

**HARPLEY  
CHURCH OF ENGLAND  
PRIMARY SCHOOL**

School Lane  
Harpley  
King's Lynn  
PE31 6DY

01485 520274

Website:

[www.harpley.norfolk.sch.uk](http://www.harpley.norfolk.sch.uk)

**HEADTEACHER:  
MRS KIRSTEN STIBBON**

## HARPLEY C. of E. PRIMARY SCHOOL



This brochure aims to be a guide to new parents and carers, but we recognise there is no substitute for personal contact. Staff are always happy to answer any queries personally, and parents and carers are always welcome in school.

We hope that the time your child will spend with us will be a happy and successful one.

A good relationship between home and school is vital for children's progress and we look forward to working with you over the coming years.

Your support for your child's education is crucial to their progress. Please tell us if there are any adjustments we need to make to help you support your child, for example: letters in large font or Braille, providing a signer, explaining things over the phone, wheelchair access.

# AIMS OF THE SCHOOL

To provide a supportive environment with Christian values where children feel happy and secure.

To provide a broad, balanced, relevant curriculum to develop skills, knowledge, creativity and independence to equip the children to move confidently into the future and reach their full potential.



I will instruct you in the way  
you should go; I will counsel you  
with my loving eye on you. Psalm 32:8



Understandably, because of Covid-19, we have been unable to go on school visits, participate in Federation activities or welcome a wide selection of visitors to our school.

We have left pictures, activities, visits and visitors from previous years in this brochure to show our wide and varied school life.

# Harpley Primary School



## HARPLEY SCHOOL

Harpley is a Church of England Voluntary Controlled School catering for children from 4 - 11 years. The pupils are organised and taught in two mixed-age classes - Infants and Juniors (Class I and Class J). Under National Curriculum arrangements we also refer to the children as year groups (starting with Yr R (Reception) KS1 - Yr 1 - 2 and KS2 - Yrs 3 - 6).

The school operates a policy of Equal Opportunity and Equal Regard, which is available on request from the school.

Children from Harpley generally transfer to the secondary phase of Litcham at age 11. Excellent links are maintained between the cluster schools ensuring increased curriculum opportunities and a smooth transition at age 11. From September 2013 Harpley has been partnered with Great Massingham C of E Primary School. In 2015 the schools federated to become the Great Massingham and Harpley C of E Schools Federation.

The school was built in 1908, in a traditional style from local carrstone and brick. It is surrounded by playground areas and set in a large, well-kept field off a quiet lane near the centre of Harpley. There are two main classrooms, a cabin room and a large multi-purpose room shared by both classes. There is also an office, a staff room, a cloakroom area with toilets and a servery. For the children's safety, the parking area is separated from the playgrounds by fencing and there is storage and a cycle shed incorporated in this area of the school.

### **SCHOOL STAFF**

#### **HEADTEACHER**

MRS KIRSTEN STIBBON (3 DAYS PER WEEK)

#### **ASSISTANT HEADTEACHER**

MRS SOPHIE STEPHENS (3 DAYS PER WEEK)

#### **Y5, Y6 & KS2 TEACHER (Class J)**

MRS HEATHERANNE FARLEY

#### **Y3, Y4, & KS2 TEACHER (Class J)**

MS DAWN FAIRBROTHER

#### **FOUNDATION STAGE AND KS1 TEACHERS (Class I)**

MRS BECKI CUSHLEY

MRS SARAH STUART

#### **SENCO**

MRS ANN BEARDALL (1 DAY PER WEEK)

#### **TEACHING ASSISTANTS**

MR DAVID HEAZEL (TA Team Leader)

MRS HELEN WEST

#### **CLASSROOM ASSISTANTS**

MISS TRACEY CATOR

MRS ALI FISHER

MS WENDY HARMAN

MISS LYN RICHARDSON

#### **SECRETARY**

MRS SUE TURNER

#### **LUNCHTIME SUPERVISORS**

MR DAVID HEAZEL

MRS ELLEN BRANHAM

**CARETAKER: MR JOHN GIBSON-HILL**

**CLEANER:**

# GREAT MASSINGHAM AND HARPLEY C OF E SCHOOLS FEDERATION GOVERNING BODY

CHAIR

MRS B RANDALL  
MRS KIRSTEN STIBBON  
MRS SOPHIE STEPHENS  
MR A REID  
MRS A BEARDALL  
MRS S BINGHAM  
MR I CASTLE  
REV J POLLARD  
MR A FRAZER  
MRS R MEYERS  
MRS J TAYLOR  
MRS M REEVE  
MS C MOLYNEAUX  
MRS S ALLEN  
MRS L PRICE

Co-opted Community Governor  
Headteacher  
Staff Governor (Co-Headteacher)  
LA Governor  
Co-opted Governor (SENCO)  
Parent Governor  
Parent Governor  
Bishop's Appointed Governor  
DBE/PCC Governor –Gr & Little Massingham  
DBE/PCC Governor - Harpley  
Co-opted Community Governor  
Co-opted Community Governor  
Co-opted Community Governor  
Co-opted Community Governor  
Co-opted Community Governor

MRS S WOOD  
MRS K CALVER  
MR N QUINN  
MRS T GRIFFIN

Associate Co-opted Governor  
Associate Co-opted Governor  
Associate Co-opted Governor

CLERK:



## TERM DATES 2021/2022

### TERM

AUTUMN 21  
SPRING 22  
SUMMER 22

### SCHOOL RE-OPENS ON

6<sup>th</sup> September 2021  
5<sup>th</sup> January 2022  
20<sup>th</sup> April 2022

### CLOSES ON

17<sup>th</sup> December 2021  
1<sup>st</sup> April 2022  
22<sup>nd</sup> July 2022

### HALF TERM

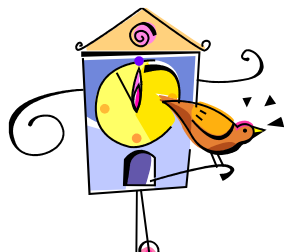
AUTUMN 21  
SPRING 22  
SUMMER 22

### SCHOOL CLOSES ON

(at 3.15pm)  
22<sup>nd</sup> October 2021  
11<sup>th</sup> February 2022  
27<sup>th</sup> May 2022

### RE-OPENS ON

(at 8.40am)  
1<sup>st</sup> November 2021  
21<sup>st</sup> February 2022  
6<sup>th</sup> June 2022



## THE SCHOOL DAY

**School begins: 8.55 am**  
**Playtime: 10.25 – 10.40 am**  
**Lunchtime: 12 noon – 1.00 pm**  
**Lessons end – 3.15 pm**

Children should be punctual but not arrive too early as the playground areas are not supervised before school. However, we welcome the children into school from 8.40am. Parents are always welcome to come into school but children should be encouraged to be independent and come in, bringing their own things where possible. Please note that although lessons end at 3.15. Pupils need a few minutes at the end of the day to collect their belongings. Pupils leave school at 3.20pm.

## ATTENDANCE

Please inform the school of any absence as soon as possible by word of mouth, telephone or letter. Should we NOT be informed of the reason for a pupil's non-attendance the absence may be marked as unauthorised. The registers are closed ten minutes after the start of each school session.

Please always let us know if your child is away for any reason.

An absence will be recorded as unauthorised if

- No explanation has been received from a parent/carer or the school is unsatisfied with the explanation
- A pupil is absent for unexceptional reasons e.g. a birthday
- A pupil is absent from school on holiday

County guidelines regarding pupil absence state that absences may be authorised at a school's discretion for

- Exceptional special occasions, ceremonies, extra-curricular exams etc
- Bereavement and family crises.

As several children travel to school independently we will always phone to clarify absences if parents do not contact us. This is to ensure pupils safety. We are not 'checking up'!

Full NCC attendance guidelines are available from the office.





## COLLECTIVE WORSHIP

Collective Worship is held every day and is an integral part of the community life of our church school.

Our Christian Act of Collective Worship is suited to the family backgrounds of all pupils.

### COLLECTIVE WORSHIP IS INTENDED TO:

- Develop understanding of the beliefs and values of Christianity.
- Provide times of peace for reflection and/or prayer.
- Encourage a sense of responsibility and community, to affirm values and commitment and to think about and empathise with other people.
- Provide memorable and enjoyable experiences, especially at times of festival.
- Foster feelings of awe, wonder and thankfulness.

Parents may choose to withdraw their children from Religious Education and Collective Worship. Should this be your wish please make an appointment to discuss arrangements with the Headteacher.



## ADMISSIONS POLICY

As a local authority maintained, Church of England Voluntary Controlled School we follow the Norfolk County Council policy for first admission to school. By law children must start full time statutory education at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.

The Norfolk County Council admission criteria in the event of over-subscription in County and Controlled, First, Infant, Middle, Junior and Primary Schools is as follows:-

In the event of over-subscription, preference will be given to children living nearest to the school according to the following criteria, in order of priority.

1. Children with an Education Health and Care Plan for Special Educational Needs naming the school.
2. Children who live within the designated area and have a brother or sister (sibling) attending the school at the time of their admission.
3. Children who live within the designated area and have no siblings attending the school at the time of their admission.
4. Children who live outside the designated area and have a sibling attending the school at the time of their admission.
5. Children living outside the designated area and have no siblings attending the school at the time of their admission.

## TRANSFERS

All new children and parents and carers are invited to visit the school in the summer term, and children are also invited to attend 'taster days' before starting school. 'Rising Fives Stay-and-Play sessions are also arranged for the summer term. These are free and open to children due to start at Harpley school.

At the end of Year 6 most 11-year-old pupils transfer to Litcham School. Harpley enjoys excellent liaison with Litcham School and take part fully in all transition events. Our children also have numerous opportunities to meet children from other schools in the Litcham Cluster. This helps to ensure a smooth transition from Primary to Secondary Education. Where a pupil transfers to a different School for their secondary phase we endeavour to work as closely as possible with that school for our pupil's transition.



KS2 Federation  
Cross Country Team  
At Gresham's

KS2 Federation  
Advent  
Workshop



Y6 Federation  
Apple Store visit

## PARENTS AND SCHOOL LIFE



A school cannot work successfully without the support and confidence of the parents and carers of the pupils. As a school we recognise the vital role parents play in a child's education and want parents to be part of the Harpley School community and to work in partnership with us.

Staff are always willing to discuss any concerns parents may have regarding their child and we would always contact parents should we have concerns. It may be that an informal chat at the end of the day will be sufficient to alleviate concerns or it may be more appropriate to make a mutually convenient appointment to discuss more serious issues. It is vital that information regarding a child's daily life is passed from home to school and school to home. Changes, even minor ones, may affect a child's well-being. Any discussions between parents / carers and staff will be treated as confidential.

### **PARENT HELPERS**

We are **ALWAYS** glad of help at school - you do not need special skills - there is always something that needs doing! Contact us if you would like to help in any way. We have many regular adult helpers in the school, parents, governors and other interested people. They assist with hearing children read, gardening, DT and art, technology, games, cookery, IT and music. This is a vital part of our school - increasing as it does the children's opportunities for forming relationships with adults and by widening the curriculum. If you would like to help in school, either on a regular basis or from time to time, please telephone or e-mail the school or speak to a member of staff at the end of a school day. To ensure security all adult helpers in school must be DBS checked - this is a straightforward exercise completed, online in the school office.



## HELPING WITH YOUR CHILD'S EDUCATION

Prior to starting school, it is essential that you prepare your child by talking to him/her about school and by attending school visits and taster days. Parents and carers are often more worried about starting at a new school than the children themselves! Try to be positive about school even if your own school experiences were not always happy. Young children enjoy being involved in preparation for school - buying their new uniform, P.E. bag and kit etc.

Throughout your child's education you can do a lot at home to encourage your child's education -

- Talk to your child about his/her day, your day, family life, the news and current affairs - children learn so much just by talking and listening.
- Read to your child and encourage him/her to read - stories, comics, newspaper headlines, packaging, road signs etc. Print in the environment is a great way to stimulate an interest in reading
- Play games - board games, cards, dominoes, I-spy, pretend/role play games
- Visit places of interest (e.g. museums, parks and libraries etc)
- Provide materials for play and creative activities e.g. paper, pens, musical instruments
- Encourage your child to join clubs and organisations - Rainbows/Brownies, Beavers/Cubs, sports clubs
- Encourage the development of practical skills, e.g. shopping, tidying, cooking, writing lists, cards and letters, caring for animals, gardening etc.

However tempting it may be- don't do everything for your children. Give them responsibilities and they will benefit a great deal, becoming more self-reliant independent and appreciative.





## **SAFEGUARDING**

Harpley School's Safeguarding Policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to;

- Protect our children from maltreatment
- Prevent impairment of our children's health or development
- Ensure that our children grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable our children to have optimum life chances and enter adulthood successfully.

This policy gives clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

Our school will establish and maintain an ethos where our pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school are able to talk freely to any member of staff or regular visitor to our school if they are worried or concerned about something.

Throughout our curriculum we provide activities and opportunities that will equip our children with the skills they need to stay safe. This is also extended to include material that will encourage our children to develop essential life skills.

A copy of the school's safeguarding policy is available on the school website or from the school office.

## EQUAL OPPORTUNITIES

Harpley School is committed to promoting understanding of the principles and practices of equality and justice.

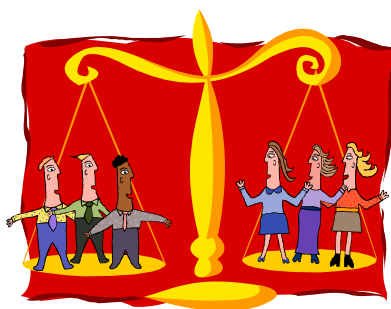
The school has a Single Equalities Scheme and Plan in compliance with DDA. The School endorses the Norfolk LEA Policy for Equal Regard and Opportunity in Learning which states:

"We believe that all pupils are entitled to equal regard, just as they are entitled to equality of opportunity in learning."

"The curriculum in those schools which have no pupils from ethnic minority groups, should be of a kind which opens the minds of pupils to other traditions and to other ways of viewing the world and which challenges and dispels the ignorance and distrust which breed radical prejudice and discrimination".

### AIMS

- Our aim is to equip pupils with an awareness of our diverse society and to appreciate the value of difference. This is achieved by adherence to the following principles:
- Discrimination on the basis of race, colour, nationality, ethnicity or national origin, religion or belief, gender, disability, sexual orientation, gender reassignment, age, or ability is never acceptable.
- We will educate, develop and prepare all pupils for life whatever their sex, colour, origin, religion or ability.
- Pupils and teachers will further this objective by contributing towards a happy and caring environment and by showing respect for, and appreciation of one another as individuals.



# SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (S.E.N.D.)

Children with SEND will be considered for admission in exactly the same way as any other child wishing to join the school, in accordance with the Admissions Policy. However, parents should make particular arrangements to discuss individual needs in the context of the school. For children with mobility difficulties the school offers level access to all main buildings and carpeting throughout the teaching areas. The school has toilet facilities for the disabled. At Harpley C of E Primary School we believe in providing the best that we can for all our pupils, whether they are gifted and talented, disadvantaged or vulnerable, or whether they have additional needs.

## AIMS

- To identify and support children with Special Educational Needs and Disabilities, and Gifted and Talented children.
- To support the provision of a happy, secure learning environment.
- To promote the development of appropriate differentiated and challenging programmes of work and interventions for individual children.
- To identify and support the provision of resources which will enable individual children to fully access the curriculum and to be integrated into the school community.
- To identify procedures for regular monitoring and reviews.
- To support a full, working partnership between school, parents and outside agencies.



## CO-ORDINATION OF PROVISION

Co-ordination of SEND provision is the responsibility of the SENCO or Special Needs and Disabilities Co-ordinator, Mrs Ann Beardall. The SENCO will ensure that the procedures in the SEND policy are carried out, that staff and governors and parents of children with SEND are provided with the necessary information and that parents are regularly consulted. Regular meetings are arranged with the Educational Psychology Service Team to discuss SEND issues within the school and access appropriate advice and support. The Governor with responsibility for Special Educational Needs is Mrs Suzie Allen.

Details of the Local Authority and schools local SEND offer are available on the school website.

To read our **SEND Policy and Annual Statement** please visit the school website and click on the link to our Policies Page.

**Norfolk SEND Partnership** provides information, advice and support to parents and carers of children with special educational needs and disabilities at all stages of SEN support.

Their website is accessed via the following address [www.norfolksendpartnershiass.org.uk](http://www.norfolksendpartnershiass.org.uk)



## THE SCHOOL CURRICULUM

The curriculum covers the full-range of primary school subjects and follows guidelines set down in the National Curriculum Policy Statements. Teaching focuses on the skills children need to acquire and develop for use throughout their lives. Importance is given to continuity and progression in these skills. In June 2016 Harpley School was inspected by OFSTED. The inspector's report identified that the school is good overall and still improving. The Inspection highlighted many good areas of the school particularly teaching, progress and pastoral care. The inspector found that standards have improved and children attain well compared to similar children nationally. Pupil behaviour, attendance, and parent partnership was judged to be good. A copy of the report is available on request and also available on the Internet, [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

The curriculum for Reception pupils follows the Early Years Foundation Stage Framework set down by the DfES and QCA. Their progress is assessed using the Foundation Stage Profile, which records the children's early steps in learning. These are shared with parents termly. The inspection in 2016 found that 'Reception children make good progress because teaching is good. There is a well-organised programme of activities and by the time they move into Year 1, most children attain well. The youngest children benefit from consistently high-quality care and grow in self-confidence as a result. The good induction process and the friendly, caring atmosphere are valued highly by parents and carers.'

Curriculum maps have been designed for EYFs, Key Stage One and Key Stage Two, covering all aspects of National Curriculum expectations. These can be viewed on the school website.

It is school policy to invite professionals into the school to share their expertise. We also provide many varied educational visits and activities to enrich the curriculum and broaden children's experiences. Curriculum enrichment activities in the past have included:

KS2 Biannual Federation Residential to Horstead Centre; Henry Moore installation at Houghton Hall; Sculpture Trail at Houghton Hall; Federation Cathedral Visit; Y6 Crucial Crew, King's Lynn Fire Station; River Nar visit; Swaffham Museum visit; Federation Sheringham visit; Y6 Federation Apple Store & Gravity visit.

YR & KS1 Federation visit to Amazonian Zoo; Tams Restaurant visit to celebrate Chinese new year;



# KS2 Federation Horstead Residential 2019



### Visitors:

Banham Zoo Outreach visit; Henry Bellingham MP; Dogs Trust; Mobile library van; Sue Lunnan DSSO; Tracey Lingfield - Y1 & Y2 Step On It Pedestrian Training & YR Bethany & Benjamin; KS2 playground cycle training; Food Bank Assembly; - Collective Worship /Assemblies - Rev'd Judith Pollard, B&J Puppet & GenR8.



### Activities:

Macmillan Coffee Morning; School Christmas Performance; Christingle Service in Harpley Church; Christmas decoration day; Sports Day; Book Week; Leavers' Service in Harpley Church; Swimming; Gresham's Cross Country; KS2 Ukulele & Percussion lessons; Harvest Festival in Harpley Church; School Council Meetings; presentations of work; Easter Service in Harpley Church; YR, Y1 & Y2 phonics workshops; KS2 Literacy Quiz at Litcham; KS2 Maths Quiz at Litcham; Cluster Football Tournament at Litcham; KS2 BBC 500 Words;

Extra curricular activities provide opportunities for extending learning beyond the classroom and encourage and support pupils, who wish to attend, to develop an interest in subjects outside the classroom.

### Extra Curricular/After School:

Topsport; Gardening Club; Craft clubs; Piano Lessons; Drum Lessons; Guitar Lessons.



The school has links with the nearby Houghton Estate. Houghton Hall has educational facilities available for school use.



## TEACHING AND LEARNING

The school's policy sets out to underpin the teaching and learning that takes place at Harpley School. We aim to provide high quality learning experiences for our children that ensure they develop a love of learning and reach their full potential. We want them to be the best that they can be.

We believe that children learn best when they:

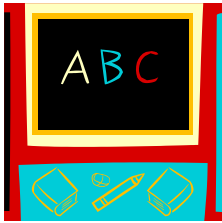
- Are nurtured, secure and happy;
- Are interested and motivated;
- Achieve success and gain approval;
- Are given tasks suited to their ability while being challenged and stimulated;
- Understand what they are learning, and why;
- Are confident, feel secure and are aware of boundaries;
- Are supported and encouraged by parents/carers.

To this end Harpley Primary School staff work in partnership with parents and carers to provide information on pupil progress and strategies they can use to engage in the learning process of their children.

Teachers at Harpley Primary School help children to see the 'big picture' by sharing the aims of lessons, tasks and topics; reviewing previous sessions; informing children of next steps and how to improve; and encouraging children to summarise or demonstrate what they have learnt to peers, teachers and others.

**All teachers at Harpley aim to:**

- Plan, prepare and resource stimulating lessons and learning opportunities, utilising variety in the delivery and pace of teaching;
- Use assessment to evaluate children's progress and inform future teaching plans;
- Set next steps to advise pupils how to improve;
- Cater for the learning styles and individual needs of all children, using visual, auditory and kinaesthetic approaches to teaching and learning;
- Ensure the involvement of children in their own learning;
- Use praise and positive reinforcement to foster self-esteem, motivation and confidence.



## ENGLISH

Literacy is the key to educational success. It consists of reading, writing and spelling and incorporates speaking and listening. It is taught on a daily basis in a structured literacy lesson. Literacy lessons are planned within the renewed National Curriculum Framework.

### READING

We recognise reading as an essential skill enabling children to access a wide variety of ideas and information through text. Children must become adept at interpreting symbols and comprehending the messages they convey. Pupils are taught to decode text, using phonics, spelling patterns and whole word recognition and to use contextual clues. Opportunities to read at home as well as at school encourage children to develop a love of reading.



### WRITING

Writing is closely linked to spoken language and is developed through a wide range of speaking and listening activities together with early reading experiences. Children's language experiences both in and out of school will influence the later development of writing skills. Writing is a cross-curricular activity, not restricted to Literacy lessons. Pupils are taught to use writing as a means of developing, organising and communicating ideas and are given opportunities to write for a variety of purposes.



## HANDWRITING

Our handwriting policy ensures that children leave the school with a clear and flowing hand enabling them to present legible work of a high standard. Pupils are taught cursive script and are encouraged to join letters in their writing from Reception year.



## SPEAKING AND LISTENING

Language is the key to all learning. The programmes of Study for English emphasise the need to build on early experiences and to provide children with opportunities, which will extend their use of spoken English, nurturing enjoyment and pleasure in its use. Children need as wide an experience of language as possible; the school achieves this through a structured, progressive and varied programme, which provides opportunities for pupils to speak in a range of contexts, for a variety of purposes and audiences. Every pupil is supported to develop confidence in their use of spoken language, and to express their ideas and views clearly.

Pupils are expected from the beginning of their school career to listen and respond to a speaker in an appropriate way and to ask questions and make relevant comments. Listening skills are developed through a variety of activities including stories and rhymes, games, and music in Reception and Key Stage One, through to more formal discussion and debate in Key Stage Two.



## Henry Moore Exhibition at Houghton Hall



## MATHEMATICS



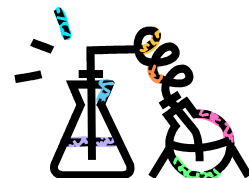
Numeracy is a key life skill without which children would be disadvantaged throughout their lives. It is one of the three core subjects of the National Curriculum and is taught every day. The Daily Maths Lesson is structured to include whole class teaching, group and individual work with a strong emphasis on oral and mental work. This will progressively develop the mental skills and strategies of each child, increasing their confidence to tackle new mathematical problems. Mathematics is promoted as an enjoyable and stimulating experience in order to acquire and consolidate essential knowledge, skills and actions relevant to life and other curricular areas. Children are taught to use basic operations correctly, to make accurate calculations and acquire sound computational skills. It is important that children develop an awareness of the structure of Mathematics, so they can build on existing knowledge and continue the learning process.

## SCIENCE

The teaching of Science offers all pupils the opportunity to investigate and rationalise the contrasts around them in the context of a wide variety of activities encouraging exploration and investigation.

Science also involves the acquisition of knowledge and skills, and those outlined in the National Curriculum are taught as the basis on which children will develop and refine their understanding of the world and respect for their environment.

Children are given many opportunities for 'field work' in both Key Stages. This may be undertaken in the school grounds, the local environment or on visits further afield.





## COMPUTING

The school runs a network of 15 ipad's, 12 PC's and 7 laptops all with internet access. This represents a good average computer to pupil ratio. Throughout both Key Stages, children will have access to an increasing range of IT equipment and computer software.

Both classes have Interactive Whiteboards.

Computing is taught as a stand-alone subject but the use of technology is embedded in our teaching throughout the curriculum.

## RELIGIOUS EDUCATION



The Norfolk Agreed RE Syllabus is used as the foundation of Religious Education teaching. Children will develop knowledge and understanding of Christianity and other principal world religions.

## ART AND DESIGN



This is an important area in a child's development, allowing scope for observation and exploration of the environment as well as imaginative expression. Pupils will explore a variety of media, materials and techniques in both two and three-dimensional work.

## HISTORY

The teaching of History at Harpley School is based on a rolling programme, which covers the topic areas defined by the National Curriculum. Careful thought is given to the skills and concepts that the children are acquiring. Children learn about peoples of the past and their influence on life today. They also gain physical and social knowledge of the world in which we live. Opportunities to enhance the curriculum are offered where appropriate with visits to local museums including King's Lynn, Gressenhall, Thetford and Norwich.

## GEOGRAPHY

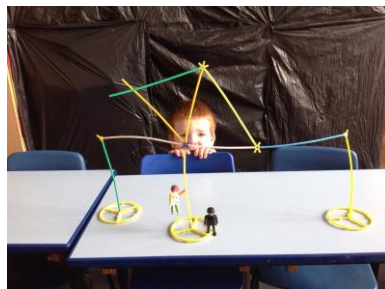
The National Curriculum for *Geography* defines a wide range of skills to be taught and experiences offered. Our implementation reflects these demands, with the subject being delivered both in its own right and in the context of cross-curricular work. Fieldwork is an integral part of this subject.



## MUSIC



We provide the children with opportunities to develop their talents as musicians in the contexts of composition and singing, together with an appreciation of a wide variety of different musical styles. The school has a number of musical instruments for the children to use. Pupils have the opportunity to attend and take part in a variety of performances and musical activities both in school and at other venues. KS2 pupils are taught ukulele by the NCC Music Service on a weekly basis. Parents may also opt for children to take piano, guitar and drum lessons as an extra-curricular opportunity.



## DESIGN AND TECHNOLOGY

Design and Technology is an exciting practical subject allowing pupils to make sense of appliances and processes in their environment. The programmes of study for D and T develop pupil's creativity and their ability to plan and evaluate as well as providing opportunities to practise practical physical skills. Pupils gain knowledge of a wide range of materials including construction kits, textiles, food, wood, metal, plastic and recycled materials.

Harpley  
Primary School  
and St.  
Lawrence  
Church Events



Harvest Festival,  
Christingle and end of  
year service.



# PHYSICAL EDUCATION



Harpley School offers the children a wide range of opportunities to develop their physical skills. All pupils participate in dance, gymnastics, games skills, and athletics. From a firm foundation of skills built in Reception and Key Stage 1, children go on to participate in a wide range of team games in Key Stage 2.

All pupils receive gymnastic lessons at Lynnsport, Kings Lynn in the autumn term and swimming lessons in the spring term. These are fully funded by the school PE grant with no parental contribution requested.

During the summer months the school field is used extensively for P.E. and games.

Extra Curricular Sports Activities include:-

ICS Coaching for Infants & Juniors, Cluster school sports events, Greshams' Cross country Competition

## P.E. CLOTHING

Infants:	Boys and Girls	White 'T' shirt and plain dark shorts Trainers, preferably with Velcro fastenings. Warm tracksuit OR old jumper & jogging trousers Trainers (winter only)
Juniors:	Boys and Girls	White 'T' shirt and plain dark shorts Warm tracksuit OR old jumper & jogging trousers Trainers
Swimming	Boys Girls	Trunks (not Bermuda shorts) swimming hat. One-piece costume and swimming hat.
Optional:	Boys and Girls Girls	Football or hockey boots, gum shields PE skirt.



It is a requirement that all children change for PE and that long hair is tied back. Watches and stud earrings must be removed.

## RELATIONSHIP AND SEX EDUCATION

Traditionally the school has answered children's questions as they have arisen, naturally, in the classroom, and at an appropriate level for the children.

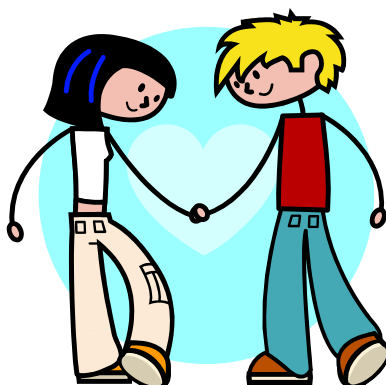
During their time at the school the children will have looked at young animals of all kinds and studied growth and development, family life, caring for each other, and other related topics.

The staff and governors believe that, in addition to this integrated method of teaching sex relationship education; there should be a more formal approach for the children when this becomes appropriate, according to a child's age and maturity.

We provide the KS2 children whose parents have agreed, with a Programme of Study, suitable to a sound preparation for adolescence within the context of a supportive, secure and caring atmosphere.

Parents and carers have the right to withdraw their children from the school's programme of sex education; other than those elements which are required by the National Curriculum Science Programme of Study. From September 2020, Health education, including relationships education, will be compulsory for all Primary Schools. From September 2020, parents will still have the right to withdraw their children from sex education (other than those elements which are required by the National Curriculum Science Programme of Study).

Should you wish to exercise this right, please contact the Headteacher and suitable alternative arrangements will be made.



## BEHAVIOUR

We aim to create a caring atmosphere with Christian values, where children feel responsible for themselves and the well-being of others and where everyone in the school community works together with mutual respect.

School rules are fully explained to the children, but formalised rules are purposely kept to a minimum, and are positive i.e. do's rather than don'ts. Children are taught to be aware of what comprises acceptable and unacceptable behaviour and to know that certain behaviours must be followed for the mutual good of all. We are proud of the fact that a problem of discipline rarely arises to cause disruption to the calm atmosphere and smooth running of our school.

We ask all pupils, parents and teachers to sign an annual home-school agreement to formally support the school's behaviour policy.

## COMPLAINTS PROCEDURE

We hope the school's 'open door' policy allowing parents and staff to speak on a daily basis about issues and concerns means there will be no need to use a formal complaints procedure. However, all schools are required to have a complaints procedure and policy.

Parents having complaints about the following;

- school curriculum
- religious education
- implementation of the National Curriculum
- or any other matter relating to the school should take the following steps:

**1. Speak to the class teacher.**

If you are not satisfied with the outcome of this meeting

**2. Speak to the Headteacher.**

If you feel the problem has still not been resolved

**3. Speak to the Chair of Governors**

In the unlikely event that we have not been able to resolve the problem in school you should

**4. Contact Children's Services at County Hall Tel: 0344 800 8020**

If you really feel something is bothering you or your child (whether trivial or serious) PLEASE come in and speak to us. You are welcome to talk to any member of staff if you have concerns. We don't mind listening to grumbles!

**Please remember if we don't know about a problem we can't put it right!**



## Banham Zoo Outreach visit



## CLOTHING AND DRESS

The Governing Body request that all children attending Harpley School support its positive image in the community by wearing school uniform and having appropriately coloured/styled hair. Long hair must be tied back for health and safety reasons. Harpley uniform consists of a navy sweatshirt with a white polo shirt, and black, grey or dark blue trousers/skirts or shorts. In the summer girls may wear a blue and white checked dress. Pupils may also wear red baseball hats for summer wear and red woolly hats in winter. School shoes (not trainers) should be black, brown or dark blue and for safety reasons strappy or high-heeled sandals/shoes must not be worn. In the winter pupils who come to school wearing boots should change into indoor shoes or plimsolls in school.

Jewellery should not be worn although small stud earrings are acceptable. Wristwatches may also be worn, but all jewellery is worn at the wearer's own risk. Children will be required to remove both watches and earrings for PE.

Uniform items, book bags and P.E bags with the school logo, are available from the school office.

Please ensure that all clothing, especially for infants, is easy to remove for PE. All clothing and belongings should be clearly named so that lost property can be identified and returned.





## CHARGES FOR ACTIVITIES

CHARGES WILL BE MADE FOR:

1. All non-residential activities which take place wholly, or more than 50% outside school hours.
2. Residential visits, which take place outside school hours.
3. Board and lodging in all cases where the child is involved in nights away from home.
4. Parents will be asked to pay the cost where items are broken or defaced as a result of misbehaviour.
5. This policy applies to charges being made by the school or the Local Education Authority (LEA). If a third party (e.g. A tour operator) is organising an activity for the school (e.g. a residential visit) they may charge in full for the activity even if it takes place during school hours.

NB: The Governing Body may in the future amend the categories for which charges are made. Parents will be notified of any such changes.

## VOLUNTARY CONTRIBUTIONS

Many activities will only take place if all parents agree, in advance, to make a voluntary contribution of a specified amount. Letters specific to each activity will state whether the activity is dependent on contributions from parents.

The Governing Body recognises the valuable contributions that activities such as educational visits and residential experiences offer to the pupils and will continue to support the school in providing such activities. Many activities and visits are financially supported by the Harpley School Parents and Friends Association.



# Harpley Christmas



Our whole school  
Christmas Dinner

'Joe's Coat'  
Christmas  
Production  
2019



Decorating Day  
2020



## ASSESSMENT AND MARKING

Assessment is used to provide a clear record of achievement for all children in the school. It is used to aid in planning teaching and learning to support progression of learning. At Harpley assessment is used to provide information for pupils, parents, governors, the LEA and Government agencies.

The school has a positive marking policy. We aim to provide constructive suggestions to draw the child's attention to areas for development whilst encouraging and praising strengths in the work completed. Effort on the part of each child, according to his/her abilities is also a strong consideration when work is marked. Individual targets, agreed with the pupil will be set regularly for each child.

### ANNUAL ASSESSMENT

The school will implement testing and teacher assessment at the conclusion of each Key Stage (Year 2 and Year 6). We also use optional KS2 tests for Years 3 to 5 to provide graded assessment tasks for all pupils at Key Stage 2, the results of which will be used in summative assessment.

In line with DfE guidelines the school carries out phonics screening tests for Y1 pupils.

### RESULTS OF NATIONAL CURRICULUM TESTS FOR YR 2 AND YR 6 PUPILS

Where a year group is below 10 there is no requirement to publish results. However, if you wish to discuss SATs results please contact the Headteacher.





The aim of the school is to co-operate with parents and the child's medical practitioner in order to create the best possible circumstances for the health of the child.

Parents/carers should inform the school of any particular medical condition their child may have. The school may need to gain parental permission to contact the child's General Practitioner for advice on the child's best care and where necessary appropriate training for staff will be arranged.

Routine dental, hearing and eyesight checks are not carried out in school for year groups other than Year R, we recommend parents seek checks from their own dentist/optician/GP/health visitor.

Should your child become ill or have an accident in school, you will be contacted as soon as possible. As we have only limited facilities for caring for children who are unwell, please ensure we have the contact number of a friend or relative who would be able to collect your child should you be unavailable. In the case of a medical emergency, staff will contact the Emergency Services, the pupil's Medical Practice and parent/carers immediately. Where parents are not able to be present, or cannot be contacted school staff will act in 'loco parentis'. This means they are obliged to act in the child's best interest. However, parents will be informed of any action to be taken and their verbal consent obtained if possible.

#### ADMINISTRATION OF MEDICINES

Administration of medicines remains the responsibility of the parents/carers and is not the duty of school staff. Where medicines are prescribed 3 times daily dosages can be arranged to fall outside school hours. If a child is so ill they require the administration of medicine more frequently he or she should remain at home until the course of treatment is complete. Medication for long term conditions will be agreed with parents/carers and the Headteacher/SENDCO. Any necessary medication must be handed to the secretary by the parent in clearly labelled and named containers. A form of indemnity must be signed.

All medicines will be kept in a secure place.

#### EDUCATIONAL VISITS AND PUPILS HEALTH

A pupil's medical condition may need to be considered before an educational visit; but the need for medication/treatment will not be regarded as an obstacle to any pupil's enjoyment of an activity. In the interest of equal opportunities every endeavour will be taken not to disapply a pupil from school activities due to a medical condition; however, the safety of all pupils must remain the school's first priority.



World Book Day 2021



New Library opening November 2020



## PARKING AT SCHOOL



Traffic congestion in School Lane is a problem at the beginning and end of the school day. In order to ensure the safety of the children and to maintain good relations with the local residents the School Travel Plan Committee have issued the following guidelines

### Guidelines for drivers

- Park at the village Hall.
- Or park at the Pub (School times only) and see children safely across the road or walk them to school.
- Avoid parking by dropping pupils safely on the pavement on School Road side of Nethergate St allowing them to walk the short final part of the journey themselves.
- Adhere to speed limits at all times.
- Please consider that just because the sign says 30 it does not mean you **have** to drive that fast!
- Be aware of children and adults cycling/walking to school and be vigilant throughout your whole journey. Almost half our pupils travel from outside the village.

### Guidelines for pedestrians and cyclists

- Adults must supervise children below the age of 8 on their journey to school
- Adults should keep all children close by at all times and ensure they stay on the pavement.
- Ensure children travelling to school without an adult are aware of basic road safety.
- Children cycling to school should wear a cycling helmet and use a roadworthy bike that is checked regularly.

The school will always phone to clarify pupil absences if parents do not contact us; so you can be reassured that children travelling to school independently have arrived safely.

We trust parents and carers will support this effort to ensure the safety of all children.



## SCHOOL MEALS

During lunch children are supervised by Mr Heazel and Mrs Branham. Grace is said before a meal and we expect polite and appropriate behaviour at the table.

### HOT MEALS

Hot school meals are brought daily in containers from Holly Meadows School. They are tasty, well-balanced and represent good value for money at £2.30 per day.

All Class I pupils are entitled to Universal Infant Free School Meals. (UIFSM)

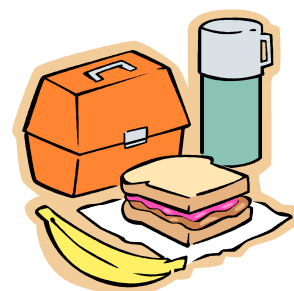
Free school meals are available for families receiving various forms benefits including Universal Credit, Income Support or Income-Based Job Seekers Allowance, Income Related Employment and Support Allowance. If you require details on qualification requirements and application for free meals, please contact the school office.

### PACKED LUNCHES

Children may bring a packed lunch to school. Packed lunches should be in a secure box. Please make sure drinks (which should not be fizzy) are in a secure plastic container. The children are encouraged to eat healthily in school so sweets should not be part of the meal although a chocolate covered biscuit is acceptable.

### SNACKS

Infant children receive free fruit daily from the school fruit and vegetable scheme. Junior children may bring fresh or dried fruit, nuts or cheese to eat at playtime.



# FEDERATION

Harpley C of E Primary School was partnered with Great Massingham C of E Primary School from September 2013. This became a formal federation in September 2015.

**The benefits** of the federation are numerous but include:

- Greater future protection for both schools while enabling each school to keep its own individual identity.
- Greater opportunities for our children including learning opportunities, sports activities, curriculum enrichment and social development.
- Financial savings made when the two schools share costs for staff, learning resources and activities. These savings are used for the benefit of the children.
- Shared professional Development opportunities for staff.
- Shared teaching resources and staff skills.

## **How the partnership works**

The School leadership structure allows Mrs Stibbon & Mrs Stephens to focus on leading teaching and learning and school management, sharing their time evenly between the schools, on a 50:50 basis. There is an understanding that there may be times when one school may require more time than half a week, and should this be the case the Head and Co- Head have the flexibility to meet that need and the proximity of the two schools means they are able to travel between the schools in a matter of minutes if necessary.

The schools enjoy 3 Federation days each year. These are curriculum enrichment opportunities and a programme for the days has been developed to ensure a range of subjects are covered.

On Wednesday afternoons KS2 children are 'swapped' between the partnership schools. The Y3 and Y4 children are taken by minibus to Great Massingham where they join the Massingham Y3 and Y4 pupils for Science and Spanish. The Great Massingham Y5 and Y6 are brought to Harpley for French and Science with the Harpley Y5 and Y6 pupils. This allows the schools to implement the changes involved in the revised National Curriculum Science curriculum successfully and to offer the teaching of two languages in KS2.





## PARENTS AND FRIENDS ASSOCIATION

All parents are automatically members of the Parents and Friends Association. The Committee is formed annually at the AGM. It is a small but hard-working group that raises money to provide both extras and essential items for the school. The PFA funds many school visits. The current committee is:

Emma Piggott - Chairperson  
Veronica Williams & Mim Reeve -Secretary  
Bec Miller - Treasurer

Ann Beardall/Kirsten Stibbon  
Sophie Stapleton  
Ceri Beckett  
Harriet Gray  
Lucy Price  
Janine Pitcher  
Kimberley Hoddy  
Vicky Brown  
Caroline Platt

Please consider joining the committee - you'll find it both fun and rewarding!

We may be a small school but we have a full and active life. I hope you will enjoy being a part of it.



*The information in this document is believed correct at the time of printing  
information may need to be updated in the future.*

*If you need this brochure in large print, audio, Braille, alternative format or in a  
different language please contact the school office.*