



Learn to live, live to learn

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"I enjoy writing adventurous stories because it is fun to use interesting adjectives" Alice

"I like writing stories and reading them to my friends" Megan

"I enjoy playing with my friends" Ethan

"When I did the grid method I was super speedy!" Elizabeth

A Primary School at the heart of our community.

We are proud of our school. Our key aim at Saxmundham Primary School is to enable each individual child to enjoy their time with us and reach their full potential.



We achieve this by quality teaching through a broad curriculum and also by offering our children a rich learning experience which includes clear links to their community and to different cultures. There is a strong focus upon raising standards of attainment and on the progress of each pupil. This means encouraging confidence in communications with others, as well as the fundamentals of learning to read, write and work with numbers. High standards of work across the curriculum are produced by our children, and they take a pride in their achievements. In addition to our core curriculum, our children access many extra activities including:

School aims

- To create an environment that is happy, stimulating and industrious; one in which children can acquire the skills, knowledge and understanding relevant to their future.
- To help children become reliable, responsible and resourceful.
- To help children develop confidence and independence.
- To enable children to reach their full potential, regardless of academic ability.
- To help children develop a tolerant and caring attitude, showing respect and understanding of others.
- To establish a friendly and trusting relationship between home and school so that we may work together for the good of the children.



- Visits to a number of stimulating venues.
- Learning to play a variety of musical instruments, singing a diverse range of music and taking part in concerts.
- A wide range of sporting activities.
- Learning about the local environment within our boundary and beyond.

The school is renowned for the quality of its pastoral care. We aspire to create an environment in which our children can learn self-discipline and develop respect for all within the school, the community, and the wider world. We warmly invite you to come and experience this for yourselves.

Admissions

We welcome all children whose parents wish them to attend Saxmundham Primary School. The school admission policy (please see end of this brochure) will be used to determine the availability of places. Children are welcome to join our school at any time during their primary years.

Children start primary school in the September of the school year in which they become 5 and stay until the July of the school year in which they become 11.

"I love going to school" Josie

Our school day

08.45 am – 08.55 am	registration
10.30 am – 10.45 am	break
11.50 am – 12.45 pm	lunch *
12.10 pm – 13.05 pm	lunch **
12.45 pm – 12.50 pm	registration *
13.05 pm – 13.10 pm	registration **
14.15 pm – 14.30 pm	break *
15.05 pm	school ends

* Reception & Key Stage 1 (Year 1 and Year 2) only
 ** Key Stage 2 (Years 3 – 6) only

Arrivals

Children should arrive at school between 8.35am and 8.45am. On arrival, children wait on the playground until called in by staff, except on wet days when they go straight into their classrooms via the atrium.

Going home

At the end of the day, children in Reception classes leave through their outdoor area where their parents wait for them. Younger children leave by the atrium door to meet their parents in the playground. Older children leave via the outside doors at the eastern end of the building.

Starting school aged 4-5

A child's early years in school are very special. Most children enjoy the learning experience and make friends quickly. They progress in leaps and bounds.

Prior to starting school, we liaise with the local pre-schools and visit if possible to meet your child and gain an understanding of his/her needs. An induction programme is arranged to help your child feel happy and secure on transfer to our Reception class.

The first few weeks usually prove very tiring, and extra rest is often necessary. Early bedtimes are essential!

We create a safe, structured and comfortable environment in which children can begin to develop aspects of learning, including how to get along with one another, to share and to follow the school rules.

There is an emphasis on literacy and numeracy, although all aspects of the curriculum are developed through themes such as 'habitats' or 'space and the planets', which help provide context and enhance meaning.

Please encourage your child in any area of interest that he or she shows, remembering that all children are different and learn at different rates.

The Foundation Stage

This is the part of the Curriculum designed for children aged 3 to 6, with many children beginning to cover this during their pre-school experiences.

The areas of Learning and Development

The Prime Areas:

Communication and Language

Communication and language development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical Development

Physical development involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children are also helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, Social and Emotional Development

Personal, social and emotional development involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

The Specific Areas:

Literacy

Literacy development involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems, and other written texts) to ignite their interest.

Mathematics

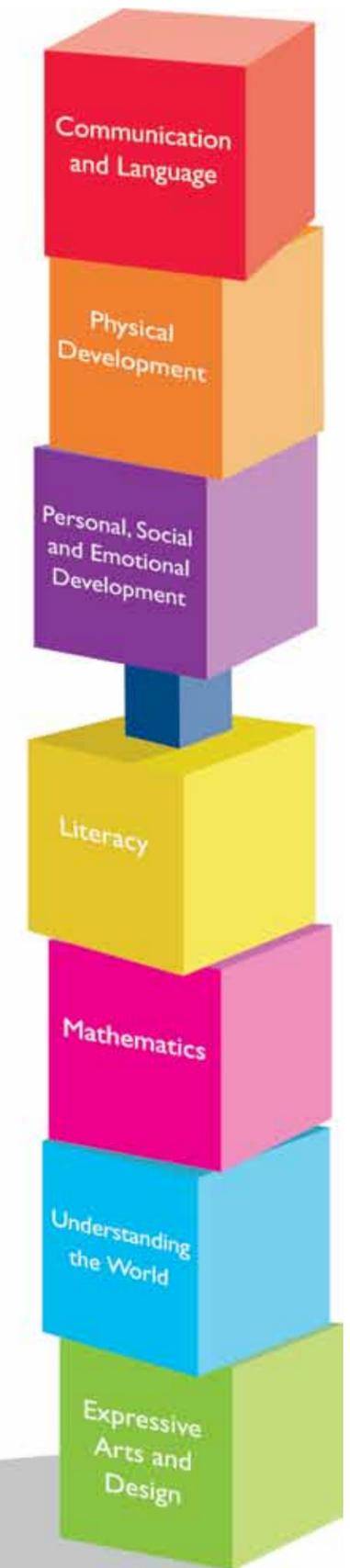
Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces and measures.

Understanding the World

Understanding the world involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

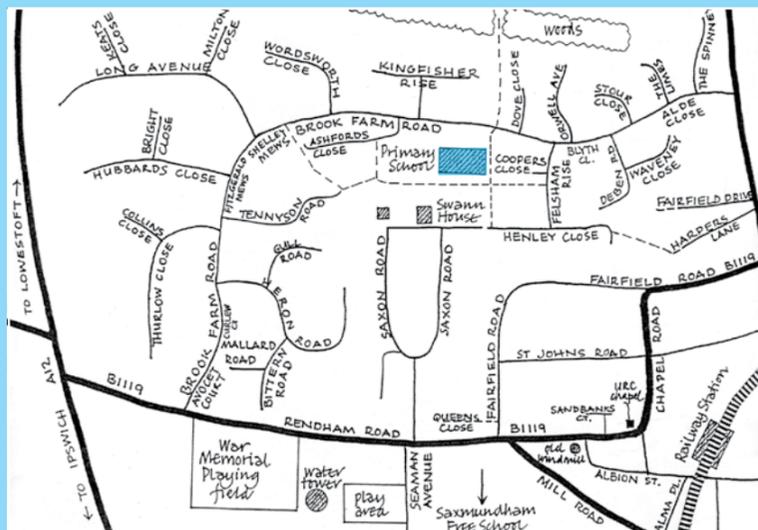
Expressive Arts and Design

Expressive arts and design enables children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through activities in art, music, movement, dance, role-play, and design and technology.



Our location

Saxmundham Primary School
 Brook Farm Road, Saxmundham, Suffolk IP17 1XQ



Contact details

Telephone: 01728 602205 Fax: 01728 604309
 Email: admin@saxmundham-pri.suffolk.sch.uk
www.saxmundham-pri.suffolk.sch.uk

Understanding Key Stages

Years 1 and 2 of primary school are known as **Key Stage 1** and are for children aged between **5 and 7**

Years 3 to 6 of primary school are known as **Key Stage 2** and are for children aged between **7 and 11**

Teaching and Learning

The subjects taught at Saxmundham Primary School are defined by the National Curriculum:

- English
- Maths
- Science
- Computing
- Religious Education
- History
- Geography
- Art
- Design Technology
- Music
- Physical Education
- Personal, Social & Health Education (PSHE)
- Modern Foreign Languages (MFL)
 - French (from Year 3 onwards)

The same subjects are covered in both Key Stages 1 and 2 (KS1/KS2); in greater detail as the child gets older.

We also teach Environmental Education, and Citizenship, often through cross-curricular themes. We use a variety of teaching and assessment methods, choosing those that are most effective and engaging for the task at hand.

Homework

Pupils are expected to do homework each week – around half an hour a week for our youngest pupils and two and a half hours a week for the oldest. This includes reading and talking about the books that they have read with parental (or other adult) support, learning spelling, playing mathematical games and learning times tables. Our older children will also receive pieces of work to strengthen their understanding of classroom topics.

Children benefit greatly from their families interest in and encouragement with homework.

Curriculum Objectives

The following paragraphs provide a brief statement of our curriculum aims for all our children. In each class, as children mature through the school, learning activities are provided that support the skill and knowledge development expected for their ages and abilities.

English

- Children will be able to communicate confidently both verbally and in writing, using a range of effective and varied language. They should also listen attentively and respond appropriately to other children and to adults.
- Children will have the skills to write for purpose, and use correct grammar, spelling and punctuation. They should be capable of producing a well-reasoned story or account.
- Children will be able to read books of their own choice for enjoyment and use reference books and other media to gain new information.

Maths

- Children will acquire mathematical skills and knowledge relevant to the demands of everyday life.
- Children will become confident, accurate and conversant with the four basic rules of number, including multiplication tables.
- Children will have a sound knowledge of money, time, data handling, measures and shapes, appropriate to their age.

Science

- Children will acquire scientific knowledge based on practical investigative activities where the skills of observation, exploring, testing, classification and recording can be developed. Our school grounds and the rich local environment support the children's daily awareness of the natural world and are a source of much understanding for them in this aspect of learning.

Geography

- Children will gain an understanding of geographical skills with emphasis on human and environmental issues. They will experience at first-hand a variety of geographical aspects, including contrasting environments and physical features.

History

- Children will acquire knowledge and understanding of people, places and ideas from the past through study and interpretation of historical evidence. Through visits and visitors, children will experience historical artifacts and some of the places where they would have been used.

Design Technology

- Children will plan, design, make, test and evaluate their own projects.
- Children will be able to develop their own ideas and skills by using a wide range of materials and methods.
- Children will become confident in their use of ICT to support curriculum studies and personal interests.

Art

- Children will learn to appreciate quality and beauty, building a sensitive awareness of both the natural and built environment.
- Children will experiment with a wide variety of art techniques, and study work by famous artists.

Music

- Pupils will develop skills that form the basis for enjoyment of music.
- Pupils will acquire music-making skills, including playing an instrument.
- Pupils will have opportunities to compose and perform music.

Physical Education

- Children will experience a balanced programme of activities including: gymnastics, games, athletics, dance, swimming and outdoor activities. These activities will give them stimulation and enjoyment and the chance to develop their skills and team spirit.
- Children will learn the importance of exercise for their development as fit and healthy people.

Religious Education

- Children will develop an awareness of the world around them, be introduced to some of the main religious faith groups and have a grounding in moral values based on correct behaviour and consideration for others.
- RE is taught in accordance with the Suffolk Agreed Syllabus.
- Parents may, if they wish, withdraw their children from religious education and collective worship. Please discuss this with the Headteacher, and if decided upon, put this request into writing.

Computing

- Children will learn to write and test simple programmes to solve problems, use the internet safely and appropriately, and understand and use networks for collaboration.

Special Educational Needs and Disabilities (SEND)

- Children who experience difficulties with learning or show exceptional ability are supported within the classroom.
- Children with SEND may be assessed by Educational Psychologists and /or other specialist staff, whose advice will be used to inform and support teaching.
- School governors support a fully inclusive policy where all children whose needs can be met by the school are welcomed and encouraged to reach their potential.
- The school is completely accessible to children and adults with mobility difficulties.

* **Our detailed Special Educational Needs and Disabilities Policy is available on the school website.**



Our School in the Community

Saxmundham Primary School plays an active part in the local community. We participate in many of the town's activities, competitions and festivals connected with the arts in our locality.

We look to develop strong links with your family and would encourage your interest and involvement in the life of our school.

Our Log House provides an outside classroom for the study of nature and our environment. It has been built using sustainable materials (including Douglas Fir tree trunks) and local labour, wherever possible.

Outside of school hours, the building is used for childcare, meetings and local groups. The Log House is available for hire - please ask the school office for details.

If your family needs additional support at any time, we do our best to provide a listening ear. There is a local network of support services within our community, and also individuals and groups who can offer assistance when needed. Please speak with the Headteacher to find out more.

Sharing skills

Please share your talents and interests with the school. We are always keen to meet family members who can spare an hour or two to help with activities, such as:

- Listening to readers
- Sewing
- Library
- Working with Computers
- Art and Craft
- Gardening
- Cooking
- Technology

We also often need an extra pair of hands on school visits. Your child's teacher will keep you informed.

School Governors

Saxmundham Primary School Governors are a team of people made up of parents, school staff, local community and councillors.

The Governors are responsible for the safe and proper management of the school. They work voluntarily to ensure high standards of education within the school and to support the interests of children.

The Governors determine the spending programme of the school budget, oversee maintenance of the building and grounds, approve staffing and curriculum

arrangements, keep aware of current initiatives and ensure that the school meets its legal requirements.

If you are interested in becoming a Governor, please speak to the Headteacher.

The Friends of Saxmundham Primary School

The Friends are a group of parents, grandparents and interested local people who meet regularly to plan events that provide social occasions for the children and sometimes for parents. They also raise funds to enhance school provision.

If you are interested in joining the Friends of Saxmundham Primary School, please speak to the Headteacher.

Parent Consultations and Reports

Meetings are held early in each school year to introduce parents to teachers, giving families a chance to ask questions and to find out more about class and curriculum organisation. We send letters home each week, giving updates on topics and other activities in which the children will be involved.

Formal Parent Consultation evenings are held twice each year. For any issues arising or to discuss your child's progress at any time, please speak to your child's teacher at the end of the school day or make an appointment through the school office staff.

At key points in a child's education, i.e. end of Reception and end of KS1 and KS2, parents/carers will receive information on their child's Early Years/ National Curriculum attainment and progress in line with government regulation.

Keeping us informed:

Medical information

- If your child is ill and unable to come into school, please ring or email the school and inform the office staff before 9.30am on the first morning of absence, and on subsequent days until your child is able to return to school.
- A medical form is given to you when your child starts school. Please keep us informed of any medical requirements (asthma, allergies etc.). If your child requires an inhaler or other medication

(e.g. epipen)* at school, please check that it is in date and replaced before the expiry date. The form also requests your permission for medical screening to be carried out by the school nurse.

- Let us know in advance if your child is going to be out of school for a medical or dental appointment. For check-ups and pre-planned visits, please try to make appointments during school holidays or after the school day is finished.
- Children must not bring any medication to school (including cough and throat lozenges) unless by prior arrangement with the school.

* We would not normally administer any medication in school, other than that which is pre-arranged for on-going conditions, such as asthma and diabetes. However, for children who require regular medication as part of a long-term condition, this can be arranged and a full medical care plan drawn up between parents and school.

Attendance

Children should attend school for the full school year (190 days). Late arrivals, unexplained or frequent absence mean that your child may miss

essential aspects of his or her education. If your child is absent and we have not heard from you by 9.30am, we will call you.

Absences are not authorised by the Headteacher unless they meet specific criteria and these are for exceptional circumstances only.

If you plan to take your child out of school you must make an appointment to see the Headteacher in advance of your holiday.

We will ask for your permission when your child needs to leave the school premises as part of their classwork. Local walks are covered by one standard form, and permission is sought separately for any school visit involving coach/car travel. No child is allowed to leave the premises without being accompanied by a member of school staff.

Collecting from school

For safety and for your peace of mind, please let your child's teacher or our office staff know in advance, if your child is to be collected from school by someone other than the person who normally does this.

We need written permission from parents/carers if any child is allowed to go home on their own.



Our winning team for the 2014 Farming School of the Year pose with their trophy and HRH Prince Harry.

A happy, healthy school

Saxmundham Primary School actively participates in the national Healthy Schools Programme, which recognises the important role that schools have to play in the health and well-being of young people.

We have achieved the National Healthy School Standard which includes areas such as Emotional and Physical Health, Wellbeing and Healthy Eating.

Health education

Health education covers dental care, personal hygiene, how our bodies work, and healthy living, including the study of food and sensible eating. We also offer some guidance on the dangers of substance abuse.

Our sex education policy follows Suffolk County Council guidelines and covers vital issues such as relationships and feelings, codes of behaviour, body changes during puberty, reproduction (at a simple level) and basic scientific work on plant and animal growth. We strive to answer any of the children's questions in a natural and appropriate manner.

Healthy lunches

You can choose whether your child has a cooked school meal at lunchtime or a packed lunch.

Our school meals are cooked on the premises, have two courses and are designed to be both nutritious and appealing.

You can find out the cost of school meals at the school office or on the slip in the folder with this prospectus. Please send the money in an envelope, marked with your child's name, at the beginning of the week. You may also pay weekly or termly by cheque made out to Saxmundham Primary School or Suffolk County Council. All children in Reception and Key Stage 1 (Years 1 & 2) are entitled to a Universal Infant Free School Meal each day.

If your child brings a packed lunch to school, please ensure that it is in a lunch box with his or her name on the outside. We provide drinking water in the dining room, but if your child brings a drink, please ensure that it is not fizzy or in a glass container.

Our children are cared for at lunchtime by a team of Midday Assistants, and senior teachers are also in regular attendance.

Free School Meals

To apply, ask for a form from the school office staff. We treat all applications in the strictest confidence and children are never made aware of who receives a Free School Meal and who does not. All children sit with their friends at lunch time and no distinctions are made. Details of eligibility can be found on a separate sheet in the pocket of this prospectus.

Snacks

Fresh water is available throughout the day from the school drinking fountains. Children are encouraged to bring a bottle (clear plastic) of water for drinking through the day, and a piece of fruit or vegetable for their morning break time snack. Sweets and biscuits should not be sent in for snack times.

We ask parents not to send in any food to share with their child's friends on the occasion of their birthdays.

Joining in

We believe that it is really important for children to join in all planned activities in order to feel a proper part of the school. If however there is a valid reason why your child should not participate in a particular activity, please let us know in advance in writing. Concerns can be discussed with the Headteacher, and often resolutions reached.

School news

The school bulletin is published every other Thursday. This gives details of upcoming school events, relevant issues and information. The bulletin and other current information is also available via the school website, www.saxmundham-pri.suffolk.sch.uk. Teachers also write a short weekly bulletin to share news of their class activities.

Extra curricular activities

Lunchtime and after school clubs give children the opportunity to participate in sporting, musical and creative activities such as football, cricket, tennis, singing, recorder and guitar playing, gardening and French. Some clubs have a target age range, although most are for children in Years 2 to 6. There is a list of current clubs, with leader, age range, clothing (where appropriate), day and time, in the pocket of this prospectus.

School uniform

We have a smart uniform which we hope will be worn with pride by all children who attend this school. We work hard to strengthen our positive image of the school in the town, and children wearing our school uniform when out and about should be good role models towards this aspiration.

Required uniform

School sweatshirt or cardigan *
Grey or black skirt, pinafore or trousers
White shirt (or polo shirt)
Black or grey socks (white for girls)
Black flat shoes (not trainers or boots)

Summer options

Black or grey shorts
Blue and white gingham dresses
Sandals (not slip ons)
Sun hat

PE Kit

Plimsolls (slip on or velcro fastening)
House T shirt *
Black shorts *
Drawstring kit bag *
Key Stage 2 (Years 3-6) - Winter only
Track suit/jogging bottoms, trainers and sweatshirt/
School Navy PE Hoodie *

* Available online from www.stparent.co.uk

Please clearly mark all school uniform with your child's name.

We recommend that our youngest children keep a spare set of clothes at school in case of accidents (inc. toileting).

Earrings

If worn, small studs only please (one per ear only). Earrings must be removed for swimming and all sporting activities and will not be covered with tape.

If your child cannot remove and replace their earrings themselves, they should not wear them on PE or swimming days.

If your child is going to have their ears pierced, please do so at the start of the summer break to give time for the holes to heal.

Purchasing school uniform

To order school sweatshirts, cardigans, PE kit and bags, sun hats, fleece coats etc, please visit:

www.stparent.co.uk

Bookbags are available from the school office.



Illness

If a child becomes ill at school, we call the parents/ carers as soon as possible so that the child can be taken home. Please make sure that your emergency contact details are kept up to date.

If your child has diarrhoea or vomiting, we ask that they remain at home until he or she has been clear of this condition for 48 hours to avoid the spread of illness to others. For other conditions, we follow current medical advice and this is available from our office staff.

Transport

Children under 8 who live more than 2 miles from school, or more than 3 miles from school if they are over 8 at the beginning of the school year, are entitled to free transport to and from their nearest school by the Local Authority.

Please speak to our office staff if you need further details.

School Security

We have each child's safety as a priority. Regular health and safety checks are carried out by staff and school governors, and all equipment is checked to meet official regulations. The school site is secured during the day. Playground gates are locked once parents have left the site in the morning and opened shortly before the end of the school day. There are one-way locks on the external doors of school (i.e. out only). At the end of each school day, children are handed over to their parent/carer, and confirmation is requested from parents for an alternative person to carry out this task. Children may only walk home alone once written confirmation has been received from their parent/carers.

"I love working. Please can I do work everyday and reading and colouring too."

Molly



Child Protection

We take the well-being of our pupils extremely seriously and all aspects of concern are acted upon.

Strong links exist between the named Senior Designated Person in school (currently the Headteacher) and professional supportive bodies (e.g. Social Services, Health Care Team). Family support is available to assist during times of need. The school has a written Child Protection (Safeguarding) Policy and this is available on our school website or from the Headteacher.

We respectfully request all parents/carers not to publish (e.g. social networking sites) any photographs which include children other than their own without the relevant parental permission.

Complaints

Please come and talk with us about any matter which causes you concern.

Talk in the first instance to the class teacher (if relevant) or to the Headteacher. If this is not possible, please speak with the Deputy Headteacher or the Chair of Governors.

If an issue remains unresolved, our school has a formal complaints procedure - a copy can be found in the pocket of this prospectus, and on the school website.

If, however, your complaint cannot be resolved in this way, it may be referred first to the Chair of Governors, who will convene a panel of school governors to look into your complaint, and, as a last resort, to a Local Authority (LA) Panel for formal consideration.

Suffolk County Council, Adrian House,
Alexandra Road, Lowestoft NR32 1PL
Telephone: 01502 405000

School rules and information

Please read these rules with your child.

Clothing/Personal Items:

- Any item brought to school by your child should have his or her name on it. This includes ALL clothes (including coats), books, or objects for class topics.
- Children should wear their uniform smartly (e.g. not wear their jumpers or cardigans tied around their middles).
- Children should always bring a coat to school unless the weather is very fine and settled.
- Jewellery (with the exception of watches and stud earrings) should not be worn in school. Earrings (small studs only) must be removed for all sporting activities.
- Children should not attend school wearing nail varnish, make-up, tattoo transfers or any body art. Toys, footballs etc should not be brought to school unless asked for particularly by staff as part of a class topic.

Money in School

- Any money in school should be brought in an envelope labelled with your child's name, class and the purpose. It must be handed to the class teacher during morning registration, or the labelled envelope posted into one of the school's secure letterboxes.

Safety in and around the School

- We request that all bicycles and scooters are pushed whilst on the school premises. Riders should dismount outside the school gates and push



their bicycles/scooters to the bike sheds where they can be left during the school day. Likewise, at the end of the day, riders should wait until they are outside the school grounds before riding.

- Playground apparatus should be used only under supervision by school staff (at break times only). We ask parents not to allow their pre-school age children onto the apparatus.
- Children arriving at school in the morning should wait on the playground. No children should be running about before school begins, or playing on the school field or apparatus.
- Sun cream and other similar items for personal use should not be brought to school by the children.
- During hot weather, we encourage the wearing of sun hats whilst the children are outside, and also regular drinks and rests within the shaded areas.
- In the interest of safety we only allow guide dogs inside the school grounds (unless by prior arrangement with a teacher for a school topic resource). Dogs owners who walk them with their children to/from school are asked not to leave the dog unattended near the school gates.
- The school car park and drive-through are for the use of school staff, visitors, the school bus or taxi and disabled parents/children only. If you feel that these conditions apply to you, please confirm with the Headteacher.
- Smoking is not allowed anywhere in the school building or grounds.



