Those children with pierced ears should wear studs only, and these should be removed for safety reasons during P.E. sessions.

Watches should be standard watches; smart watches are not to be worn. Mobile phones should not be brought into school.

Uniform with school logos can be purchased from Brigade via the school office. If you struggle financially with purchasing school uniform, please do come and see us.

# Curriculum

## Curriculum Intent

Our curriculum aims to equip our learners with the knowledge and skills they need, enabling them to **aspire** to all they can achieve within their lives, **challenge** themselves to achieve and celebrate **success** in a way that demonstrates **respect** for themselves, their family, their friends, their community and the world within which they live.

Being a church school is important to us and Christian values underpin all that we do within both our learning and play. The atmosphere and ethos of the school reflects that it is a family, who care and believe in each other, the church and a love for learning. Children who attend this school are supported to learn so that they can lead a rich and full life as they grow. **'I have come that they may have life, life in all its fullness' John 10:10**

The areas of learning are based upon key themes from the National Curriculum, and enhanced by the Global Goals, derived from 'The World's Largest Lesson', weaved within them. These goals are based on the working of Project Everyone and UNICEF, where they are working towards sustainable development for the world. This offers our children a global learning curriculum; rich in knowledge of the many different aspects of world around them and the skills that they will need to lead a full and active life within that world. Within each goal, the children in our lower years, relate this to themselves and their immediate community; as the children move through the school, this widens to thinking about society within the UK, and then on a global scale.

## Curriculum Implementation

The schools follow a two year rolling programme, with key concepts and knowledge being revisited throughout. Learning is broken down into three phases to ensure progression and development of substantive and disciplinary knowledge and, allowing for previous learning to be built upon when embarking on new areas of learning.

Within each subject we deliver learning using recommended, respected and tested schemes of work, for example in Maths we use White Rose, for Science, History, Geography and Art we use Primary Knowledge Curriculum and in ICT we use Purple Mash.

Whilst children are within the EYFS, the Development Matters framework and the statutory EYFS curriculum underpin the learning that takes place during the Reception year, and builds links with the curriculum being offered at KS1. This enables smooth transition within those year groups.

## Curriculum Communication with Parents

Each half term an overview of the learning being covered will be shared with parents, this will cover key facts, questions, vocabulary and learning that each class will cover. It also shares any key information regarding the class, and suggestions of additional home learning activities.

## Celebration of Curriculum Achievements

Staff can give Headteacher Awards at any time to children for excellent learning across any areas of the curriculum, this learning can be shared with the Headteacher at any time.



At the end of each term, a formal celebration assembly is held where Star Learners are recognised within subject areas, these children receive a certificate and a voucher.

### **Home Learning**

There is so much that children can learn from spending time with their families, from others, and from taking part in wider community activities and we encourage parents to do so.

All children are expected to engage with homework set by the class teacher, this will take the form of: weekly Reading, Spellings, Times tables, Phonic/ Word cards and an English and Maths task.

In preparation for Yr6 SATs there will be weekly homework set. In addition, the teachers will share ideas for Home Learning activities that could be done at home to support learning about the foundation subjects, and these will be celebrated in school should your child bring them in.

## **SEND**

If you have concerns about your child in relation to special education needs, you should share these concerns with the Class Teacher in the first instance. The class teacher will then discuss these concerns with the SENDCo and the Headteacher as part of pupil progress meetings. Our SENDCo is Mrs Waterson.

All teachers engage in the Assess, Plan, Do, Review cycle half termly, and meet regularly with the SENDCo to discuss this and then with parents, where provision is shared.

Further information regarding SEND can be found in our SEND Information Report.

## **EYFS**

Here at Holy Cross CofE Primary School we understand what a daunting experience it can be for children and parents at the beginning of primary school, so we ensure we make it a positive and happy start. Every teacher in the school has worked in a reception class so we are all familiar with how to welcome new reception children.



The Early Years Foundation Stage (EYFS) Statutory Framework and the Development Matters Guidance underpin the experiences and learning that we provide. We ensure that there is a daily mix of direct, first-hand experience and play-based exploration to prepare our children with the foundation knowledge and skills they will take with them into key stage 1 and beyond.

The children engage in purposeful activities which build on what they already know and allows them to take risks whilst developing independence in their learning. Our safe and positive learning environment promotes a 'can do' attitude and we support the development of the whole child throughout the year.



We pride ourselves on positive and supportive relationships with parents and families so that we can share in the growth, development and successes of the children. Parents are invited to join us in school to see their children showcasing their learning and taking part in themed activities.

## Christian Distinctiveness

Holy Cross Church of England Primary School is a church school, and as such it is important to us to display and maintain our Christian distinctiveness. However, it is not a faith school, and children of all faiths and no faith can attend the school. Our ethos incorporates many of the Christian values and these run through all that we do in school. Links with the church are established as much as possible.

All children are involved in a daily collective worship activity from 2.50pm, and participate in the lunchtime grace and school prayer.

### Lunchtime Grace

Thank you God for the food we eat  
Thank you God for the friends we meet  
Thank you God for the fun we share  
Thank you God for your loving care  
Amen

### School Prayer

Father God,  
At Holy Cross we ask that you,  
Look after us the whole day through.  
Give us the skills to respect each other,  
And share our aspirations with one another.  
Support us as we rise to the challenges we face,  
And give us opportunities to succeed with grace.  
Amen

### Religious Education

Through the teaching of RE we aim to promote religious literacy. By this we mean that pupils are able to hold balanced and well informed conversations about religion and belief.

- At KS 1 pupils study primarily Christianity and Judaism, with reference made to other principal religions, beliefs and worldviews.
- At KS 2 pupils study primarily Christianity, Islam and Hinduism, with reference made to other principal religions, beliefs and worldview.

In accordance with the Statement of Entitlement (2016), 2/3 curriculum time is allocated to the teaching of Christianity. This entitlement is met both through the weekly teaching of RE, and through additional RE days which focus on an aspect of the Christian Faith.

All schools within DEMAT are inclusive communities but recognise that parents have the legal right to withdraw their children from Religious Education and Collective Worship on the grounds of conscience. We would ask any parent considering this to contact the Headteacher to discuss any concerns or anxieties about the policy, provision and practice of religious education.

## **Breakfast Club/ Afterschool Clubs/ Educational Visits**

### **Breakfast Club**

The school's Breakfast Club Leader is: Mrs Cook

Operating Hours: 8am – 8.50am

Children can arrive up to 8.30am but pay for the whole 50mins. Places to be pre-booked via the office.

Cost: £3.20 per child per day, £5.00 for two children per day and £6.40 for three children per day.

Breakfast Club takes place in the hall, and breakfast is provided up until 8.30am, games and activities are provided for the children.

Breakfast on offer includes: different varieties of cereal, toast with butter/ jam, chocolate spread, fruit juice/ water

### **Afterschool Clubs**

After School Clubs run Monday – Thursday, 3.15pm – 4.15pm, we organise a wide range of activities which children can elect to take part, these can include: Lego Club, Sports Clubs, Healthy Eating Cooking Club and Craft Club. These are run by either members of staff or Sports coaches. Sometimes a charge is made for after school clubs but this is kept to a minimum.

After school clubs change each half term, a letter is sent out prior to the end of a half term so that parents can pre-book clubs in time for the following half term.

### **Educational Visits**

At Holy Cross Church of England Primary School, the development of the whole child is important to us, to this end we endeavour to provide a variety of Extra Curricular and Enhanced activities.

Education Visits are encouraged to support learning in the classroom. All educational visits support learning of the curriculum and are risk assessed appropriately. A voluntary contribution is asked for in most cases, where the costs are not covered it may be necessary to cancel a trip but this is avoided as much as possible.

Two night residential Visits take place in Yr3/4 to Hautbois and in Yr5/6 to Norfolk Lakes, where the children take part in a number of different Outdoor and Adventurous Activities.

## Communication

We are always pleased to welcome parental involvement in your child's education and encourage it. The office is open daily, please do come and see Mrs Fowl if you have any questions, or would like to request a meeting to see your child's teacher.

Class teachers use Marvellous Me to send home messages. This is an app that you can download using the code that can be requested from the office. Every child also has a home reading record, it is an expectation that you read with your child and record this in the reading record.

Every two weeks a newsletter is sent home, with updates on what has been happening, or is coming up in the school calendar. It is also an opportunity to share some of the fantastic learning that goes on. We use email to send letters home to parents, so please ensure that the school office has your up to date email address. You can always request a paper copy. We also use text to send out quick reminders, again, please ensure we have up to date details.

## Payments

We encourage parents to use BACS to pay any outstanding monies due for dinners, breakfast clubs or trips. Details can be requested from the office. Cash/ cheques can be taken via the office, or be sent in with your child in a clearly labelled envelope, if needed.

## School meals

Children have the option of a hot school meal or a school packed lunch. School meals are cooked at Ten Mile Bank Primary School and transported in insulated containers to the school. Menus are distributed to parents from the school office, and meals need to be booked a week in advance. Lunch choices need to be sent to the office by the Monday of the previous week. The cost of school meals are £2.30 per day. Payment should be made on a weekly basis to the school office. Reception, Y1 & Y2 are entitled to a Universal Free School Meal.

Children can bring their own packed lunch if they prefer. We encourage the children to think about what they bring in their packed lunch and ensure these are part of a healthy balanced diet; sweets/ chocolate bars, fizzy drinks are discouraged.

The children are supervised in the dining hall and afterwards on the playing field or playground by the Midday Supervisors.

We encourage the children to bring to school a drink in a water bottle, this should be water or flavoured water only. Children in EYFS/ KS1 are provided with fruit for a snack at break time. Children in Class Two and Three may bring a healthy snack (no crisps/ chocolate/ sweets) if they wish.

## **GDPR/ E-safety**

Data protection - The protection of data is taken very seriously across the school, the GDPR policy is available on the website and included in the appendices. When working from the school, all employees must abide to the regulations regarding the sharing of data. Further information can also be found on the DEMAT website. Any concerns regarding Data Protection or breaches of Data Protection Regulations should be taken to the Headteacher, or the Office Manager.

When your child starts school, a number of documents are provided regarding information sharing and data protection. Please ensure you take the time to read these and sign the associated permissions.

## **Policies**

A number of key policies are included within this pack. All other policies regarding the running of the school are available on the website:

\*Behaviour Policy

\*Home School Agreement

\*GDPR

\*Privacy Notices

\*Photos, videos and websites consents

\*Attendance Policy

Should you require paper based copies of any of the policies please contact the school office and these will be made available for you.