



**Rollesby**  
Primary School with Nursery

# Parent/Carer Handbook

## 2022-2023



To make an appointment, or for more administrative or general queries, a call to the office is the way to sort things out. Schools are incredibly busy places and the time between 8.00 am and 8.45 am in the morning is a time of preparation, organisation and sorting for the day for staff. If you leave a message for a teaching member of staff, we will get back to you during that day to arrange a mutually convenient time to see you or to talk.

**01493 740270**

[office@rollesby.norfolk.sch.uk](mailto:office@rollesby.norfolk.sch.uk)

## **Rollesby Primary School with Nursery**

**Cat Barnard**

Head of School

[mrs.barnard@rollesby.norfolk.sch.uk](mailto:mrs.barnard@rollesby.norfolk.sch.uk)

**Claire Crosbie**

Assistant Headteacher

[mrs.crosbie@rollesby.norfolk.sch.uk](mailto:mrs.crosbie@rollesby.norfolk.sch.uk)

**Sophie Durrant**

SENDco

[miss.durrant@rollesby.norfolk.sch.uk](mailto:miss.durrant@rollesby.norfolk.sch.uk)

## **Caister Primary Federation**

**Jonathan Rice**

Executive Headteacher

[executivehead@caisterprimaryfederation.org](mailto:executivehead@caisterprimaryfederation.org)

**Jilly Peace**

Head of Shared Central Services

[office@caisterprimaryfederation.org](mailto:office@caisterprimaryfederation.org)

### **Disclaimer:**

The information and particulars in this prospectus relate to the school year 2022/23 and are correct at the time of publication. It should not be assumed that there will be no changes affecting the relevant arrangements or some matter particularised:

- a) before the start of, or during the school year in question, or
- b) in relation to subsequent school years.

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# Chair of Governors Message

Welcome to [Caister Primary Federation](#), a group of schools, with a shared ethos and each with its own unique identity: Caister Infant School with Nursery, Caister Junior School, Oceans Special Resource Base and Rollesby Primary School with Nursery.

Our wonderful schools all provide a safe, caring and supportive environment for your child to grow and develop.

As governors we feel privileged to be a part of an inclusive community where staff and parents are committed to providing children with the highest quality learning to enable them to achieve to the best of their abilities. Staff provide exciting, varied and challenging opportunities for the children to learn across all areas of the curriculum.

The children within the schools are happy, inquisitive, independent and caring individuals who work hard and are proud of their achievements.

We look forward to working with you to support your child to realise their full potential.



[Tina Godbolt](#),  
Chair of Governors  
on behalf of the Governing Body.



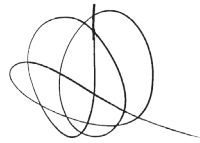
# Introduction

**Welcome to Rollesby Primary School with Nursery.**

We are delighted that you have chosen us for the next stage of your child's education.

This handbook is a quick guide to what you will need for school - uniform, equipment, key dates and everything else we offer.

We are really looking forward to seeing you here and very much hope you will enjoy your time with us on this next important stage of your child's education journey.



**Jonathan Rice**  
*Executive Headteacher*



# Admissions

## Nursery

Rollesby Primary School with Nursery has 20 places for children ages 2-4 years old. The school holds a waiting list for these places.

Children may start at three entry points during the year, September, January and April. For any additional information about places or to visit the nursery, please contact:

[office@rollesby.norfolk.sch.uk](mailto:office@rollesby.norfolk.sch.uk)

## Rollesby Primary School

Our school has 5 classes covering reception through to year 6. All our classes have mixed year groups as follows -

**Mars** - Reception/Year 1

**Mercury** - Year 1 and Year 2

**Earth** - Year 3 and year 4

**Jupiter** - Year 4 and Year 5

**Saturn** - Year 5 and Year 6

## Transition

Towards the end of the summer term all new intake children have the opportunity to spend some time at the school: meeting teachers, looking around the school and working on challenges in preparation for the September transfer.

If you are moving into the area and want to send your child to **Rollesby Primary School with Nursery**, please contact Tracy Guymmer on [office@rollesby.norfolk.sch.uk](mailto:office@rollesby.norfolk.sch.uk) for an appointment. You will be given the opportunity to view the school, complete admissions documents and receive a prospectus.

The school's admission limit for 2021/2022, agreed with the Children's Services, is 20 children per year group. In the event of over subscription, preference will be given to children living nearer to the school according to the following criteria, in order of priority.

### Children living within the designated area served by the schools who:

- Children with a statement of special needs
- Children looked after by the Local Authority
- Have a sibling attending the school at the time of their admission
- Have a sibling attending either school
- Have no sibling connection with either school

### Children living outside the designated area served by the school who:

- Have an older brother or sister attending at the time of admission.
- Have a sibling attending the adjoining Infant School
- Have no sibling connection with the Junior School or Infant School
- Have medical conditions resulting in them being recommended by a doctor to attend the school.

If a request for admission is refused, parents have the right of appeal to an independent appeals panel.

# Absences

Good attendance has a positive effect on children's achievement throughout their schooling. Children who miss an average of 17 days per school year throughout their schooling have been shown to achieve one GCSE grade lower on average at age 16. That is why we make every effort to ensure our children's attendance at [Rollsby Primary School with Nursery](#) is consistently high. So, we will telephone you if your child is not in school and we have not heard from you - please telephone the school by 8.40 am in the event of sickness or an unplanned absence.

Norfolk County Council (our Local Authority) operates a system where any pupil who has at least 15% unauthorised absence over a six-week period (4 1/2 days) or 10 consecutive sessions (5 days) unauthorised absence, will meet the criteria for legal intervention, which could be in the form of a Fixed Penalty Notice. We automatically refer pupils who meet these criteria to the L.A.

If a Fixed Penalty Notice is issued, it carries a fine of £60 per parent per child, which must be paid in one payment within 21 days. If unpaid, a further invoice for £60 per parent per child is issued. Both individual invoices then have to be paid, making a total payment of £120 within 28 days. Failure to pay the total amount within the timescale would result in legal actions being taken.

## Covid-19

The Government has set out its next steps for living with COVID & the end of routine testing in schools, colleges & childcare settings.

Children who have symptoms of a respiratory illness & a high temperature, or do not feel well enough to attend school, stay at home and avoid contact with people until they are well enough to resume normal activities. and no longer have a high temperature.

Children who have mild symptoms of a respiratory infection such as a runny nose, sore throat, or slight cough who are otherwise well, can continue to attend their education setting.

We are happy to administer medicines if it is necessary for them to be taken during school hours; for instance if the required dosage is 4 times a day (if the dosage is 3 times a day we recommend first thing in the morning, immediately after school and before bedtime).

If you need us to administer medicine, please complete a form and hand it into reception along with the medicine in a named container.

Children need to be away from school when they have certain illnesses. Minimum exclusion periods are as follows:

## Minimum Exclusion Periods for Common Illnesses and Infections

<b>Sickness</b>	48 hours after sickness has stopped
<b>Diarrhoea</b>	48 hours after diarrhoea has stopped
<b>Chicken Pox</b>	5 days from the onset of the rash
<b>Conjunctivitis</b>	Exclusion not usually necessary after medical treatment
<b>Impetigo</b>	48 hours after treatment commenced
<b>Measles</b>	Exclusion until well
<b>Mumps</b>	Exclusion until swelling has subsided
<b>Rubella</b>	Exclusion for 7 days after onset of rash
<b>Slap cheek</b>	Exclusion until clinically well



# EYFS & KS1 School SATs Results

Your support is vital in ensuring your child enjoys their time at Rollesby Primary School with Nursery and makes excellent progress. We want to work together with you every step of the way.

You will be invited to parents' evenings through the year as well as informal drop in sessions where you can view your child's work and chat to their teacher. We are always pleased to talk with you - simply make an appointment at reception.

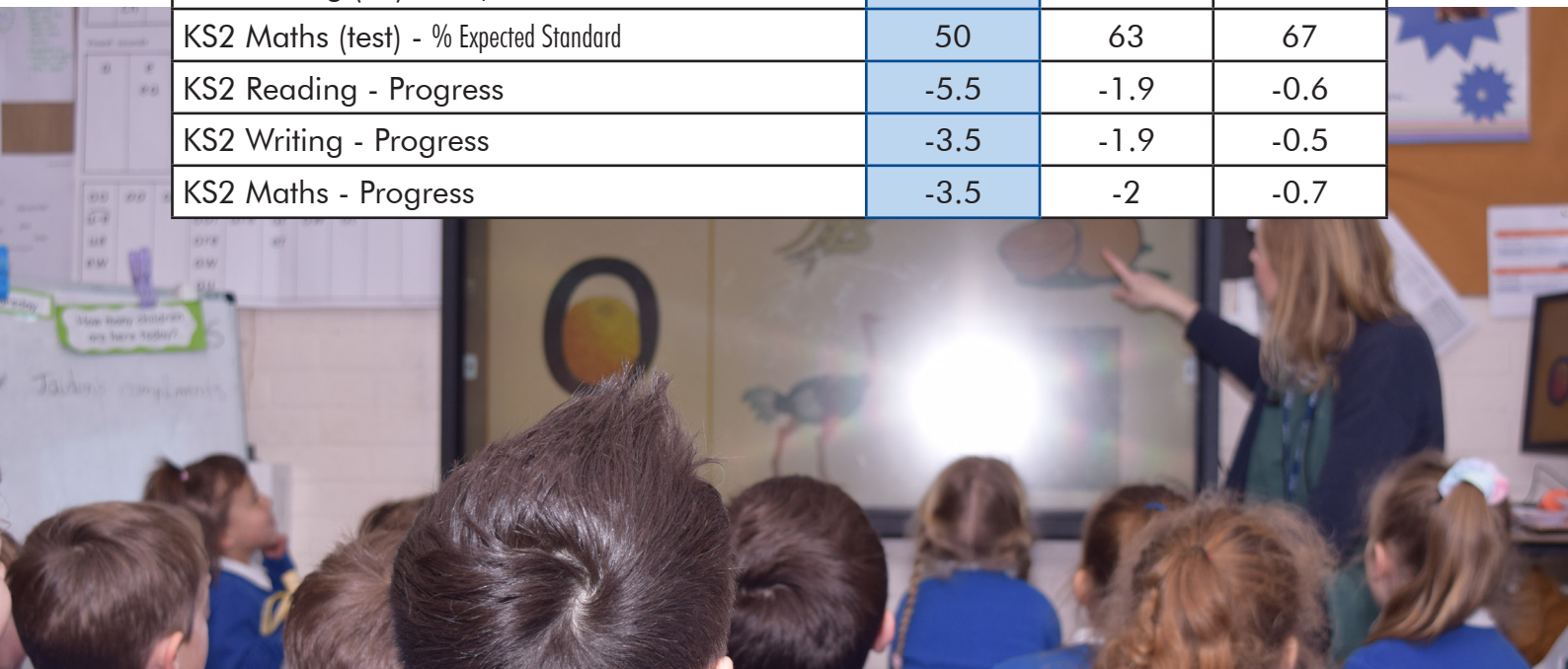
\* the following 2 pages reflects the last statutory assessment data record for Rollesby Primary School with Nursery.

Early Years Foundation Stage Results for 2019			
Assessment Area	School Actual	Norfolk Average	National Average
Good Level of Development	70	73	72
Year 1 Results for 2019			
Assessment Area	School Actual	Norfolk Average	National Average
Phonics Screen Test	87	-	82
Pupil Premium			
Phonics Screen Test	-	-	-
Standard Attainment Test (S.A.T.s) Results for 2019			
Assessment Area	School Actual	Norfolk Average	National Average
KS1 Reading - Expected	79	73	75
KS1 Reading - Greater Depth	28	23	25
KS1 Writing - Expected	79	66	69
KS1 Writing - Greater Depth	14	11	15
KS1 Maths - Expected	83	75	76
KS1 Maths - Greater Depth	31	20	22
KS1 Reading, Writing & Maths - Expected	76	61	65
KS1 Reading, Writing & Maths - Greater Depth	14	-	-
KS1 Science	93	-	82
Pupil Premium			
KS1 Reading - Expected	33	56	62
KS1 Writing - Expected	33	47	55
KS1 Maths - Expected	33	59	62
KS1 Reading, Writing & Maths - Expected	33	-	-



# KS2 School SATs Results

Standard Attainment Test (S.A.T.s) Results for 2019			
Assessment Area	School Actual	Norfolk Average	National Average
KS2 Reading, Writing and Maths - % Expected Standard	59	60	65
KS2 Reading, Writing and Maths - % Higher Standard	6	7	11
KS2 Reading - Progress overall	-1.7	-1	0
KS2 Writing - Progress overall	-1.2	-1	0
KS2 Maths - Progress overall	-3.1	-1.1	0
KS2 Reading (test) - % Expected Standard	65	70	73
KS2 Reading (test) - % Higher Standard	24	23	27
KS2 Writing (TA) - % Expected Standard	76	75	78
KS2 Writing (TA) - % Greater Depth	18	16	20
KS2 Maths (test) - % Expected Standard	76	75	79
KS2 Maths (test) - % Higher Standard	12	21	27
KS2 GPS (test) - % Expected Standard	65	71	78
KS2 GPS (test) - % Higher Standard	18	26	36
Pupil Premium			
KS2 Reading, Writing and Maths - % Expected Standard	50	46	51
KS2 Reading (test) - % Expected Standard	50	58	62
KS2 Writing (TA) - % Expected Standard	50	62	68
KS2 Maths (test) - % Expected Standard	50	63	67
KS2 Reading - Progress	-5.5	-1.9	-0.6
KS2 Writing - Progress	-3.5	-1.9	-0.5
KS2 Maths - Progress	-3.5	-2	-0.7



# Policies

## Behaviour Policy

Everyone is welcome at [Rollesby Primary School with Nursery](#). We work very hard to promote a positive, inclusive environment where all our children feel secure and valued.

We use the principles of Norfolk Steps training to achieve this. We set good examples, agree positive rules, follow agreed rewards and sanctions and have high expectations at all times.

Our sanctions are easily understood because our approach is consistent. We expect our children to make 'good choices', whether in lessons or at playtime. Our behaviour system supports children in making good choices, whatever has happened before.

## Charging Policy

We offer a wide range of trips - both day trips and residential - but these simply cannot be afforded from the school budget. Therefore we have to ask parents for a voluntary contribution if they are to go ahead.

If you find it difficult to make a contribution to these trips, please contact the school in confidence.

## Religious Education

Non-denominational religious education is provided for all children as part of the curriculum and in accordance with the local agreed County Religious Education syllabus. Assemblies are an important part of the school day where we meet and emphasise values and attitudes towards each other, the world around us and Christian beliefs.

Parents have the right to withdraw their children from Religious Education and collective worship should they so wish. Parents should inform the school in writing of their reasons for withdrawal. Pupils experience themed days - which have proved very engaging and educational.

## Relationship & Sex Education

Sex Education at Rollesby Primary School will be placed in the context of Health Education and Personal and Social Education. It will be given in such a manner as to encourage the children to have due regard to moral considerations and the value of family life. Some of the content will be covered in the teaching programme, which is the responsibility of the class teachers in the different year groups. Much of the content will be conveyed in the way we behave towards each other, adult to adult, adult to child and child to child.

The governors acknowledge that children have always and will always ask questions relating to sexual behaviour. The school policy is to answer such questions honestly in a manner appropriate to the child and to the circumstances (this is an extract from the Governing Body Policy on Sex Education, which can be read in its entirety on application to the Headteacher). All resource material will be made available for inspection by parents on request.

## School Council

We work closely with children at our school to ensure we hear their views and that they play a significant part in shaping their future. The school council is elected at the start of the year and meets regularly.

We elect house captains from year 6 for each of our four colour houses (red, green, blue and yellow) to lead their teams in sports events and other group activities.

We also have subject specific ambassadors for various areas within our curriculum; their role is to work with our teaching subject leaders in the development of their subject.

# Policies

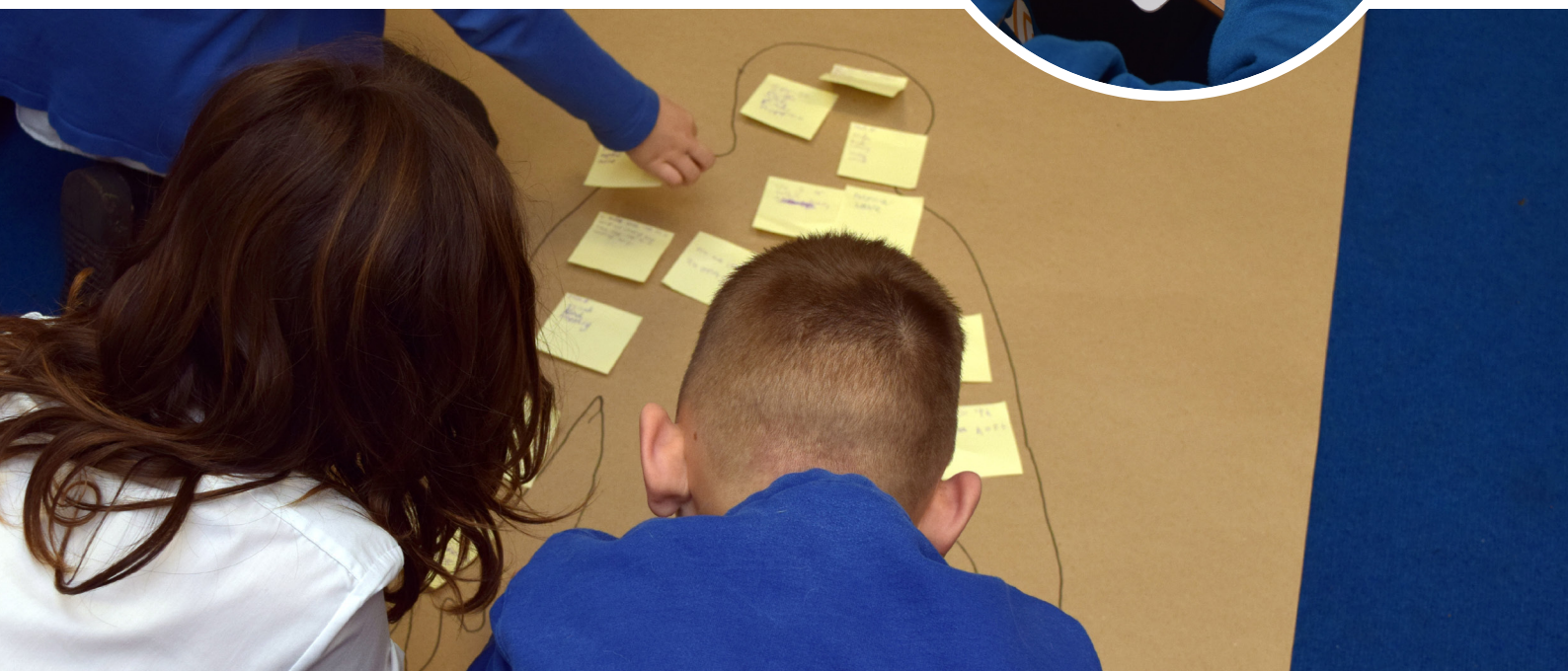
## Operation Encompass

At [Rollesby Primary School with Nursery](#) we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic abuse in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Children's Advice and Duty Service will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the 'Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

## Special Educational Needs & Disabilities

Appropriate support is given to all children who need it. This may include an SEND Support Plan which we will put together alongside you and your child. If necessary, we will call in the support of an Educational Psychologist or a Speech & Language Therapist. We may also suggest applying for an Education Health and Care Plan to outline additional help for your child.

Our SEND Coordinator will work closely with you and your child to ensure their needs are met and they continue to make excellent progress.





# Term Dates

September 2022						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2022						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2022						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2023						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2023						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2023						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2023						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2023						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

School opens again on Wednesday 6<sup>th</sup> September 2023

Key		
	School Holiday	Bank Holiday
		Weekend

# School Meals

School meals are provided by a company called Norse. Meals are prepared in the school kitchen at Ormesby and delivered to school to be served at lunchtime to our children. We offer a range of meals and lunch options, including a packed lunch option.

We often offer 'special lunches' to celebrate specific events, and you will be notified of these in our weekly newsletter.

If your child brings a packed lunch - same. We ask that children only bring water to drink and not squash, fizzy drinks etc

Free schools meals - same

Cost - £2.30

To be paid electronically for the whole week ahead on a Monday.

We may be able to offer you some assistance for school lunches.

**Free school meals** are available for your child if you already receive:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are also not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Universal Credit
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit

Please click this link [www.norfolk.gov.uk](http://www.norfolk.gov.uk) for a copy of the free school meals application form.



# Curriculum

## High Expectations lead to High Standards

At Rollesby Primary School with Nursery we offer a broad, balanced and rigorous curriculum for all our learners. Our curriculum is designed with knowledge and depth at its heart to ensure that children develop a strong vocabulary base and understanding of the world. Each year group studies one theme per term or half-term which supports the whole school in becoming immersed in the chronological understanding of their knowledge; this fosters the idea that the children's knowledge and understanding is built on and linked throughout their journey with us. The curriculum promotes long term learning and we believe that progress means knowing more and remembering more.

The aim of our curriculum design is to capture the interest of our children by making their learning meaningful, equipping them to be independent, successful learners where knowledge & skills develop over time.

PSHE lessons at Rollesby Primary School with Nursery will follow the Jigsaw® curriculum. Jigsaw® holds children at its heart and aims to equip them for happy, healthy lives and to be effective learners

Jigsaw® is a whole-school approach with many layers above and beyond the lesson plans themselves. The aim is to support children to feel a strong sense of belonging and community by taking part in whole-school assemblies, end of Puzzle outcomes, displays etc and to bring the learning alive through Weekly Celebrations to make it lived across the school community and in children's lives outside of school.





# The School Day

We politely ask that children do not arrive at school before their specific time.

## Nursery

### Morning Session

**08:45 - 11:45** Children come into Nursery  
(Children can stay until  
12:15, for lunch or  
for the whole day)

**11:45 - 12:15** Lunch

### Afternoon Session

**12:15 - 15:15** Children come into Nursery  
(Children can start  
at 11:25 with lunch)

**15:15** End of school day

## Primary School

**08:00** **Early Bird Breakfast club**

**08:40** Gates open

**08:50** Children are collected by  
teachers from the  
playground and the school  
day starts

**08:50** Lesson 1

**10:30** Break

**10:45** Lesson 2

**12:00** Lunch

**13:00** Lessons 3 and 4

**15:15** End of school day

**15:15-16:00** **After School Club**



## For details on Wrap Around Care

*including Breakfast Club & After School Club*

**Please see page 15**

# School Uniform

Details of our school uniform are below. We are very proud of how smart our young people look, both when they are in school and when they are representing us in the community.

Items of school uniform with the school's logo, book bags, school fleeces and PE bags are available from our supplier:

**My Clothing:**  
<https://myclothing.com>

who are the school's approved stockists.

However if you wish to purchase your uniform elsewhere, of course that's fine too.

## How we Look

Children must not wear jewellery for school other than small stud sleepers, if their ears are pierced, and a watch. Children must not wear make up. Long hair should be tied back. Dyed hair, or patterns shaved into hair, are not permitted.

## Daily Uniform:

- White Polo shirt  
(school logo - optional)
- Royal Blue Sweatshirt or cardigan  
(school logo - optional)
- Black, blue or brown sensible school shoes
- Grey or black trousers or shorts, Pinafore dress or skirt
- White, grey or blue socks
- Blue gingham dress
- Children in Year 3 and above also have the option to wear a white or blue shirt and school tie with a v-necked school jumper.  
(Tie optional, available to purchase from the school office)
- Please remember that the weather can be very changeable. A coat needs to be left in school so your child can wear it if needed.

It is helpful if the children could have a waterproof apron or an old shirt for practical work.

## P.E Kit:

- Black or Navy Blue Shorts
- White polo shirt
- Drawstring PE Bag
- Plimsolls or Trainers - non-marking  
(not nursery)
- Black tracksuit or jogging trousers

All items of clothing must be clearly marked with the child's name.



# School Experiences

## School Trips

We also enrich our curriculum with day trips to a range of exciting places, such as; How Hill, Fairhaven Woodland & Water Garden, the Houses of Parliament, Norwich Castle and Pleasurewood Hills to name a few. Our annual trip to the West End of London to see stage shows /musicals is always popular, as is our yearly trip to see the pantomime at the Marina Theatre in Lowestoft & the circus show at the Hippodrome in Great Yarmouth. In addition, we offer residential trips to Junior School pupils. We have close links with wider local community.

## Visitors

Throughout the year, we welcome visitors across our curriculum areas and visit places within the local community to enhance pupils learning. Examples of these are include:

- Adrian Hall - Orientating & Map Skills
- Religious visits
- Road Safety sessions
- GB Athletics.

## Wrap Around Care

We also offer wrap around care in the form of Breakfast Club and After School Club. The costs for this provision ranges depending on the duration of the session.

### Early Birds Breakfast Club

8:00 - 8:45am £4:80

### After School Club

3:15 - 4:00pm £3.60

Please contact the office for a booking form.

[office@rollesby.norfolk.sch.uk](mailto:office@rollesby.norfolk.sch.uk)

## Extra Curricular Activities

At Rollesby Primary School with Nursery, we offer a range of extra-curricular activities at the appropriate time of the year, at lunchtimes and after school such as:

Tennis	Karate
Athletics	Football
Running	Colouring Club
Bounce Club	

We aim to provide something for everyone. Teachers offer these activities on a voluntary basis. Pupils & parents will be notified when clubs become available. More clubs may be added throughout the year.

## Pastoral Care

Our pastoral care team have undergone extensive training to ensure that they are fully equipped to work with children and the staff team, to deliver effective strategies and activities which support the development of each unique child.

Our pastoral approach has been shown to develop children's capacity to regulate emotion and develop a strong sense of self-worth. Importantly, these skills will support a child's growing capacity to make sense of the world, to be able to think about feelings and to make choices about their behaviour; all essential skills for learning.

We believe that this approach has much to offer our children and our already inclusive caring school.





**01493 740 270**

[office@rollesby.norfolk.sch.uk](mailto:office@rollesby.norfolk.sch.uk)