



MAGDALEN GATES PRIMARY SCHOOL

School Brochure 2021

Bull Close Road, Norwich, NR3 1NG
01603 622675

Dear Parents and Carers,

Welcome to the Magdalen Gates Primary School family. In this brochure you will find all of the information that you might need to know about choosing the right school for your child. We strive to create an inclusive and stimulating environment in which all children can thrive. Our aim is for all children to leave the school with all of the skills and knowledge that they will need to determine their own futures.

At Magdalen Gates Primary School, we pride ourselves on **'Working together to give every child the best'**.

'Working together' means:

- We expect everyone to work in the interests of the child.
- Everyone has an important role in the child's education whether they are a teacher, a school leader, an Educational Assistant (EA) or a parent. They all need to be working together.
- There is an African proverb that states that 'It takes a village to raise a child.' This reflects our belief that children require the support of a whole community to grow in a safe and healthy environment. This is what we try to create at Magdalen Gates Primary school.

'Giving every child the best' means:

- A safe and nurturing environment for all children.
- High quality teaching in every classroom.
- Highly trained teachers and EAs.
- Having high standards for everyone in the school community in all areas of school life.
- Being really consistent in our expectations of behaviour and the ways that we communicate with each other.

If you find that there is something else that you would like to know, please contact the school office and we will find someone who can answer the question for you.

I look forward to welcoming you to the school.

Mr Chris Hutchinson
Headteacher

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Enclosures

Term dates for 2021/2022
Intimate care policy
Attendance information
Annual Legal Intervention Attendance letter

Please complete the following enclosures and return them to the school office.

When you return these please bring a valid form of Identification for your child. This could be a birth certificate or a passport. We will make a note that we have seen the Identification and no copies will be taken.

Home School Agreement
Collection arrangements
Free School Meals (FSM) information and form
Admissions form
Parental consent form

About our school

First built in 1888 within sight of Norwich Cathedral, Mousehold Heath and the City Walls, Magdalen Gates has a long history of working closely with the community to provide a happy and successful environment for learning.

At our school, staff and governors are committed to a partnership between home and school. We aim to create a stimulating and supportive environment, so that children are able to develop to the full extent of their ability.

Our Vision for Education:

“Magdalen Gates working together to give every child the best”.



Safeguarding +



We all have a statutory duty to safeguard and promote the welfare of children and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (the Headteacher) or one of the alternate safeguarding leads who are Will Turnpenny, Chloe Demeuzois, Emma Homan or Tina Callaghan.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour- we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example- physical, emotional, sexual abuse or neglect or radicalisation, you must find one of the designated professionals detailed below and provide them with a written record of your concern.

Any allegation concerning a member of staff, a child's foster carer/parent or a volunteer should be reported immediately to the Headteacher or the Senior Leader in charge. If an allegation is made about the Headteacher you should pass this information on to the Chair of the Governing Body.

The people you should talk to in school are:

Chris Hutchinson
Chloe Demeuzois
Will Turnpenny
Tina Callaghan
Emma Homan

Headteacher
Assistant Head – Achievement
Assistant Head – Inclusion
EYFS KS1 Lead
KS2 Lead

THE STAFF

Senior Leadership Team and Teachers

Mr C Hutchinson	– Head Teacher
Mrs C Demeuzois	- Assistant Head Teacher (Achievement) & Year 1 Teacher
Mr W Turnpenny	– Assistant Head Teacher (Inclusion & SENDCo) & Year 4 Teacher
Mrs T Callaghan	– Early Years Class Teacher
Mrs Bennett	– Year 1 Class Teachers
Miss N Phayre	– Year 2 Class Teacher
Miss E Bramble	- Year 3 Class Teacher
Mrs Humphreys	- Year 4 Class Teacher
Miss L Vincent & Miss M Sivananthan	– Year 5 Class Teachers
Miss Homan	- Year 6 Class Teacher

Support Staff

Mrs E Howard	– Parent Support Advisor
Mrs S Wahiwal	– School Counsellor
Mrs Y Rix	– Educational Assistant (HLTA Status & PE Specialist)
Mrs S Coulthart	– Higher Level Teaching Assistant
Ms M Nicholson	– Educational Assistant (HLTA Status)
Miss V Arnull	– Educational Assistant (Music)
Mrs S Lynn	– Educational Assistant (EAL)
Ms A Emmerson	– Educational Assistant
Miss F Dodson	– Educational Assistant
Mrs R Chapman	– Educational Assistant
Miss E Annison	- Educational Assistant/Reprographics Assistant
Miss D Goose	- Educational Assistant
Miss G NG	- Educational Assistant
Mrs A Cooper	- Educational Assistant
Mrs S Walker	- Educational Assistant (ELSA trained)

School Administration

Mrs Armstrong	– Finance Manager
Miss W Huggett & Mrs Orford	– School Secretaries
Miss J Austrin	– Librarian
Miss V Arnull	- Communications Assistant

Caretaker & Cleaning Team

Mr P Wilson (Caretaker), Mrs T Callaway, Mrs J Annison, Mr. C. Camba Gonzalez, Mrs M Krysiak

Midday Supervisory Assistants

Miss D Goose (Lead MSA) Mrs A Carter, Ms D Wones, Mr C Camba Gonzalez, Miss G NG,
Mrs A Cooper, Mrs D Pinto, Mrs F Halliday

Road Crossing Patrol

Ms M Thain

The Governing Body

Our Role, what we do

The Governors role is essentially strategic; the operational running of the school is the responsibility of the Head Teacher. Governors are responsible for the conduct of the school. Governors promote high standards of education, ensuring continued school improvement. Therefore, Governors hold the Head Teacher to account for educational performance, they must be critical but a supportive friend to the school. They help the school be responsible to the needs of pupils, parents and the community. They also ensure clarity of vision and oversee financial performance, making sure money is spent effectively in line with the school development/improvement plans.

How Governors do this

We meet once a half term as a full governing body. We delegate responsibilities to small committees and working parties that meet once a term. All meetings are minuted and available on request. Chairs of committees and working parties feedback decisions/ideas at full governing body meetings. We have two main committees: Premises, Personnel and Finance – curriculum and standards. We complete training and continually update our skills to ensure we keep up to date and to improve the skills within the board. Within meetings we review policies; approve and set budgets; set strategic direction; review data of pupil progress. We have reports at full governors meeting from the Head Teacher. Teachers and pupils attend our meetings to explain things they are doing within the school and the difference that it makes to our school. Governors take on individual responsibilities/links within the school. Governors regularly undertake learning walks so they can see the school in action.

Our School Governors

Mr S. O'Neill (Chair)

Ms H. Dawson (Vice Chair)

Mr C. Hutchinson (Head Teacher)

Mrs S. Sharma (Co-opted)

Mr W. Turnpenny (Associate Governor)

Ms. K. Marsden (Co-opted)

Mrs C. Demeuzois (Staff Governor)

Dr N. Williams (Parent Governor)

Ms H. Gascoigne (Co-opted)

Mrs J. Brociek-Coulton (Co-opted)

Mrs A. Biddle (Clerk to the Governors)

The School Day & Curriculum

Morning Playground

Following some of the changes brought in by covid we have found that a soft start works so very well for the children and we are looking to continue this in September. Therefore we ask that children arrive for school between 8.30am and 8.45am and go straight to class. This aids the flow of people around the one way system on to and off of the school grounds.

There will always be a member of staff at the gate to welcome you in the morning.

Registration

Registration is taken at 8.45am, any children arriving after 8.45am will be marked as late – which could impact on their attendance percentage. The registers will close at 9am.

Lunchtime

Lunchtime runs from 12.00 noon to 1.00 p.m. in EYFS and Key Stage 1 and 12.30 pm to 1.30 pm in Key Stage 2. Members of the Leadership Team are on duty every day, with Mealtime Supervisors on duty on the playground and in the dining hall and eating areas. Afternoon registration runs from 1pm in EYFS and KS1 and 1.30pm for KS2.

Afternoon Playground

The school gates are unlocked at 3.10 pm when parents can enter the playground. The school day ends at 3.15 p.m. for all. The teaching staff will dismiss their class via the class door or designated area. They will only be allowed to leave once a known adult has collected them. If you have an older child in the school you will need to provide your parental permission, in writing for them to walk home on their own or with friends.

In the unlikely event that you find yourselves late for collecting your child(ren) please contact the main school office to let them know as soon as possible. Any child remaining at the end of the day will be looked after near the main school office.

Older children who travel to and from school on their own are permitted to have mobile phones. Please note that mobile phones will be held in a safe place within the classroom during the school day and will not be available for the children to use.

The Early Years Foundation Stage. (Reception Year)

Children in our Reception class have the strongest possible start to their primary school journey due to a careful and balanced approach of adult-directed and child led activities. We follow the Early Years Foundation Stage (EYFS) framework and we deliver this in a creative, inspiring and practical way. Play is essential to all children's development and well-being. Our skilled team of EYFS staff are able to support and encourage all of our children in the areas that they are most interested in. Our indoor space is large and well-resourced and the children select their choice of activities from zoned areas of the classroom. The children have access to the outdoor space throughout most of the day, whatever the weather, this is helped by a large area of the outdoor space being undercover. Partnership and communication between home and school is crucial in giving your child the best start

to school life. The EYFS team share observations and next steps on "Tapestry" (Our online learning journal) and encourage parents to share learning that happens at home too.

Phonics and Reading in EYFS and KS1

Children in our school follow the Read Write Inc. phonics programme to help children learn to read and write quickly, and with confidence. Read Write Inc is a synthetic phonics programme for primary school aged children and is on the approved list from the Department for Education. It enables every child to become a confident and fluent reader at the first attempt.

Partnership with parents is key to a child's reading success. We run events in school and via Tapestry so that parents can support their children with reading at home. We know that the children who make the best progress in reading are those who read regularly at home. Parents can choose a paper reading journal or an online journal to record the reading that their children are doing at home.

Reading

All children in school have a class reading book and a library book. The class reading book is from the Oxford University Press Reading Scheme and is what we refer to as a "banded book" as it is a progressive scheme.

All children have an allocated time each week in their timetable to visit the school library. Children's reading is recorded in a reading journal or online.

Key Stage 2 children follow a programme called Destination Reader. Destination Reader involves daily sessions incorporating whole class modelling prior to the children applying these skills through partner work and independent reading. Children deepen their understanding of the texts they read through the systematic use of a series of strategies and language stems. The approach encompasses the key principles of effective reading provision and fully meets the requirements of the National Curriculum. It also builds a culture of reading for pleasure and purpose.

Some of the key principles which underpin Destination Reader are:

- Enable quality experience
- Promote enjoyment
- Increase reading mileage
- Build firm foundations
- Develop thinking and understanding
- Make talk central

Its main focus is on:

- Key reading strategies which support comprehension.
- Learning behaviours which support dialogue.

Maths

A Magdalen Gates mathematician has a deep conceptual understanding of the mathematic principles. We endeavour to provide our pupils with opportunities to become confident mathematical thinkers to be able to reason, problem solve, and communicate confidently, equipping them with the skills to apply to everyday contexts.

Science

Work in science includes a combination of experimental activities, research work and topic based projects. A Magdalen Gates scientist is able to question, challenge and explore the world they live in. We endeavour to provide our pupils with opportunities to develop their skills in becoming confident scientists: always asking questions, observing and challenging; using scientific vocabulary to explain their thinking and findings; recording and presenting using varied methods. Our pupils will make connections between areas in our Science curriculum and the world they live in today.

Computing

The use of ICT has now become a part of everyday learning in school. Each classroom has its own interactive flat screen board and children have access to ipads and also our laptop computers too. A Magdalen Gates digital citizen learns to navigate the digital world, understands a range of devices and programs, and learns to act positively, critically and competently online.

Pupils do not have unsupervised access. We have a very sophisticated and efficient filtering system which restricts access to inappropriate websites and content.

Art

Children develop their skills to express themselves and reflect on the world around them using a variety of materials and techniques. Activities include drawing, painting, printing, clay work, collage and modelling.

Design and Technology

A Magdalen Gates designer creates products with purpose. We deliver a Design and Technology (D&T) curriculum that provides opportunities for students to develop their capability, combining their designing and making skills with knowledge and understanding in order to create high quality outcomes.

Geography

A Magdalen Gates geographer will ask questions about the natural and human aspects of the world. Magdalen Gates geographers will develop a greater understanding and knowledge of the world, as well as their place in it. The Geography curriculum at Magdalen Gates enables children to develop knowledge and skills that are transferable to other curriculum areas and which are used to promote their spiritual, moral, social and cultural development.

History

A Magdalen Gates historian will recall important historical periods, and understand significant historical themes and events. They will make connections between local and regional, national and international history. They will develop skills through historical enquiry, research and analysing historical evidence.

Music

A Magdalen Gates musician loves the international language that is Music. Our music curriculum will provide them with lifelong skills in reading music and playing a variety of musical instruments. They will also have the opportunity to evaluate and perform pieces self-composed, classical and popular music.

Physical Education (PE) and Swimming

A Magdalen Gates sports and games learner has a positive attitude, is a team player and works to improve their physical wellbeing.

We deliver a curriculum that allows pupils to develop their skills and improve their performances physically, mentally, socially and creatively to inspire lifelong activity and participation in games and sport. Children in Years 2 and 5 have swimming lessons at the Riverside Swimming Pool throughout the year.

RSHE (Relationships, Social and Health Education)

A Magdalen Gates RSHE learner will know how to build healthy relationships, will recognise their own feelings and those of others and will know where and when to seek help and how to keep themselves safe. Our curriculum aims to create happy, healthy and confident children who are aware of their rights and responsibilities and how their bodies will grow and develop as they get older.

Religious Education (RE)

A Magdalen Gates religious and worldviews learner looks at the world through three different lenses: philosophical, theological and the human and social sciences. We follow the Norfolk Agreed Syllabus for RE and have a multi-disciplinary approach to teaching RE.

SEND (Special Educational Needs & Disabilities)

At Magdalen Gates, our motto is "Working together to give every child the best". We begin by finding out what our children already know, and build on those foundations with interesting engaging lessons. Every child's starting point is different, which is why we spend time carefully planning our learning to meet the children's needs.

Some children have special educational needs (SEN) which means they need support or activities which are additional to or different from those of their peers. Some children have disabilities or medical needs including sensory impairments such as those affecting sight or hearing, and long-term health conditions too. We work as a team with our children, families, teaching team, governors and other supporting agencies to put in flexible plans to meet these needs. If you feel that your child will need this sort of support, don't hesitate to contact Will Turnpenny, who is the school's special educational needs coordinator (SENCo).

Extra-Curricular Life

Clubs

When circumstances allow we look forward to having a variety of clubs for the children to take part in, both during lunchtimes and after school. These are run by our school staff.

Educational Visits

We plan for a series of educational visits that take place throughout the school year for all year groups. They are normally linked to the curriculum of the year group to support the learning that has taken place and they increase in complexity and challenge as the children move through the school. Some visits are also planned for reward or to support pupil wellbeing.

Trips and residential stays can be paid for using the school's secure online payment system.

Extended Schools Provision

We have a well-established extended schools provision at the school with breakfast club, afterschool club and holiday clubs available to book on an as needed basis.

The places should be booked, online through the Eduspot website. Before you can book your first session you will need to complete a registration form which will be available on our school website. For more details of the sessions that we offer please contact the school on 622675 or email office@magdalengates.co.uk.

Home School Links

Home School Agreement

This is intended to foster clear and effective relationships between school and parents. It sets out clear expectations and responsibilities of parents, pupils and the school in supporting every child to achieve their best and enjoy school life. A copy of the Home-School Agreement is at the back of this prospectus under the Blue Parent's Permission forms.

Homework and Tapestry

We encourage participation and support by parents in your child's learning at home. Homework can make an important contribution to your child's progress at home. Homework will include a wide variety of tasks and activities, depending on the age and ability of your child. Some homework activities will involve your child working independently, whilst others will require parental support and assistance if your child is to gain the most from the task which has been planned. Homework is uploaded to Tapestry every Friday.

How you can help your child

Always give your child plenty of support and encouragement. Make a point to chat with your child each day about school, ask questions about their work and activities. Support the school in encouraging self-discipline. Keep in touch with your child's teacher. Ensure they read to you regularly.

Parents' Evenings & Communication

The school places great importance on having good, effective channels of communication. We keep parents regularly updated in lots of different ways including a fortnightly News Bulletin which is emailed to all parents and also published on the school's website. This contains reports on recent events and more importantly, reminders of happenings in school in the immediate future. Your child may also bring home letters, notes and reminders from the class teacher so we ask that you check their book bags daily for any correspondence from school. We also communicate messages to parents via Eduspot, text messaging. We urge parents to refer to the school's calendar on our website which is updated with the very latest news and information.

Written reports about your child's progress and achievement are sent home in the Spring term for Yrs 1-6 and in July for our EYFS pupils.

Parent information evenings take place in the Autumn and Summer term. They are designed to give all parents the opportunity to discuss the progress of their children with the class teachers and to plan for how we will work together to support the child's educational journey in the future. All parents are expected to engage with the parent's evenings to support the school ethos of working together to give every child the best.

Parent Support Advisor

Liz Howard is our Parent Support Advisor (PSA) and is based at Magdalen Gates on a Monday and Wednesday and is available to support all our families on a friendly and informal basis.

Perhaps you would like someone to chat to over a cup of coffee, or you feel that your child would benefit from joining more social groups in the community.

Please look out for Liz in the playground or you can make an appointment with her for a friendly and informal chat by contacting her on 07584131367 or via the school office on 01603 622675.

Practical Information

Attendance & Absence

We are proud that children at Magdalen Gates Primary School want to come to school every day. We work very closely with the Local Authority to monitor attendance and we ask our parents to work with us on this matter by bringing their child to school every day.

By law, late arrival to school is recorded as an unauthorised absence. Parents are required to report to the school office giving a reason for their child's late arrival. Any absence must be communicated to the school. We expect to be informed of any absences on the first day and unless exceptional circumstances before 8:45am. The school has a dedicated absence line where absence messages can be left. We always follow up unexplained absences by text or a phone call – we will also conduct home visits if we have any concerns.

Good attendance and achievement are related. We do not authorise holidays or time taken to visit relatives abroad during term time. We refer unauthorised absences to the Local Authority for legal intervention which could be in the form of a Fixed Penalty Notice (£60 per parent, per child). We understand there may be exceptional circumstances when families may need to take children out of school during school term and in these circumstances, parents/carers are asked to fill in a leave of absence form. For further detailed information on our attendance procedures please read our Attendance Policy, available on our school website or from the school office.

Behaviour

We believe that a positive approach to behaviour helps children to take responsibility for their actions by encouraging them to make right choices.

We have three reminders for behaviour

- 1 Follow instructions straight away from all adults
- 2 Care and respect for everyone and everything
- 3 Show good manners at all times.

School Uniform

It is expected that all children will wear school uniform. Black/grey trousers or skirt, white polo shirt or the school's polo shirt. School's sweatshirt, polo shirt or cardigan. In summer, black/grey shorts or the school's gingham dress. Children need to wear sturdy, sensible shoes suitable for the weather. Trainers are not part of our school uniform. Detailed information on the school uniform is available from our supplier, Stevenson's, Ber Street, Norwich (just a short distance from John Lewis). Uniform is available to purchase direct from their shop. PE shorts need to be black, short and fitted, not knee length or baggy (for safety reasons) and all children will require PE plimsolls or trainers. Plain, black tracksuits can be worn with a white t-shirt in colder weather.

All clothing, and particularly school uniform must be clearly named.

The school discourages children from wearing any earrings or other items of jewellery as no responsibility can be taken for the care of them. They can get lost, broken or cause a health & safety risk to the wearer and others. Unless your child can take out their earrings themselves earrings must not be worn on PE days. Staff will not take responsibility for removing them.

School Meals & School Money

Hot lunches - We are delighted to be working with Edwards & Blake who provide school lunches for our pupils. School dinners are freshly prepared and cooked each day, onsite, in our kitchen by Mrs Annison and her team.

The cost of a school lunch is currently £2.30 for a 2-course meal. Parents/carers are required to order, and if required, pay for their child's meal using our secure online ordering and payment system Eduspot. Meals can be booked up to midnight the day before.

Children in EYFS and KS1 receive a snack of fruit or vegetables daily with an option of milk or water for a drink. This is an NHS and Government initiative. Pupils in KS2 may wish to bring in a snack from home.

Children can bring in their own packed lunch from home. This needs to be provided in a named and sealed container. No fizzy drinks, sweets, glass bottles or cans are allowed to be consumed. Lunches should be healthy and chocolates bars and crisps are discouraged. **We are a nut-free school** so we ask that nut-based products are brought into school. This includes peanut butter, Nutella and any cereal bars that contain nuts.

Eduspot

Parents will be sent a password via text and/or email so that they have access to the school's online payment system. Payments can be made for dinner money, after school and breakfast club, school trips and or residential trips. Parents can find information and "How to" guides on our website.

Below is the School Money Ordering link. There is also lots of helpful guides for parents/carers to read – <https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney>

Universal Infant Free School Meals (UFSM)

The government provide free meals for children with EYFS and KS1. This means that a child joining Magdalen Gates in the lower school can receive a free hot or cold meal each day from the school kitchen.

Free School Meals (FSM)

We encourage any parent to apply for free school meals if they meet the eligibility criteria no matter which year group their child is in. You can complete your application online at www.norfolk.gov.uk/schoolmeals or on the paper form in this pack.

Pupil Premium

Being entitled to free school meals means so much more than a free lunch at school. This has increasingly evident during lockdown. We have been able to access extra support for families who were entitled to Free School Meals (FSM) by providing them with food vouchers and supplying IT equipment to the to enable their children to work from home. It also allows us to provide additional resources and help with school trips.

The Government believes that the Pupil Premium fund is the best way to address the current underlying inequalities between children who are eligible for free school meals (FSM) and their peers they believe this way of funding is best to reach the pupils who need it most.

Emergency Closure Information

The school will only be closed in an extreme emergency such as heavy snow or heating/lighting problems due to loss of power or water. A decision would be made by the Headteacher as soon as possible and announcements made on local radio and on Norfolk County Council's website. Notices will also be sent by text message and placed on the school website.

Health Issues

If your child becomes unwell at school, we will contact you, if we feel they are too ill to stay in school we will ask you to collect your child so you can seek medical assistance if necessary. Parents are asked to use their best discretion in deciding to send their child to school if they feel that they are unwell enough not to learn. Illness can spread easily in a school to both the other pupils and staff if children are returned before they are fully recovered, especially in the case of sickness or diarrhoea, where we request that you keep them at home for a period of 48 hours after their last episode.

If your child gets a minor injury at school, we will obviously look after their needs. We clean and protect cuts and grazes and treat bumps with an ice pack. We inform parents immediately of any head injuries. In the event of a more serious accident, parents are notified immediately and if a child requires urgent medical attention, an ambulance will be called. ***As such, it is very important that you keep us informed of any changes to contact details.***

Medicines in school

We ask that no medicines are brought into school unless they are considered absolutely essential. We would ask that in the first instance you administer medicine at home whenever possible. Any auto-injectors (such as Epi-pens) or inhalers kept in school should be clearly labelled with their child's name and any administration directions.

Children with underlying conditions such as asthma or who require medicine to be administered in school by one of our trained medical staff, are asked to fill in the school's medical care plan. You will be asked to sign this form and take responsibility for collection of the medicine at the end of the school day. All medicines to be administered in school must be in their original containers and clearly labelled with the name and dosage details. It is also the parents' responsibility to ensure that any inhalers etc. that are in school are in date.

School Security

All visitors to the school must report to the main office, sign in and wear the label printed out at all times whilst in school. We also ask that mobiles are switched off or put on silent whilst visitors are in our school.

School Policies**Admissions policy**

The Local Authority (Norfolk County Council) organises the admission of children to the school according to a set of admissions criteria. Further details can be found on their website below

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>

Intimate Care Policy

The schools intimate care policy has been enclosed with this pack for your reading.

All schools policies can be found on the school website. Paper copies are available upon request from the school office.

Magdalen Gates Primary School – Home - School - Child Agreement 2021-2022

School Agreement

The school will:

- Value and care for your child as an individual and treat him/her fairly
- Provide the best possible learning environment for all members of the school community
- Encourage children to do their best at all times
- Teach your child to be considerate and responsible towards people and property
- Help your child to be independent, self-confident and punctual
- Welcome you and give you information and reports about your child
- Inform you quickly of any problems or accidents
- Keep you up to date with developments and news
- Provide information and guidance on homework activities

Parental/Carers Agreement

- Support the school's set of values, code of conduct, rules and policies
- Make sure that my child attends regularly and will contact the school before 9:15 on the first morning of absence to provide an explanation
- Make sure that my/our child arrives at school on time, ready to learn, having had a good night's sleep
- Let my/our child come in and out of the school building independently
- Ensure that my/our child at all times has the right uniform and kit, properly labelled
- Support him/her with homework activities and ensure this is completed and returned on time
- Let the school know about any concerns or problems that might affect my child's work or behaviour
- Make the school aware of illnesses and allergies and keep my/our child at home if he/she is ill
- Try to support school events and parents' evenings
- Respect confidentiality in regard to children if I/we come in as a parent helper

Pupils agree to:

- Have high expectations of myself
- Respect and care for all adults and children
- Look after and respect my own and other peoples' property
- Care for the environment
- Talk to an adult if anything is worrying me
- Work hard at all times and take pride in my work
- Organise myself at home and at school

Name of child

Name of parent:

Signature:

Date:

(2021-2022)

Magdalen Gates Primary School
Bull Close Road, Norwich,
Norfolk,
NR3 1NG
Telephone: 01603 622675

office@magdalengates.norfolk.sch.uk
www.magdalengates.norfolk.sch.uk



Dear Parent/Carer,

Collection Arrangements

Please would you indicate who will be collecting your child from school under normal circumstances and whether they are able to walk home on their own (please ensure you confirm this in writing) or go home with a brother/sister. This information will be held by your child's teacher and used to check arrangements before children leave the school premises.

Childs Name _____ Class _____

* Under normal circumstances the following person/persons will collect my child from school on a daily basis.

a) _____

b) _____

* I give permission for my child to walk home on his/her own.

☐

Please note if you tick this box we still need you to provide the school with a written and dated letter for your child to walk home alone.

Name of child

Name of parent:

Signature:

Date:

_____ (2021-2022)

Attachments for parents

School Attendance – All Parents/Carers

At Magdalen Gate's we work extremely hard to ensure children are learning to their best ability and are happy within our school. An essential part of this is every child's punctuality & attendance. Every child and parent/carer and staff member have a part to play.

We have high expectations for all of our pupils and that starts with attendance.

Regular Attendance = At school every day and on time

WHAT TO DO IF YOUR CHILD IS ABSENT - If your child cannot come to school you must:

- Phone the school. 01603 622675 (option 2 for absent line) before 8:45am to let us know that your child will be off and the reason why.
- If your child has an appointment and will be off for part of the day we ask that you show us the appointment card. Please note text messages need to show that the appointment is for your child.
- If you do not contact school on the first day of absence we will try to contact you and this may include visiting your house.
- If you do not provide school with a reason the absence will be marked as unauthorised.

HOLIDAYS IN SCHOOL TIME - Government rules about taking holidays in school time are increasingly strict. In line with Government guidelines the school cannot allow any holidays unless there are really exceptional circumstances. Absences for visiting extended family abroad will also be unauthorised as holidays/visits can be planned ahead and should be taken during school holiday times.

There is a strong possibility that parents/carers will receive a fine (Fixed Penalty Notice) from Norfolk County Council if they take their children on holiday during term time.

HOW ABSENCES ARE COUNTED - Attendance is counted in sessions. The school day is made up of two sessions, the morning and the afternoon. If a child is absent in the morning but comes into school in the afternoon, they have missed one session. If they are absent for the whole day, they have missed two sessions.

AUTHORISED ABSENCES - This is when the school authorises an absence because they agree that the reason is acceptable, for example:

- Illness *severe enough* to prevent the child coming to school
- Exceptional family circumstances – this is at the Head Teachers discretion
- Part of the day being missed for an essential medical appointment
- Religious observance

UNAUTHORISED ABSENCES - This is when the school has not allowed the absences because the reason is not acceptable, for example:

- Minor frequent illness absences - unless backed up with a medical note
- Holidays

- Birthdays or day trips
- Taking a whole day off school for a medical appointment
- Being tired
- Shopping

ABSENCES DUE TO EXTREME LATENESS - If a child comes to school after registration closes (9.00am) they are considered so late that they will lose their morning mark and obtain a "U" Code. This type of absence is classed as an unauthorised absence.

PERSISTENT ABSENTEES (P/A) - This is the group of children that schools and the Local Authority will particularly concentrate on because their attendance is poor. The Department for Education refers to a Persistent Absentee as pupils who have an attendance below a certain threshold. Recently the Government reduced this from 15% to 10%. This means any child who has 90% attendance or less is classed as a persistent absentee. Absenteeism is monitored regularly and children who have missed a certain number of sessions will be considered at risk of becoming persistent absentees by the end of the school year. Persistent absenteeism will result in Fixed Penalty Notice warnings, fines and legal action.

MEDICAL APPOINTMENTS - We know that sometimes children need urgent appointments, or parents/carers are given very little choice about the times for hospital appointments. However, **most** appointments are routine, e.g. dental check-ups, non-urgent GP appointments. A lot of school time is missed due to these routine medical appointments which should be arranged for a different time and we ask that parents make these appointments for after school or during school holidays in order that pupils do not lose learning time. **For any dental/GP appointment times during school hours we will ask to see an appointment card/letter in order for this absence to be authorised.** You are asked to inform the school **in the morning** if your child has to leave school early for an apt. You must sign your child out with the reason and sign them back in when they return from their appointment.

WHY GOOD ATTENDANCE IS SO IMPORTANT - We believe that a good education gives children opportunities for life. A good education starts with **good attendance**. Being at school regularly gives children the best chance to learn and get the most out of all that Magdalen Gates Primary has to offer. Absenteeism means your child may struggle to keep up with school work. In a busy school day it is difficult for schools to find the extra time to help a child catch up. Pupil's miss out on the social side of school life. Poor attendance can affect children's ability to make and keep friendships, a vital part of growing up. Regular attendance is important in every year group!

Magdalen Gates is a happy, successful school and your child is part of that. We aim to give them the best opportunities for a great future.