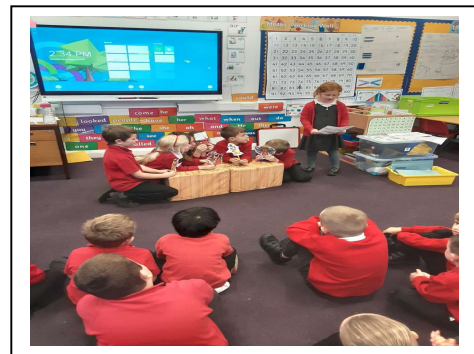


TUNSTEAD PRIMARY SCHOOL PROSPECTUS



2022 / 2023

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Dear Parents,

I would like to welcome you to Tunstead Primary School, and hope that the information contained within our Prospectus helps give you some insight into our school.

I am extremely proud to be Head teacher of this happy and successful school. All the staff at Tunstead strive to make this a special place to work, learn and play. I believe that the school offers all of its children an excellent education, full of exciting opportunities, challenge and interest. As a result, our children make good progress, experience success and are happy and secure individuals.

We pride ourselves on the supportive relationships that exist between the members of staff, our parents and their children. Close home/school links are vital to a pupil's on-going success. We actively encourage parents to become fully involved in the school. My role as Head teacher is to support that link and to be available whenever parents have concerns.

Happy children who enjoy coming to school are most receptive to learning. We ensure that our curriculum is stimulating, challenging and well planned. Standards in literacy and numeracy are good and these subjects are part of our exciting broad and balanced curriculum.

Many lessons are rooted within the term's topic. A topic-focused curriculum is effective as it supports young children in making links between learning. We also have a wide selection of visitors involved in school helping to broaden the children's experiences and we encourage lots of trips and experiences.

We know it is essential that children feel secure, safe and settled and we start supporting this even before the children start school through a carefully planned induction process. Children who join us, as late entrants are welcomed and great care is taken to help them establish relationships with other children.

I hope you find this guide to our school useful, but may I remind you that we are always happy to meet and speak with you personally. We pride ourselves on the warmth of our welcome and the friendliness of our approach because it is in working together that our children will flourish and grow.

Rebecca Quinn

Head teacher

TUNSTEAD PRIMARY SCHOOL

SCHOOL INFORMATION BROCHURE

Executive Head teacher	Mrs. R. Quinn
Executive Deputy Head Chair of Governors	Mr. S. Birkinshaw Mr. T.Jermyn
Secretary	Mrs. H. Griffin
Name and address of school	Tunstead Primary School, Market Street, Tunstead, Norfolk, NR12 8AH
Telephone number	01603 737395
E-mail address	office@tunstead.norfolk.sch.uk
Website	www.tunsteadprimaryschool.co.uk

The School Building and Grounds

Tunstead is a rural school which was built in 1913 and later extended in 2003 and again in 2007. The school building now consists of 3 classrooms in the main school building as well as an inclusion / intervention room, a library, toilets, an admin room as well as the head teacher's office. We also have a new mobile, which was installed in January 2020, and is home to reception children who also have access to an outdoor learning area which is shared with the Year 1 & 2 class. The school also has a multi-purpose hall which is used for P.E. lessons and lunches as well as a secretary's offices and a reception area. Outside we are fortunate in having two hard-surfaced playgrounds, a Foundation Stage and KS1 enclosed areas which includes a play area built by Bewilderwood. We are also lucky enough to have fabulous outdoor provision: a school garden where we grow our own fruit and vegetables for cooking, a pond, and a woodland area for Forest School sessions which are made available to all children whilst at Tunstead.

THE GOVERNING BODY

Name	Type of Governor
Tim Jermyn	LA (Chair of Governors)
Harry Buxton	Co-Opt (Vice Chair of Governors)
Andrew Hudson	Co-Opt
Andrew Smith	Co-Opt
Luke Marsh	Parent
Dawn Kightley	Co-Opt
Ben Bidwell	Parent
James Lowes	Parent
Natalie Armstrong	Staff
Rebecca Quinn	Head teacher
Sam Birkinshaw	Deputy Head
Katie Arnold	Clerk to the Governors

VISION, AIMS AND VALUES OF OUR SCHOOL

Our Vision

We build upon strong foundations to ensure that our pupils are happy, secure and resilient individuals ready to move forward to a bright future. Our aims are at the heart of everything we do, they filter through the whole curriculum and act as a basis for our teaching and learning, our social, emotional and physical development and to empower us to create an outstanding school.

Our Aims

We will enable children to develop a positive self-image, the ability to make healthy choices and a respect for others, building strong foundations from which they can continue to thrive.

We will provide a challenging curriculum where children will have every opportunity to develop into curious and interested learners, to grow in confidence and achieve their full potential.

We will support and encourage every child to take responsibility for their actions and behaviour and teach them how to develop their skills through self-evaluation.

We will be resourceful when using our whole school environment, allowing us to provide a safe inspiring and creative setting from which each individual can benefit.

We will set high expectations where all members of our school community understand the importance of working together, valuing each other and one's self to create a reflective and aspiring school.

Our Values

High Expectations: Expecting nothing less than the very best of ourselves

Resilient & Determined: Ensuring self-belief and confidence

Inquisitive & Curious: Approaching new opportunities with positivity and alacrity

Collaborative: A community of learners working together

ADMISSIONS

As a Community School the Governors of Tunstead Primary School follow the Norfolk LA policy for the admission of pupils to primary schools.

Admissions to the school are managed by the Admissions team at County Hall.

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

By law children must start statutory education full time at the beginning of the term following their fifth. For Community and Voluntary Controlled Schools, children born between 1st September and the end of February may start school full time at the beginning of the autumn term before their fifth birthday. This is in accordance with the Norfolk County Council Admissions policy. Children born between the 1st March and 31st August, may start school part time at the beginning of the autumn term before their fifth birthday and full time at the beginning of the spring term before their fifth birthday. Unless parents advise us differently, all the children start full time at the beginning of the Autumn Term.

Pre-school children will be invited to spend 2 mornings in the Early Years' classroom towards the end of the Summer Term before they are due to start school. A meeting for parents and staff will be arranged towards the end of the Summer Term at which relevant information about the school will be given. Liaison with the pre-school provider(s) will be made before admissions take place and records will be requested to be transferred to the school.

In the event of our school or certain year groups being oversubscribed, admissions criteria are applied by the LA on our behalf. Further details on Norfolk's Admission Arrangements can be found on the Norfolk school's website.

Prospective parents and carers are welcome to visit the school – please contact our school on 01603 737395 to arrange an appointment.

Admissions for children with disabilities

Our school aims to be an inclusive school. We hope to make all our children welcome and feel happy to look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

If your child has a disability, he or she will be treated no less favourably than other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage. Our accessibility plan (available from the school office and via the school website) describes the arrangements we have already made and the further proposals planned, to improve physical access to the school, access to the curriculum and access to written information.

The school has a policy for supporting children with special educational needs which is revised regularly. This policy is available from the school office and is on the school website. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

We aim to prevent disabled pupils in our school being placed at a substantial disadvantage. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification. We will make reasonable adjustments for disabled pupils and we will know we have succeeded when disabled pupils are participating fully in school life.

In order for effective partnership between home and school to take place, we anticipate that parents will want to:

- Inform the school at the earliest opportunity if their child has a disability and the exact nature of it.
- Provide the information school needs to plan effectively for the child to be a full member of the school community.
- Acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Head teacher must consider is the effect of the proposed change on all members of the school community.
- Recognise the importance of school and home working in partnership.

Attendance and Punctuality

Punctual and regular attendance is essential if pupils are to reach their full potential.

Registers are taken twice a day and lateness and absences are recorded.

It is important that you inform the school on the first day of any absence. We have to state whether absences are authorised or unauthorised on each occasion. Authorised absence covers sickness and medical appointments. Any unknown absence will be followed up on the first day of non-attendance.

Parents should give consideration to the effect that missing school may have on their child's academic progress. Holidays during term time cannot be authorised.

Parents considering holidays during term time must make an appointment to discuss the leave with the Head teacher.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

1. 85% attendance or less, with at least 15% unauthorised absence over a 6-week period; or,
2. Below 90% attendance within a 12-week period where some or all of the absences are due to unauthorised term time holiday absence

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at Tunstead Primary School who meets either of the criteria, will be referred to the Local Authority for action to be considered.

Please see the Attendance Policy on the school website for more information.

Sickness Absence

If your child is absent from school due to illness, please contact the school on the first day of absence and send a note upon their return to school.

Please do not send your child to school if they are unwell. In the case of sickness or diarrhoea, the child should be symptom free for at least 48 hours before their return to school.

Covid 19 and respiratory illness

If your child has a runny nose or sore throat and are well enough to come to school, then they should. If they have a temperature they should remain at home until it has gone and they are well enough to come to school. If they test positive for Covid 19- they should stay at home for 3 days and until the temperature has passed.

First Aid

If children are ill or hurt whilst at school, where necessary and appropriate we shall make every effort to contact the parents or their representative. If children sustain a head injury whilst at school, the school will contact the parents or representatives via phone. **HOWEVER**, on some occasions we have been unable to make contact as parents have mobiles turned off or have changed their phone number and not informed school. In this circumstances a note will be sent home with the child or adults will be spoken to at the end of the school day. Please try to ensure that you are always contactable.

Basic first aid is applied in school and we have a number of staff that have current four or one day first aid training certificates. If an accident needs hospital attention we will always try to contact, you first. It is **essential that we have an up to date address and contact number** of whom to contact if necessary. In the event that we are unable to contact you we will act on your behalf. We ask that you sign the form provided at the start of the academic year giving your permission for us to seek medical treatment for your child in the event that we are unable to contact you.

Medicines

The Head teacher or staff can accept no responsibility for the administering of medicines. Very few courses of medication are likely to require medicine to be taken during school hours. If a pupil needs a dose at lunchtime the pupil should return home for this or the parent/guardian should come into school to administer the medicine. When this is not feasible a request can be made for

medicine to be administered at school. However, where such a request is made it should be in writing and to the effect that the child's doctor considers it necessary for the child to take medicine during school hours. Again, the request should include a written indemnity from the parent in favour of the staff involved in administering the medicine. An appropriate form is available from the Secretary's Office. Parents of children who have long-term complaints should review and update such forms at the beginning of each academic year. Medicines no longer required will be returned to parents for disposal.

It is vital you inform us if your child suffers from any serious allergies.

Health and Safety

Pupils, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

All children should be made aware of the contents of this section.

Special Educational Needs

At Tunstead Primary School we are determined to meet the educational needs of all our children.

The school caters for the needs of all pupils with special educational needs, with and without an EHCP. All teachers plan, set and mark work which is appropriate and relevant to the individual needs of pupils. The Special Educational Needs Coordinator is responsible for overseeing assessment and provision.

Pupils with Special Educational Needs are encouraged to become increasingly independent and take responsibility within the school.

A copy of the schools SEND information can be found on the schools website <https://www.tunsteadprimaryschool.co.uk/send/> The school's SEND Policy is also available on request.

If you have any comments or complaints about the special educational provision for your child, or about special educational needs provision generally, please speak to the Head teacher, or to any member of the governing body. If you speak to a governor, she/he will, in the first instance, refer the matter to the Head teacher. If they have not resolved the matter to your satisfaction, it will be referred to the special needs governor, who, with the Governors Teaching and Learning Committee, will consider the complaint at their next meeting and contact you within five school days from the date of the meeting.

Sometimes it becomes apparent that a child has needs of a particular kind that require more support than the school alone can provide. Parents will then be closely involved with us in the process of assessing those needs and obtaining the provision of extra support if this is deemed to be appropriate.

The school has worked successfully for some years now with children who have had statements or more recently EHCP's. Every child is unique and it is important that support and special programmes of work are appropriately designed, monitored and evaluated.

Pastoral Care

Each child is in the charge of a Class Teacher who has the responsibility for his or her well-being. Occasionally, it may be appropriate for the class teacher to work with your child individually or as part of a small group to discuss ongoing pastoral care. At Tunstead we also use THRIVE to support children's social and emotional well-being. More information about THRIVE can be found on the school website. We have an Inclusion worker that is available to work with children that may require 1:1 intervention weekly or as part of a small group.

Safeguarding

We take our child protection duties seriously and follow Norfolk's Child Protection Procedures.

It may be helpful for parent/carers to know that the law (Children's Act 1989) requires all school staff to pass on information which raises concern about a child's welfare, including risk from non-accidental injury, neglect, emotional or sexual abuse. The staff will seek, where appropriate, to discuss any concerns with the parent/carer, and where possible seek their consent to a referral to social services.

This will only be done where such discussion and agreement seeking will not place the child at increased risk of significant harm.

Schools are encouraged to take the attitude that where there are grounds for concern they should be very cautious, and seek advice from social services, rather than to risk a child's safety.

Occasionally, this duty on head teachers means that a concern is passed on which is later shown to be unfounded. It is hoped that parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility and accept that the head teacher was acting in good faith and in the best interest of all children.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Anti-Racism

Ours is a school that does not tolerate racist incidents. We practice the opposing of racism to remove racial intolerance from Tunstead Primary School and to promote a positive multicultural society.

Smoking

Tunstead Primary is a non-smoking site.

Behaviour

High standards of behaviour are essential for effective teaching and learning. We expect children to behave in a reasonable way at all times, to respect each other and look after the resources and the school building. We aim to encourage and reward good behaviour. Our expectations about behaviour generated at the start of every year with the pupils are displayed around the school and support a caring, orderly and secure environment.

Classes regularly discuss appropriate ways to behave in school and each class displays what they have agreed in order to achieve a happy school. Children are taught how to deal with difficult situations.

It is important that the children come to school with a positive outlook, well-motivated to work and able to cooperate and get along with the other members

of their class. These aspects of school life will affect their learning as much as the organisation and teaching style of the school, and in order that children can make the most of their opportunities, families and schools must work together and support each other in encouraging children to behave well. At Tunstead we promote a Growth Mind-set and work hard with children to explicitly teach them about characteristics of a Growth Mind-set and provide opportunities that constantly challenge and develop this within each and every child.

In the event of unacceptable behaviour, we will follow our school behaviour policy which is available on the school website.

It is our clear aim that everyone in the school will treat each other with respect and consideration. If we suspect that bullying is occurring we will take it very seriously and do our utmost, with parental support, to lead the child towards more constructive ways of behaving.

If you have any concerns please let us know, as we cannot solve a problem of which we are unaware. Our Positive Behaviour Policy may be found on the school website and is available to all parents upon request.

School Sessions

Times at which each school session begins and ends on a school day.

Session	Begins	Ends
1	8:45	10:30
BREAK		
2	10:45	12:00
LUNCH		
3	13:00	14:00
4	14:00	15:00

Transfer to Secondary Education.

Children transfer at the age of 11+ and normally to Broadland High Ormiston Academy or North Walsham High School; some children move to other local schools.

Organisation of Education within the School

For the Academic Year 2022/2023 classes are arranged as follows:

[N.C. = National Curriculum]

Oak Class	(N.C. Year R)	Early Years Foundation Stage
Sycamore Class	(N.C. Years 1 & 2)	KS1
Conifer Class	(N.C. Years 3 & 4)	KS2
Birch Class	(N.C. Years 5 & 6)	KS2

Curriculum

The school follows the National Curriculum. French is taught across the school with discreet language lessons in KS2. Religious Education is given in accordance with the Norfolk Agreed Syllabus, a copy of which may be viewed at the School on request. All parents have the right to withdraw their children from such lessons. Learning is planned through topics where appropriate and based on experiences which will excite and inspire the children. The whole curriculum is more than just the National Curriculum. It encompasses the excitement and wonder of learning about our environment, the beauty of pattern and shape in math's and science, the power of written and spoken language, and the need at all times to do one's best in both intellectual and physical activities. The whole curriculum in school involves developing independence, compassion, empathy, respect and resilience. It is taught and supported through every visitor, trip and experience we offer whilst they are with us.

A wide range of teaching strategies are employed to create appropriate learning experiences for children throughout the curriculum. Learning experiences will take place in lessons given over to teaching specific subjects and also in topics where there are opportunities for cross-curricular work. The grouping of children will also vary. In some situations, a whole class may work on a set task but in other situations the children may be organised to work in small groups or individually.

Again in some lessons there may be an emphasis on co-operation and collaboration whilst in others the focus may be on independent study. However, the children are taught or organised, equal opportunities for all is a prime concern.

Our whole school policy of curriculum planning ensures continuity and progression from the Reception class through to Year 6. Individual assessment and record keeping have been established and school-wide standards are agreed by the staff, who regularly reviews children's work. Subject leaders oversee the teaching of their areas of the curriculum to all ages of children in the school.

Monitoring, Assessing and Recording Progress

Teachers will keep a variety of records, which enable them to monitor each child's performance in different areas of the curriculum.

At the end of the Reception year we use The Foundation Stage Profile to assess learning. Parents are informed of progress and targets in a pupil report issued in the spring term.

During years one to six teachers assess continually using this information to inform their planning and learning opportunities for your child. At the end of years two and six children sit SATS tests which are used to support teacher's assessments of the child. At the end of Year 1 all pupils sit a Phonics test while at the end of Year 4 pupils sit a Multiplication test.

Progress will be reported to parents in two parent's evenings held November and July. Parents may make an appointment to discuss their child's progress throughout the year should they have a concern or something they wish to discuss in more detail.

Every child has an annual report in March.

P.E. & Sport

At Tunstead we use the Real PE Scheme of work. This is fully aligned to the **National Curriculum** and **Ofsted requirements** and focuses on the development of agility, balance and coordination, healthy competition and cooperative learning. Children are given every opportunity to develop their orienteering, athletic talents and games skills through sessions focused on athletics, dance, games, gymnastics and swimming which all form part of the National Curriculum.

If you wish your child to be excused from involvement on a particular day, a note or telephone call will be required. For swimming, it is expected that a

child in the group currently going swimming will attend the lessons regularly to derive maximum benefit.

Football, netball, cricket and a range of athletic events take place at lunch times and after school, using local facilities and our own site. Matches and sporting events are arranged with other local schools; visits by sport specialists are frequent and there are opportunities for children to enjoy sporting activities outside formal lesson times.

Clothing and Footwear

- This must be appropriate to the activity and conform to current school uniform.
- Watches and earrings should be removed during sporting activities and long hair should be secured (as appropriate to the activity). Earrings must be removed or the child will not be able to partake in the activity.
- Teachers will not be responsible for removing or replacing earrings.
- Wherever possible clothing allowing freedom of movement should be worn appropriate to the activity in accordance with the uniform list.
- Children with long hair should have it tied up for sporting activities.

School Assembly

School assemblies are held daily; they are generally Christian in nature and normally include a song and a prayer or a moment of quiet reflection. Parents' rights to withdraw their children from the devotional parts of assemblies are respected.

Relationships & Sex Education

Relationships and Sex Education is taught to all pupils. The Sex and Relationships programme builds upon the work encountered in Science. Parents are informed about the content of the lessons to be delivered at the start of each year within class curriculum meetings and are invited into school to discuss the programme and view learning resources through a whole school meeting held every year at the start of the Autumn term.

Homework

To further the link between home and school we encourage parents to become involved with their child's learning. One such way is to encourage and support your child when homework is undertaken. In all year groups we ask that your child reads at least 3 times a week however 5 times would be preferential. Reading comments should be detailed and recorded in your child's reading record. In addition to this, children will complete weekly phonics / spelling homework as well as a short maths task. Homework should not be onerous but should be used to consolidate the learning in school.

Home-School Agreement

Home-School Agreements will be signed by parents and the Head teacher when children join Tunstead.

The children will sign the Agreement at the beginning of Year 3 when they are able to comprehend the responsibilities outlined in the Agreement.

All children will be reminded about the commitments stated in the Home-School Agreement at the beginning of each academic year.

Access

There are two main pedestrian entrances both situated at the front of the school on Market Street. The Main Staff and Visitor Entrance leads through the staff carpark to the Secretary's office at the front of the school.

Children must enter by the gate which leads onto the front playground. Children should be dropped off at the gate with parents not coming on to the school site. This will prevent congestion. However, during the Autumn Term parents of new intake Reception children may be invited to bring their child around the main building to the mobile classroom. Those who cycle must dismount and walk on the paths.

In the mornings, if you bring your children in a car, please park responsibly locally and ensure you do not block access to local residents. **Only staff vehicles are allowed on the school site at any time.** If parents are to be allowed to park on the school site for school activities and special events, they will be notified in

advance. Generally, however, due to the size of the car park, no parking is permitted other than for staff.

Arrival

Children should not be on the school premises before 8.35 a.m. as there is no teacher supervision before that time and the gates will remain locked. **No responsibility is accepted for children who arrive before 8.35 a.m.**

Children should be dropped off at the playground gate.

If parents would like to speak to the class teacher, please contact the school's office once your child has been dropped off and a message can be passed on or a meeting can be arranged.

Parents should sign in and receive a blue visitor badge if they are staying on site.

Latecomers

All children arriving late must arrive with an adult. The adult must telephone the school office. The secretary will come out to the gate and collect the child and bring them into school.

Cycles

If your child does cycle to school, please ensure that his/her cycle is in a roadworthy condition - a chain and lock is a useful precaution to take too. The school does not accept responsibility for cycles brought onto the school premises.

Gate Closures

Please note that every day the gates will be locked between 9.15 a.m. and 2.45p.m.

The main gate is closed at the beginning and end of the school day.

Contacting the School

The best time to make contact by telephone is between 8.30 a.m. and 12 noon or 1 p.m. and 3.30 p.m. If your child is absent from school, please telephone before 9.30 a.m.

Contact with you

You will receive a weekly newsletter informing you of events that are going to be taking place within school and other important news. In addition, letters concerning other matters are sent to you as necessary. If a child is felt to be under-achieving, or his attitude or behaviour gives cause for concern, then contact will be made with you. (But see also 'Home/School Relations').

The school uses Scholar Pack allowing us to send emails and text messages to you once you have given consent for us to do so.

Regular opportunities for school to work alongside parents are provided through experiences offered such as maths mornings, phonic workshops, reading cafes to name but a few!

The website is an invaluable source of information. It is updated weekly with letters and events posted on to it.

Change in circumstances

If there is a change in circumstances do please let us know. Where parents take the school into their confidence concerning home circumstances then quite often we are able to help, for we believe that unless a child is secure and happy then he cannot give of his best. Therefore, if your child is worried or if you are worried about something please get in touch with the Head teacher straight away so that as far as possible we can try to help. The Head teacher is always prepared to see parents.

Uniform

Over the years many compliments have been paid concerning the smart appearance of the children here, and we look to you to help maintain the high standard which exists. Our uniform is a simple one, designed to involve parents

in minimum expense, and it does help to foster a feeling of 'belonging'. **In order to save everybody's time, please ensure that ALL clothing (particularly jumpers and cardigans) is clearly marked with the owner's name.**

Simple stud ear-rings are allowed but other forms of jewellery including beads in braided hair at School is NOT permitted at all: They can be highly dangerous - we cannot accept any responsibility whatsoever for their safe-keeping (watches included). Children are not allowed in the swimming pool wearing jewellery.

Hair styles should be suitable for school. Tram Lines, Mohicans and dyed hair are not permitted.

The following is a list of the accepted uniform at Tunstead Primary school:

Every day:

Trousers /shorts grey or black
Skirts / pinafore grey or black
Blouses / shirts white
Polo shirt red or white
Sweatshirts red (with school logo)
Socks / tights grey, black, white or red
Jumpers / cardigans red
Dresses (summer) red and white check

Coat or sunhat when required

P.E. / Games:

Indoor P.E. black shorts
Red school T-shirt
Plimsolls / trainers

Outdoor Games:

Basic clothing as above, but a warm top or tracksuit will be needed in cold weather. This should be black or red and have no logos on. Sturdy trainers or football boots are required for games on the field. Girls may wear a black skirt for netball. Key Stage 2 pupils swim in the Autumn and Spring terms and a swimming hat is required.

In the interest of safety, no jewellery may be worn apart from watches and stud earrings if required.

It would be extremely helpful if you could label all of your child's clothes with his or her name.

You are able to buy all of your school uniform requirements such as sweatshirts/cardigans, logo embossed PE kit (vital for when we play tournaments against other schools), raincoats and book bags, as well as many other items using the link below. They will be delivered to your home address.

http://www.brigade.uk.com/content.php?page=select_school&for=parents

School Meals

Foundation Stage and Key Stage 1

In September 2014 the Government introduced Universal Infant Free School Meals for children in Foundation Stage and Key Stage 1. Children in Reception, Year 1 and Year 2 are entitled to a free school meal daily.

There is a choice of the set menu Main Meal or a Vegetarian Option. Packed lunches from the school kitchen will not be available to pupils in Years R, 1 and 2.

Key Stage 2

Children will have a choice of the set menu Main Meal, Vegetarian Option, or a packed lunch from the kitchen.

All pupils need to order their choice of lunch with the class teacher each day. The aim is to provide a balanced menu. We try to encourage children having Free Meals to take the 'Special' Menu, which gives a nourishing, balanced meal.

If your child brings a packed lunch from home, please ensure that these are securely packed - it's a good idea to label lunch boxes as confusion can arise!

Some children are being provided with food, such as yoghurt, in their packed lunches which require children to use spoons. It would be greatly appreciated if parents would continue to provide teaspoons for their children when the need arises.

Packed lunches should not contain sweets, chocolates or fizzy drinks.

We operate a nut free policy. Please ensure that the snacks and packed lunches that you provide for your children do not contain nuts.

Children staying for a School Meal or having a packed lunch are not allowed out of the School premises during the mid-day break. If, for some reason, you wish to take your child out of school during the lunch time, please get in touch with the Head teacher first, preferably by a letter; **a word of mouth message via the child is not sufficient.**

If you are in receipt of Income Related Benefits including Child Tax Credit and your income (as calculated by the Inland Revenue) is less than £16,190 you may be entitled to Free School Meals. You still need to apply for this even if your child is in Foundation Stage or Key Stage 1 and receiving a Universal Infant Free School Meal. Please contact the School Office for more information.

Drinking Water

Although water is available in the hall at lunchtimes we do recommend that you provide your child with water to drink during the day. It is known that dehydration can adversely affect the health and mental well-being of children and there is evidence that correct levels of intake give better concentration and a reduction in feelings of fatigue. Please provide your child with a plastic sports, 'stopper type', bottle which does not hold more than 500 mls. of water.

The bottle should be clearly named and it can be taken home to be washed and refilled at the end of each day. Please note bottles should **be filled with water only.**

Snack

Children in Key Stage 1 will have fruit daily as part of the 'fruit for schools' campaign. Children in Key Stage 2 may also bring a piece of fresh fruit/cereal bar or dried fruit from home to eat at snack time. Children are not permitted to bring crisps, sweets or biscuits for snack time.

Property

It should be noted that the school is not liable for property brought onto its premises and is therefore not liable for property being stolen or damaged by a third party. Children should not bring their own personal possessions or toys into school.

Educational Visits

Educational visits provide opportunities to reinforce and extend learning at school. Parents are usually asked to make voluntary contributions to enable these valuable experiences to take place. Such shared costs are in line with the School's Charging and Remissions Policy.

When planning class visits teachers are required to check that any activity planned complies with the guidelines laid down in the DfES publication on Health and Safety of Pupils on Educational Visits, to ensure that all necessary precautions are taken for the safety and well-being of children whilst off the school premises. These precautions may include checking: -

1. The safety of any vehicle the children are to travel in.
2. Fire precautions and drills.
3. Availability of life jackets where necessary.
4. That there is an appropriate ratio of adults to children.
5. All adults helping on school visits are fully aware of all safety precautions.
6. That appropriate risk assessments have been undertaken.

Information of procedures is available at the school office should you wish to know more about precautions taken for a specific visit. AT the current time no off site trips will be booked due to Covid-19.

Charging and Remissions Policy

We ask for donations towards the cost of certain materials used in specialist lessons (e.g. baking materials), and towards the cost of certain field study trips. Where residential visits are concerned we ask for the full amount of the payment required. However, parents in receipt of benefit which entitles their child to free meals will also be entitled to free board and lodgings for residential visits.

In all this it is our policy to help any parent who may have difficulty in paying the amount required. We ask that they pay what they can afford; spreading the payments over a period of time, if this will help.

There is absolutely no stigma attached to this whatsoever - other parents and children are unaware of any help which may be taken up.

School Association.

The Tunstead School Friends Association is organised by a committee of parents who plan social and fund-raising events. If you would like to be part of the committee then please let the Head teacher know.

Data Protection

The GDPR, which came into force on 25th May 2018 as the Data Protection Act 2018, is a step change in data protection and privacy law in the UK. It's not just about information technology, but all data we hold as an organisation

It is in place to give data subjects control of their data and gives organisations processing that data (including schools) more responsibilities in relation to how they collect, process, store, share and destroy data. It's not just about information technology, but all data we hold as an organisation.

As a school we collect and hold a great deal of personal data - not only about students, but also staff, parents, volunteers, visitors, suppliers and other 'data subjects'. GDPR requires us to not only minimise any risks to the unauthorised access and loss of personal data within the organisation, but also to provide evidence and documentation of our processing activity. In order to demonstrate our commitment to GDPR compliance we are doing the following:

- Documenting our processing activity, including ensuring we have a lawful basis for processing
- Auditing this processing and identifying and creating an action plan to mitigate any risks to personal data
- Documenting the compliance of third-party providers and reviewing contracts to ensure compliance with GDPR
- Ensuring that we have processes and procedures in place to ensure the rights of data subjects
- Reviewing the technical and organisational measures in place to protect data

- Training staff on GDPR and our data handling procedures – we hope Governor's will also undertake this training

We have also appointed an external organisation, Data Protection Education Ltd. as our Data Protection Officer.

As a school we collect and process large amounts of data. We take our responsibility as custodians of this data very seriously and embrace the opportunities GDPR provides to make improvements in how we handle data. GDPR is a long-term project and we are committed to developing a privacy programme that becomes a cornerstone of our approach to data in the school. Whilst there will be changes, we are committed to ensuring that there is no negative impact on teaching and learning and the welfare of students and staff. For more information contact the school office: office@tunstead.norfolk.sch.uk or telephone 737395.

The Data Protection Officer can be contacted at dpo@dataprotection.education

Freedom of Information Act

The Freedom of Information Act required publicly funded bodies, including schools, to list the information they publish. We have produced a publication scheme setting out all information we publish on a regular basis and where to find it. Copies of the scheme are freely available on the School Website.

Internet and Network Usage Policy

Tunstead has an E-safety Policy which sets out how children can safely access the Internet at school. All copies are available on the School Website. Parents and pupils are required to sign an E-Safety agreement at the start of the school year.

Arrangements for Complaints

Most complaints can be dealt with through an informal discussion with the class teacher or head teacher. If parents remain dissatisfied they should see

the School Complaints policy on the School Website or request a copy from the School Office.

PLEASE NOTE

This brochure is intended for use during the School Year 2022/23. Although the details contained herein are expressed in good faith, believed to be correct as at May 2022 there is no guarantee whatsoever that changes will not be made for the School year 2022/23.