

# West Lynn Primary School



## SCHOOL PROSPECTUS 2019 to 2020

West Lynn Primary School,  
St Peters Road,  
West Lynn,  
KING'S LYNN,  
Norfolk,  
PE34 3JL

Telephone: 01553 772330  
E-mail: [office@westlynn.norfolk.sch.uk](mailto:office@westlynn.norfolk.sch.uk)  
Website: [www.westlynn.norfolk.sch.uk](http://www.westlynn.norfolk.sch.uk)



## Dear Parents and Carers,

I would like to welcome you and your child to West Lynn Primary School. I really hope that you will enjoy being part of our special school community and that your child will remember their days with us with pleasure and affection.



This prospectus is designed to give you an idea of the way the school is run and to give you information about the curriculum. I hope that you will find it useful, but it does not attempt to take the place of the vital personal contact between school and parents, which is essential for effective relationships to develop.

At West Lynn, 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. We all look forward to working with you.

Ms Joanne Borley  
Executive Head Teacher

**We work together to learn together!**

### Our Vision for Education:

At West Lynn Primary School we will work together to learn together through providing a safe, supportive and stimulating home from home, where children can develop their full potential in an inclusive, active, fun and loving environment.

Working in partnership with parents we will provide the very best start in life, encouraging respect and curiosity to develop confident learners, who are ready to meet the future challenges of education, work and life.

### Our School Values:

#### At our school we...

- Promote the development of the whole child and prepare them for life in an environment where safeguarding is taken seriously.
- Foster self-respect and encourage respect for other people.
- Provide all pupils with a broad and balanced curriculum.
- Encourage pupils to fulfil their potential and strive for high standards in all they do.
- Ensure pupil's progress is monitored and made available to parents, governors etc.
- Encourage the varied involvement of parents and other members of the community in the educational, cultural and social development of the pupils.



## About Us

West Lynn Primary School was established over 100 years ago. The school, built 1904 was extensively modernised in 1969 and extended in 1972, 2009 and in 2017. As a Primary School, it caters for children between the ages of four and eleven years.

There are seven multi-purpose classrooms, with two classrooms in a state of the art modular building, and a large hall. The hall is equipped with a climbing frame; it is used for indoor P.E. activities, music, drama, assembly and lunch. We also have a well equipped and new library which we are very proud of.

The school has two large playgrounds and an outdoor area attached to the reception class. There is a large tree-lined field, which is used for outdoor games, athletics, environmental studies and playtime in better weather and there is an adventure playground to the side of the field. In addition to this we have a climbing wall.

## The School Day

Children may arrive at school from 8.30am, however teaching staff are not on playground duty until 8.45am. A member of staff is also on playground duty at the end of the day.

**School begins: 8.55 am**  
**Morning break: 10.30 am – 10.50 am**  
**Lunch break: 12.00 pm - 1.00 pm**  
**Afternoon break: 2.15 pm – 2.30 pm (KS1 and Reception only)**  
**School ends: 3.05 pm**

## Admissions

By law children must start statutory education full time at the beginning of the term following their fifth birthday. All children from September 2014 will be offered full-time positions in our Reception class. Should parents not feel that their child is ready for full-time education at this time, they should contact the Head Teacher as soon as possible. The School's admission limit in our Reception Class and Key Stage 1 is 30 and 32 in our Key Stage 2 classes.

Admissions to the school are handled by the Local Authority Admissions department.

In the event of over subscription the priority is:

1. Children who are deemed as 'looked after' or have a statement of Special Educational Needs, which specifically identifies our school.
2. Children living in West Lynn.
3. Siblings of children already in the school.
4. Children from outside the village who have supported medical reasons for attending the school.
5. Children from outside the village based on geographical proximity to school.

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

## Attendance

Registers are completed every day at 9am, any child arriving after this time will be marked as late. If your child arrives after 9.15am the mark will be noted as an unauthorised late arrival. This is also applicable if your child arrives back late after lunch.

If your child will be absent it is essential that you contact the school by 9.30am to inform the school of the reason for the absence every day of the absence. If we have not heard from you, we will either attempt to contact you by phone or text. If we do not get a response, this absence will be marked as unauthorised.



## **The National Curriculum**

Curriculum requirements for all subjects are delivered through the new Primary National Curriculum (2014).

### **Mathematics**

Maths is taught on a daily basis. We aim to ensure that all our pupils are confident with all aspects of maths. Significant importance is placed on developing the ability to use maths in everyday situations. Children are taught to use and apply mental and practical strategies to solve problems that they may face in day-to-day life. We aim to make maths as practical and fun as possible, using it in other areas of the curriculum as appropriate, especially in computing.

### **English**

In daily lessons children are taught skills in reading and writing through a range of planned activities. Differentiated activities support the less able and extend the more able pupils. Skills and techniques are demonstrated and shared by the teacher through role modelling, shared class work, group and individual activities. Regular guided group work in reading and writing is led by the teacher or another adult in the classroom, including the use of the Letters and Sounds programme in the Foundation Stage and Key Stage 1. Speaking and listening skills are taught through circle time activities and developed across the curriculum. The school teaches phonics through the Phonics Bug scheme and uses the Oxford Reading Tree as a reading scheme.

### **Science**

Essentially science is about exploring, investigating and discovering things to gain knowledge and understanding about the world we live in. We aim to provide children with the skills needed to investigate and explore ideas independently. As science is such a practical subject it is taught using a hands-on approach wherever possible. Consequently we have built up a full range of equipment and resources for children to use.

## **Knowledge Based Curriculum**

Our School has introduced an innovative new curriculum based on the Core Knowledge sequence. The idea behind it is that all children should complete their primary education with a storehouse of general knowledge, along with self-confidence and skills to use it. The Core Knowledge Curriculum at our school prepares pupils for moving on to secondary schools and for leading their lives as citizens in modern Britain.

## **Extra Curricular Opportunities**

A number of clubs are held each week to allow children to follow particular interests and develop skills, including Football, Music and Art. Voluntary activities are an important part of school life and encourage involvement and commitment on the part of children, staff and parents. All classes take part in regular curriculum linked school trips. Full risk assessments are carried out for all school trips and visits – and only take place when approved by the Head Teacher and the Local Authority. Trained first aiders are always in attendance on all school trips and visits.



## School Uniform

The school uniform is compulsory and consists of the following items:

### Boys

Grey trousers (optional shorts in summer)  
Navy school sweatshirt / jumper  
White Polo shirts or White or blue shirts  
Traditional school shoes

### Girls

Grey skirts / trousers (opt. shorts in summer)  
Navy school sweatshirt, jumper or cardigan.  
White or blue blouse or white polo shirt  
Blue or blue/white checked dress (Summer)  
Traditional school shoes

## PE and Games

Children will need shorts, a 'T' shirt and plimsolls. Junior children will need tracksuits and trainers for outdoor games and football kit if appropriate. Children who go swimming will need a costume, hat and towel clearly named.

Sweatshirts, book bags, swimming hats and summer caps can be purchased from the office.



Our school dinners are cooked off site. Children having school dinners pay the standard county charge each day for their meal with the exception of all children in Reception, Year 1 and Year 2 who are entitled to free school meals. All school meals should be ordered each week via 'Parent pay'. Children may bring a packed lunch and should have their food in a named lunch box and a drink in a named and leak-proof container. Cans and glass bottles are not permitted. Children can bring their own healthy food for break time.

### **Home-School Communication**

A school newsletter is produced and distributed via email to parents every week, published on the website and facebook. Paper copies are available via the office. Class curriculum presentations, are given by all teachers in September and a letter is published in the spring and summer terms giving information about the term's topic, homework and planned trips. We also have a facebook page – please just search for West Lynn Primary School.

### **Jewellery, Games and Toys**

Children are encouraged to dress appropriately for school and avoid extremes of fashion, especially footwear that can be dangerous and/or impractical at school! Stud earrings and watches are the only jewellery permitted. Any small toys or games that are brought into school are the responsibility of the owner and should be named. Older children who travel to and from school on their own are permitted to have mobile phones in school, but these should always be left in the main school office during the school day. All other children are not permitted to bring mobile phones to school. Children and parents can always use the school telephone system to leave essential messages.

### **Special Educational Needs (SEN)**

Children are described as having Special Educational Needs when they have difficulties that affect their learning. SEN needs may range from relatively minor needs which may involve additional support from outside school to more serious concerns that may require an Educational Health Care Plan (EHP). Regardless of the severity of the need, the children's progress is recorded and monitored throughout the school. At present many outside agencies visit the school e.g. Educational Psychologist and staff from the Learning Support Services. They may be called on to help children and give advice to staff. The school employs Teaching Assistants who work with SEN children and the child's class teacher. The school has an SEN co-ordinator to oversee the running of the schools policy and ensure it is up to date and effective. We actively work towards an inclusive education for all our pupils.

### **Assessment, Recording and Reporting**

Teachers regularly assess all children as this ensures that work appropriate to the child's ability is planned. Children's progress is tracked throughout their school life. Formally, children are assessed by using The EYFS Profile in Reception class. In Year 2 (7 years of age) they take the national Standard Assessment Tests (SAT's) to aid teacher assessments and in Year 6 (11 years of age). The results of SATs are published each year. Parents receive a written report on their child's progress in February each year and a pupil attainment profile in July. Parents are given the opportunity to meet teachers throughout the year to discuss their child's progress.

### **Safeguarding and Child Protection**

School staff have an important role to play in keeping children safe. All staff, both teaching and non-teaching, are instructed to report any suspicious circumstances to the Designated Safeguarding Lead or Head Teacher, who is required under procedures laid down by the Norfolk Child Protection Committee to alert the Social Services Department. Members of staff are obliged to act in line with the procedures set down, and could be deemed to have acted improperly if they fail to act. Use of the procedures in no way infers that any parent/carer is accused of wrong doing. Parents may seek advice and guidance from the Designated Safeguarding Lead or Social Services directly. Our Safeguarding Policy is available on our website or from the office on request.



## **Medicines**

Our school policy allows staff to administer prescribed medication to children with written permission from parents/carers. Each class teacher has a file with copies of permission forms. Children who have inhalers should be able to administer their own medication, and inhalers may be kept in school in an agreed place, with the knowledge of the class teacher and Head Teacher. Parents may come into school to give medicine to their children, but parents must report to the School Office first. In the event of illness or accident parents will be contacted and asked to collect their children from the School Office. It is therefore vital that we always have up to date contact details. An accident/incident report form is always completed after each accident/incident and a copy sent home listing full details of the accident/incident and the action taken.

## **School Security**

All visitors to the school should report to the main office, sign in and wear a visitors badge whilst in school. Anyone collecting a child during the day for any reason should notify the office staff of their presence and intentions. All staff are alert to the need to report any person or occurrence which may pose a danger to our children.

## **Behaviour and Bullying**

West Lynn Primary School have embraced 'Restorative Practices' when dealing with behaviour issues. We have done this as a means of empowering all members of our school community to be successful and become aspirational, motivated and responsible learners. Restorative Justice is about encouraging offenders to be accountable for actions and to take responsibility for repairing the harm caused. We also regularly use "Learning and Feeling Circles" everyday within classes to ensure that all children have a voice and a chance to use it. It brings to light matters which might otherwise have gone undetected. At this time everyone is encouraged to speak and have the opportunity to request to speak one to one to the teacher.

Restorative Practice is an ethos which must be fully embraced by children, staff and parents in order to work, however please be assured that serious incidents will of course be dealt with outside of this practice as necessary. Please see our Restorative Behaviour Policy on website for more details.

## **Charging Policy**

Under the terms of the 1981 Education Act the school makes no charge towards educational activities, materials or transport (other than overnight accommodation). However the school does not have sufficient funds to cover the cost of all trips, outings or school journey, and therefore must ask for voluntary contributions in order for these activities to take place. Parents may be asked to pay for materials used in cooking and certain crafts, if they agree in advance that they wish to own the finished product.

## **Complaints**

Any concerns or worries about the curriculum, children in the school or the workings of the school or staff should, in the first instance, be taken to the class teacher. Many of our school policies are available online through our school website, however you are welcome to request to see policies by appointment. If you feel your concerns have not been addressed or you have a complaint about the Head Teacher or an individual Governor, this should be taken to the Chair of Governors. Complaints about the actions of Governing Body should be referred to the West Norfolk Academy Trust.

## **Friends of West Lynn Primary**

The school has a 'Friends Association' who actively raise funds for the school. Events are organised for the children, parents and local community. A wide variety of events take place throughout the year including adult bingo events, pamper evenings, discos, Easter fairs and pumpkin carving. The Friends give up their time freely to organise these events and enhance the quality of provision in the school. Over the years they have raised money to purchase a climbing wall, computer equipment, to help pay for school trips and lots more. The Friends meet once a term to organise events and meet with the management team of the school.

For more information about the Friends of West Lynn Primary, please contact the main office.





## West Lynn Primary School - Basic Information

Name of school: **West Lynn Primary School**  
 Type of school: **Primary**  
 Status: **Academy**  
 Age range of pupils: **5 to 11 years**  
 Acting Head Teacher: **Ms J. Borley**  
 Address of school: **St Peters Road, West Lynn, King's Lynn, Norfolk, PE34 3JL.**  
 Telephone & Fax: **01553 772330**  
 Website address: **www.westlynn.norfolk.sch.uk**  
 Chair of Governors: **Mrs. L. Bambridge**  
 Local Authority: **Norfolk**  
 Number on roll: **161 (April)**  
 Cost of school lunch: **£2.20 (Free for children of YR, 1 and 2)**  
 School Day Begins: **8.55 am**  
 School Day Ends: **3.05 pm**

We run 'Parent Pay' a service where parents can order and pay for their children's school meals from home. For additional information about this service, please see the school secretary.

**School Term Dates 2019 to 2020** Please see the sheet below for school term dates. 2<sup>nd</sup> and 3<sup>rd</sup> September 2019, 18<sup>th</sup> October, 3<sup>rd</sup> April 2020 and 20<sup>th</sup> July are staff INSET days (children do not attend on these days). Additional dates information regarding school INSET Days and additional school holiday days are given in our weekly newsletter.

September 2019							October 2019							November 2019							December 2019													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
						1		1	2	3	4	5	6					1	2	3							1							
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8							
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15							
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22							
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29											
30																					30	31												
January 2020							February 2020							March 2020							April 2020													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
		1	2	3	4	5							1	2							1			1	2	3	4	5						
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12							
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19							
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
27	28	29	30	31	24	25	26	27	28	29	23	24	25	26	27	28	29	27	28	29	30													
														30	31																			
May 2020							June 2020							July 2020							August 2020													
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
					1	2	3	1	2	3	4	5	6	7							1	2	3	4	5							1	2	3
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9							
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16							
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23							
25	26	27	28	29	30	31	29	30	27	28	29	30	31	24	25	26	27	28	29	30	24	25	26	27	28	29	30							
																					31													





## **School Staff**

### **Leadership Team**

Ms J. Borley – Executive Head Teacher  
Mrs. R. Ward – Executive Deputy Head Teacher  
Mrs S. White – Executive SENDCo  
Mrs N. Maddison – Assistant Head Teacher

### **Teaching Staff**

Mrs N. Maddison (Y6)  
Miss J. Wilby (Y5/6)  
Miss K. Jordan (Y4)  
Mrs A Dale & Mrs Z Taylor (Y3)  
Miss C. Cousins (Y2)  
Miss R. Evans (Y1)  
Mrs. D. Kosecki (Reception)

### **Higher Level Teaching Assistant**

Mrs J. Grimmer

### **Cover Supervisor**

James Brennock

### **Teaching Assistants**

Mrs M. Adams, Mrs R. Freeman, Mr D. Furzey, Mrs A. Harris,  
Mrs I. Khatri, Miss C. Rudd, Mrs L. Twaite-Smith,  
Miss C. Watkins, Mr. L. Winner, Miss. N. Hill, Mrs. M. Overson

### **Sen Teaching Assistant**

Mrs. S. Hayes

### **Administration**

Mrs H. Moore (*School Secretary*)  
Mrs H. Mann (*PA to the Executive Head*)

### **Site Management**

Mrs K. Bullock  
Mrs K. Greenacre

### **Mealtime Supervisors**

Mrs. R. Raffan & Mrs. Z. Wagg – Supervisors  
Mrs A. Harris, Mrs G. Scott, Mrs M. Overson, Mr. D. Furzey,  
Miss C. Rudd, Miss. T. Bowyer, Mr. L. Winner



## **Safeguarding Statement**

Our School is committed to Safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The Health & Safety of all children is paramount.

We provide a safe, secure and caring environment in which children can flourish. The school implements a wide range of measures and policies, including the school's Safeguarding & Child Protection policy and Health & Safety policy.

A copy of our safeguarding policy can be found on the school's website or via our front office. Our school is part of Operation Encompass.

**We work together to learn together!**

