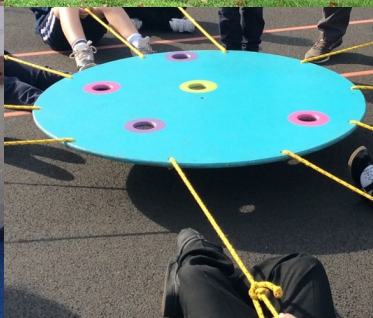




Woodland View Junior School Prospectus



Proudly Part of
The CARE
Federation

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This brochure contains the staff list at October 2024.

Parents are informed of up to date information about members of staff, the Governing Body and the Parents and Friends of Woodland View Junior School as soon as any changes are confirmed.

To apply for a place for your child at our school, you need to contact:

Admissions Customer Service Centre on 0344 8008020 or apply online at www.admissionsonline.norfolk.gov.uk



CONTACT US:

Address: Woodland View Junior School

Ivy Road, Spixworth. Norwich

Phone: 01603 898292

Email: office@woodlandview.norfolk.sch.uk

Website: www.woodlandview.norfolk.sch.uk

Facebook: [@woodlandviewjnr](https://www.facebook.com/woodlandviewjnr)

X: [@woodlandjs](https://www.x.com/woodlandjs)

Our Vision and Values



*Our **community** supports our children to accept new challenges and be resilient in the face of adversity; to have humour, a willingness to laugh and be graceful in difficult situations.*

*We will open doors to opportunity and eyes to possibility - unlocking curious minds with knowledge that will allow our children to achieve **excellence** and realise their ambitions.*

*We proudly insist upon **respect** for all as we walk with every child to seize their best **adventure**.*

We do this because we CARE.



Our aim is to awaken talents and develop strengths

Dear Families,

We are delighted to welcome you all to Woodland View Junior School. We hope that the time your child spends at our school is a happy and rewarding one.

At Woodland View Junior School, we work together to awaken the talents and develop the strengths of every child. This is a school to be proud of, where every member of the school community plays their part in making a positive difference to our children.

The school's vision is built on our values which can be found at the front of this prospectus. These are central to our work in school and underpin much of our curriculum.

Our school is welcoming and vibrant, with extensive grounds and resources to facilitate excellent learning. As well as calm, organised classrooms, we boast a dedicated music and drama studio, art room, library and break out learning spaces both indoors and out.

Our curriculum is strong and delivered by staff with the highest expectations for progress and whom take the time to really understand and care for every child. Our children demonstrate their success in so many ways: as their independence grows, they take on responsibilities, participate in a wide range of events and are always excellent ambassadors for their own learning as well as for our school.

As part of our school community, we offer you much more than just a school for your child. We are a family that aims high! Whatever your child's individual journey, we will work with you to ensure their junior years are full of fun, their hard work and perseverance leads to success and they are ready for their next stage in education.

The relationships we have with you as parents and carers are very important to us. We believe that children make the best progress when there is an open and honest relationship between home and school. We aim to keep you regularly updated of your child's work in school and their progress.

Our staff are always happy to talk to you about your child's progress or any concerns you may have. It is especially important that we know of any problems or concerns you have as quickly as possible so they can be addressed promptly.

We hope you find the information contained in this prospectus useful and will answer any questions you may have. If you would like to know anything else please do not hesitate to contact the school.

We look forward to welcoming you

Yours sincerely,

Ms H. Jordan

Executive Headteacher



Staff

Executive Headteacher

Ms Heidi Jordan

Head of School

Mrs Heallen Payne

SENDCo

Mrs Heallen Payne

Teaching Staff

Mrs Janet Patterson

Mr Sam White

Mrs Rachel Whiles

Mr Callum Read

Ms Charlotte Watson

Miss Mollie Newstead

Mrs Kate Heley

Higher Level Teaching Assistants

Mrs Sarah Russell

Teaching Assistants

Mrs Carol Hardiman

Mrs Julie Rust

Mrs Lisa Boulter

Mrs Karen Peters

Ms Karen O'Connor

Mrs Courtney Perry

Miss Jo Utting

Mrs Sarah Wilson

Mrs Megan McLeod

Business Manager

Mrs Denise Betts

Administration Officer

Mrs Michelle Smith

School Clerical Assistant

Miss Fran Judd

School Finance Officer

Mrs Lisa Carr

Parent Support Advisor

Mrs Juliette Kidd

Federation Governors

Chair of Governors

Ms Jo Thompson

Miss Hannah Collinson-Smith

Co-opted Governors

Ms Martyne Ellison

Ms Laura Elvery

Mr Christopher Sleap

Mrs June Sewell

Miss Imogen Wilson

Associate Governors

Mrs Heallen Payne

Miss Nicola Owen

Parent Governors

Mr Daniel Kraszlan

Staff Governor

Miss Abbie Whitlam

Our full Governing Body meets twice a term and is responsible for decisions about the general running of the school, the curriculum, finance, appointment of staff, maintenance of buildings and producing policies on such matters as discipline, equal opportunities, etc. If you wish to contact a school governor, please do so through the school.

Midday Supervisory Assistant

Miss Sharon Evans

Catering Staff

Edwards and Blake

Caretaker

Mr Mark Cullum

Cleaners

Miss Julie Fitt

Miss Sharon Evans

School Organisation

Woodland View Junior School is a local Authority school for pupils aged 7 to 11 years and part of The CARE Federation. The arrangement of classes varies from year to year depending on numbers. Parents need to be aware that some mixed year group classes are necessary.

Admission Policy

All of our admissions are managed by Norfolk County Council's Admissions Team. This includes places when children transfer from infant school to Year three and when they move schools (e.g. due to re-locating house).

Ofsted

The school was last inspected in March 2019 and maintained a 'Good' rating. A copy of the inspection report can be found under the 'key information' section of the school website www.spixworth.norfolk.sch.uk

Times of the school day

08:35 – 08:40 **Gates open**

08:40 **Registration**

08.40 – 10:45 **Lesson time**

10:45 – 11.00 **Break time**

11.00 – 12.15 **Lesson time**

12:05 – 12.55 **Lunch**

12.55 – 15:10 **Lesson time**

15:10 **School ends**



If plans change during the day please phone the office to let us know who will be collecting your child. If there will regularly be someone else collecting your child such as a childminder or Grandparents please inform the school office.

Playtime Snack

Children can bring their own fruit or healthy snack to school if they wish, but it must be in a clearly named container.

Drinks

Water is available in all classrooms whenever the children need a drink. Children can bring in a named water bottle from home to have in the classroom. **Children should only have water in these bottles.**

Lunchtime

At lunchtime the children are looked after by Midday Supervisory Assistants. They have a choice of a meat or vegetarian cooked school dinner, jacket potato with various fillings, a school packed lunch or they can bring their own packed lunch from home. We encourage healthy eating at school and specify that no sweets, nuts, chocolate or fizzy drinks are included in packed lunches. The school dinner menu is on a rolling programme and menus are sent to parents and can also be found on the school website. Each week parents will order and pay for their child's lunch via SchoolMoney. Lunches must be ordered a week in advance and all orders placed by 9am Monday morning.

Absence from School

The school can only authorise an absence for certain limited reasons (e.g. ill health). Any unexplained absence has to be recorded as 'unauthorised'. If your child is absent from school, you must phone us on the first day of absence, preferably before 9.05am. There is an answer machine available to leave a message outside office hours. We operate a first day absence phone check each day. If we haven't had a message about why your child is not in school by 9.30am we will phone you to find out why they are absent. If absences become too high (below 90% attendance) then the County attendance officer may become involved to improve attendance.

Holidays in term time

The school is unable to authorise holiday absences unless there are exceptional circumstances. These may include:

- Armed forces personnel returning from a tour of duty.
- Police or other service personnel whose leave has been cancelled in school holidays.
- Family funeral.

If you choose to take your child on holiday during term time then their absence will be unauthorised. In addition you may receive a penalty notice from the Local Authority if your child has 9 consecutive absences (4.5 days) or has 15% or more unauthorised absence in a 6 week period (4.5 days). Any other non-medical absence without the authorisation of the Head of School will be deemed as unauthorised.

Office Hours

Administrative staff are available from 8.00am to 4.00pm each day. Outside of these times an answer-phone is in operation. Please do leave a message and someone will call you back as soon as possible. The Head of School is available whenever possible. Please ask at the office to make an appointment to speak to her.

Parent Volunteers

We always value parental and voluntary help in school for trips, to listen to readers or to help at special events. In order to volunteer in school you will need to complete an online disclosure form and be checked by the Disclosure and Barring Service (DBS). If you would like to help in school, please arrange a time with the school office to find out more and complete the necessary checks.



Before and after school care

The school offers before and after school wraparound care from 7.00am until 6.00pm based at our. The morning sessions cost £7, the afternoon sessions cost £9. Fun and food are included! Places must be booked in advance. Alternative wraparound care is also available:

Childminders

Jonathan Snelling 07540 989928

Stepping Stones Nursery

Martyne Ellison 01603 891150

spixworth@steppingstonesdaynursery.org
Steppingstonesdaynursery.org



Home-School Communication

We have an open-door policy which means that as far as possible you do not need to make an appointment to see a member of school staff to discuss your child's work or any concern that you may have. If you are worried about something we encourage you to discuss it with us sooner rather than later. Each teacher is available to chat informally at the end of each day.

We have Parent/Teacher meetings four times per year which focus on your child's targets.

In the Summer term school reports are sent to parents and we have an Open Evening.

There are meetings throughout the year to update you about what your child is doing in school, for example, Meet the Teacher and Y6 SATs information meeting.

The Head of School is available to speak to whenever possible or by booking an appointment through the school office.

At least once a year the Governing Body send a questionnaire to all parents asking for your views on a range of issues concerning our school. Your views and opinions are analysed and acted upon as far as is possible.

Medical Information and Procedures

We have trained staff who deal with the administration of medicine and treatments in school.

If your child requires medication during the day please ensure you have spoken with the class teaching assistant who will register the medication on our online system 'Medical Tracker'. You will be sent an email from Medical Tracker asking for your authorisation for the school to administer the medication. Please ensure you follow the steps in the email. **We can only give children medicines and treatments prescribed by your doctor and only then if you have given authorisation via Medical Tracker.**

If your child needs an asthma inhaler or other regular medication please make an appointment to ensure all necessary details are recorded.

All medicines need to be clearly marked and delivered and collected from the school office each day by an adult. You may wish to share any information on your child's medical record with the school if it is appropriate.

Uniform

Uniform	Plain grey or black trousers, tailored shorts or skirt
	Plain white polo shirt or collar blouse or shirt
	Navy round neck sweatshirt or cardigan with the school logo
	Flat black shoes (Not boots or trainers)
	Blue checked gingham dresses can be worn in the Summer term only. Please note that gingham skirts or blouses are not part of our uniform.
PE Kit	Blue round neck t-shirt which can either be plain or have the school logo on
	Black or navy shorts
	Black or navy jogging bottoms
	Navy full zip fleece with the school logo. (Children can wear their school sweatshirt/cardigan but no other sweatshirts/jackets can be worn)
	Trainers and Plimsolls
	Draw string PE bag with or without the school logo.

NB: Previously we have allowed navy trousers and skirts, we are now phasing this out. Pupils already in school will be allowed to continue to wear them but we ask that when they need replacing that the colours purchased are grey or black.

All items of clothes and shoes must be named.

No jewellery should be worn with the exception of stud earrings. It is strongly recommended that these are either removed on PE days or covered with plasters. Long hair must be tied back.

Uniform availability

Jumpers and cardigans with the school logo on, along with a selection of other items of school uniform can be purchased through Birds of Dereham, either in store or via their website www.birdsofdereham.com Uniform ordered on the website can be delivered to school free of charge (use code SPIXWORTH19) or delivered to your home for a small fee. We have a pre-loved uniform shop in school. All items are priced between 50p and £2.

School trips

We try to use the local environment as much as possible to enhance our curriculum. We regularly make visits to the local church and use the village as part of our Geography curriculum. You are asked to sign a permission form when your child starts school that enables us to take the children on such outings. We also feel that visits further afield enhance the children's learning and at certain times during the year may wish to take them on a coach. Places we have visited recently have been Gressenhall, Castle Museum, Kingswood and Whitwell Hall. As these visits are by coach you will be asked to complete a separate permission slip before these trips take place. The Governors also reserve the right to ask for voluntary contributions towards such trips. Parents are advised that the continuance of an activity may depend on the amount of voluntary contributions received, but once it has been decided that a visit will go ahead no child will be excluded from the trip.



Our School Curriculum

Key Stage 2

The children follow the National Curriculum for Key Stage 2 from years 3 to 6. At Woodland View, we strongly believe it is important to engage our pupils through an inspiring, broad and balanced curriculum which continues to adhere to the current programmes of study set out in the National Curriculum for primary schools. It is vital the curriculum we provide meets the needs of all pupils whatever their ability, helps Y3 pupils to settle into our school and throughout Year 6 promotes a successful transition to high school. We believe it is important to have a rounded programme of assemblies that help to promote pupils' spiritual, moral, social and cultural development.

We value high quality teaching for all learners and actively monitor teaching and learning in the school. We aim to create a learning environment which is flexible enough to meet the needs of all members of our community. We monitor the progress of all learners, and work closely with families to ensure that individual strengths are extended and areas for development are supported.

For more information about Special Educational Needs provision please read the School Information Report on our website.

Core Subjects: English, Maths, Science

Foundation Subjects: Art and Design, Computing, Design Technology, Geography, History, Modern Languages, Music, Physical Education

Forest School: All children in Years 3 and 4 take part in Forest School. Self-led challenges in the outdoors support our children to become resilient, motivated and co-operative learners.

Religious Education is taught according to the Norfolk syllabus 2019 which focuses upon understanding religion and worldviews for life in a changing world.

Sex and Relationships Education

We approach sex and relationships education with sensitivity at our school. We follow a progressive, age-appropriate curriculum that allows children to safely ask questions, respect similarity and difference and understand how to keep themselves and others healthy and safe.



Awards and Achievements

We are a UN Rights Respecting School: Silver award

We support children's mental health with four trained mental health champions

We have staff trained to offer Emotional Literacy Support, Lego therapy, Speech and Language support, Working on Worries (parent-led CBT) and the Parents Early Education Partnership programme

We are committed to online safety and are proud of our 360 degree safe mark

We are also proud to be a VNET member working with schools across Norfolk on school-led improvement.

SATs results 2022

Subject	Expected+ (School)	Expected+ (National)
Reading	73%	74%
GPS	71%	72%
Maths	60%	71%
Science	77%	79%

Monitoring of Pupil Progress

Throughout the school from Year 3 to year 6 we record what each child is able to do, making detailed observations of progress. Every child's attainment is tracked to ensure that they are progressing at the expected rate. Four times per year, parents and carers are invited to make an appointment to see the class teacher to discuss their child's progress. Late in the Summer term a detailed annual report is written about every child, on which parents have the opportunity to record their comments. If parents would like to discuss their child's progress at any other time, they should make an appointment to see the class teacher after school.

Special Educational Needs and Disability (SEND)

If you feel or know that your child has a disability or any special needs that will affect them when they arrive at school, please speak to the Head of School about your child as soon as possible. Once your child is at school regular reviews are made of every child's progress and those with Special Educational Needs not already identified are identified. This decision is always discussed with parents.

The Special Educational Needs Information report specifies those practices and procedures, which exist in the school to support children who may have special educational needs. This sits alongside the Cluster SEN Policy which can be found on the school website. A link to the Norfolk Local Offer for children with SEND can be found on the school website.

The Special Educational Needs Co-ordinator, Mrs Payne and the SEND governor, are responsible for the Special Educational Needs record and for making sure that arrangements for provision for these children are properly undertaken. Children who are "looked after" are also well cared for at school. Norfolk Parent Partnership supports families of children with SEND. Leaflets about their work can be found in the front entrance.

Pupil Premium

It has been recognised that a more individualised approach to teaching and learning may be beneficial for some children at certain points along their educational path. The Government has released funding for those pupils in Primary and Secondary schools across the country whose parents are entitled to certain benefits, whose parents are in the armed forces or children who have been adopted to support and enhance their learning.

Some of the funding supports the effective learning intervention programs the school provides for children who are identified as needing additional support with their learning. The Pupil Premium is also used to provide a wider range of curriculum opportunities targeted at vulnerable children yet which also support the wider school community for example: nurture, gardening and Lego groups. These are small group sessions where the children are given the chance to develop their personal social and emotional skills: they talk about problems and concerns, play games, make a variety of objects/artefacts and do other fun activities. In addition some of the Pupil Premium is used to develop whole school projects linked to the Education Endowment Toolkit for enhancing learning across the school. Pupils who have pupil premium do not have to pay for school trips or some other school activities.

Safeguarding, Child Protection and Looked After Children

The school works in close partnership with parents, carers and other agencies to support all children in every way possible in order to safeguard and promote their welfare. As a result, if concerns are raised within the school, or a child or parent reports a situation involving possible abuse, we cannot guarantee confidentiality but are required by law to follow procedures laid down by the Norfolk Local Safeguarding Children's Board. The designated professionals for child protection in our school are Heidi Jordan, Heallen Payne, Nicola Owen, Felicity Jackson, Andrea Clarke, Denise Betts and Juliette Kidd. Woodland View Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Consequently, all adults working in school are required to complete a DBS Enhanced Check. For more information please see the safeguarding policy on the school website.

Operation Encompass

The school takes part in a jointly run operation between Norfolk County Council, Norfolk Police and our school, it is called Operation Encompass. Encompass has been set-up to help schools to provide support to children who have been present at incidents of domestic abuse & violence.

Equal Opportunities

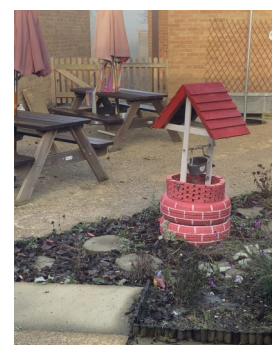
All members of the school's community are treated with equal regard and we aim to offer equal opportunities in learning, regardless of intellect, age, gender, physical ability, capability, characteristics, racial or ethnic group, religious beliefs or social background.

Making a Complaint

If you are unhappy about any aspect of your child's education or experience at school you should see the class teacher. We would hope that discussing the matter with the teacher would be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further you should see the Head of School. If after discussion with the Head of School the matter remains unresolved you should see the Executive Headteacher. If after discussion with the Executive Headteacher the matter remains unresolved you should tell the Head of School that you wish to make a formal complaint. She will give you a copy of the Complaints Procedure.

School Policies

All school policies are available for you to view on request from the Head of School. Those that are of particular relevance to parents e.g. the Behaviour Policy and the Safeguarding Policy are on the school website.



Our Behaviour Management Systems

House Points

Each child will be in a House. Our houses are based on key historical Spixworth families. They are: **Chittock**, **Frere**, **Howes** and **Long**

There are pupils from Reception to Year 6 in each house, which means siblings at our Junior school will be in the same house as those at the Infant school. Children will earn house points for following the school Values. These will be added up each week and the House with the most points at the end of the week will receive a certificate. There will be a special reward for the House with the most points at the end of each term.

Rewards

In addition to the House Points, we have a number of ways to recognise achievement:

All of our staff look out for opportunities to praise good choices. We have high expectations for conduct and behaviours for learning and we notice and thank children for meeting these. We find that regular, personal, individual feedback to children is the best way to encourage good behaviours to be repeated and learned from.

We also often set challenges, for example reading challenges, which children can earn special rewards for completing. Certificates may also be awarded to recognise specific achievements too.

Consequences

We work hard to develop children's growth mindsets. We know that children are learning and will make mistakes. We want children to learn from their mistakes and move on from them. We also know that children communicate through their behaviours and that some children will need more support than others to make the right choices based on many other aspects of their lives. For some children, individual behaviour support plans will be put in place. For all children, poor behaviour will be dealt with discretely and fairly, involving parents as often as necessary.



Friends of Spixworth Infant School

The CARE Federation consist of a Committee of Parent/Guardian volunteers. We are in the process of establishing a committee to support our schools.

The aim of 'The Friends' is to advance the education of pupils by engaging in activities or providing facilities or equipment which support the school.

The 'Friends' Committee will include the elected members as follows:

The elected members are as follows:

Chairman	Zara Gale
Vice Chairman	Chloe Turner
Treasurer	Hayley Anderson
Secretary	Alexandra Knight

'The Friends of Spixworth Schools' welcome every Parent/Guardian to participate in organising, planning and implementing the activities organised for the children in the school and any new ideas are welcome.



E- Safety Rules

- I will ask for permission before using the Internet
- I will only look at or delete my own files
- I understand that I must not bring software into school
- I understand that I must never give my home address or phone number, or arrange to meet someone
- I will ask for permission before opening an e-mail sent by someone I don't know
- If I see anything I am unhappy with or I receive messages I do not like, I will tell an adult immediately
- I understand that the school may check my computer files and the internet sites I visit
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers

School Safety Rules

- Children should always be accompanied by an adult in the school car park. Parents should not park in the school car park. Children should enter the school from the pedestrian gates from Ivy Road.
- Children bringing bicycles/scooters into the school grounds should always be accompanied by an adult. Bicycles/Scooters must not be ridden inside school grounds by adults, older children, younger siblings or our children. Bicycles/Scooters are left in the Bike Stands at the owner's risk. The school accepts no responsibility for bikes and other equipment left in the Bike Stands.
- Walking is encouraged at all times within the school building.
- Children are not allowed to wear jewellery or earrings, with the exception of stud earrings, in school. We cannot take responsibility for any loss or damage however caused.
- Children must not use the climbing equipment on the school field out of school time. During school time this equipment is always supervised by an adult if children are using it.
- Children should not play football on the field before or after school.
- No dogs are allowed on school premises or in the grounds. Please do not tie dogs to the school fence or leave them unattended.
- Toddlers and babies brought to the school must be supervised at all times while on school premises. For fire safety reasons please leave pushchairs outside the building.
- The School buildings and grounds are designated non-smoking areas.
- Please do not park on the yellow lines outside the school gates or on the junction of Ivy Road and Lilian Road. Please do not park in Elizabeth Close (opposite the infant school on Ivy Road) as this is a private parking area for residents only.

