NORMANBY BY SPITAL PRIMARY SCHOOL
School Prospectus 2024/25



Main Street, Normanby by Spital Primary School,
Market Rasen, Lincs, Ln8 2HE

Tel: 01673 878216
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HEADTEACHER: MRS K GRUMMELL

CHAIR OF GOVERNORS: Mr G Dawson

The information given in this brochure relates to the school year 2024/2025 and is correct at the time of printing. It cannot be assumed that there will be no changes affecting either the arrangements generally described, or in any particular item before the start of the year or in any subsequent year.

About the School

Welcome to our school. Normanby by Spital Primary School is a small, friendly school. We have 53 pupils arranged over 3 classrooms with highly dedicated teachers and a fantastic support team.

Curriculum Intent Statement

At Normanby by Spital School, we believe that our pupils should enjoy acquiring and applying knowledge, as well as experiencing the feeling of independently achieving in a wide range of areas; we strive to be an inspiring learning community for all. Based on the Early Years Foundation Stage Curriculum and the National Curriculum, we provide pupils with a well thought-out variety of academic challenges whilst nurturing personal and emotional development; we recognise the importance of core and foundation subjects alongside physical and mental wellbeing. These elements have been carefully considered in designing a broad, balanced and ambitious curriculum for all, which gives children the knowledge and cultural capital to succeed, whichever path they take. Spiritual, Moral, Social and Cultural development, along with a well-planned and structured programme of personal development, underpins all our work and is monitored by the whole staff team. We carefully balance the requirement for pupils to reach national expectations in core subjects with our wider curriculum aims of providing a full spectrum of thoughtful and enriching experiences which reflect the school community, the locality and cultural Britain.
For more detailed curriculum information please take a look at our website.





Fair Acres Federation Governing Body

On 1st January 2021, Faldingworth Primary School and Normanby-by-Spital Primary School joined together under the Fair Acres Federation. The governing body is a group of volunteers from a range of backgrounds within the local community who are passionate about children's education and who want to make a real difference to the school. Our objective is to provide a strategic view, which means deciding, in partnership with the school's Senior Leadership Team, what the school needs to achieve and agreeing the framework for getting there. We do this by offering advice and support to the Headteacher to ensure that the school continues to raise its standards of achievement, delivers the school's priorities and secures value for money.

Graham Dawson – Chair of Governors - Parent Governor
Peter Beveridge – Vice Chair of Governors - Local Authority Governor
Andrew Firth – Co-opted Governor
Louise Nicholson – Staff Governor
Kerri Grummell – Headteacher
Sue Pottinger – Co-opted Governor
Tilden Watson – Co-opted Governor
Daniel Bryden – Parent Governor
Graham Crompton-Howe – Co-opted Governor
Barbara Moulson – Co-opted Governor
Katy Senyszyn – Clerk to the Governors

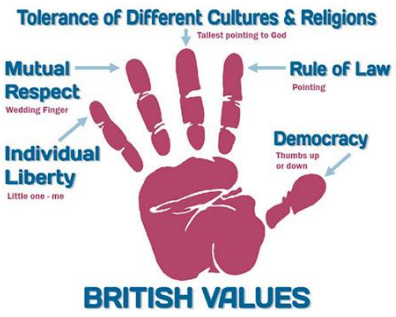
How school governing bodies are made up

School governing bodies are a combination of appointed, elected and co-opted governors. The membership of the governing bodies of community schools, and for our school in particular, with less than 100 registered pupils from September 2003, is made up as follows:

2 parents
1 person from the Local Authority
1 teacher
5 Co-opted Governors
1 head (unless he or she chooses not to be a governor)

Our clerk to the governors, Mrs K Senyszyn, who is appointed by the governors and is a paid employee of the school. Information about the work of the governing body and how to become a governor is available at the school.

School Values



At Fair Acres Federation we take very seriously our responsibility to promote fundamental British Values and to prepare children for life in Modern Britain. We ensure that the fundamental British Values are introduced, discussed and lived out through the ethos and work of the school. All curriculum areas provide the vehicle for furthering understanding of these concepts and, in particular, our RE, RSE, SMSC, PSHE and Citizenship lessons provide excellent opportunities to deepen and develop understanding. Our schools make considerable efforts to ensure children have the exposure to a wide experience beyond their local community during which these concepts are shown, through for example, sporting events, a range of visits and use of outdoor education centres. The strong rooted values-based understanding gives them an excellent platform for embracing difference.

We value…….



Termly Overview

Term	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
What do we value - theme	We value being respectful and considerate	We value being part of a community	We value making good choices	We value being safe	We value being individuals	We value being the best we can be
Link to British Values	**Mutual Respect and Tolerance** We care, respect and understand one another	**Rule of Law** We respect the rules of school and the laws of society	**Democracy** Involving everyone in decision making is important to us	**Respect/Liberty/ Rule of law** We have a right to feel safe	**Individual Liberty** We are proud of ourselves and want to be valued no matter who we are or what we believe	**Individual Liberty** We have aspirations and can take responsibility for our self-development

Assessment

In year 6, the children are assessed through the statutory end of key stage assessments. Information and meetings with parents will be provided when your child is in year 6. In June, children in year 1 are required to be tested on their knowledge and application of phonics. This is done through children reading real and pseudo (nonsense) words in a national phonics test which is done individually and sensitively by the class teacher. Children in other year groups will also take tests in reading, mathematics and grammar & punctuation which help prepare the children for their SATs. Pupils take part in summative tests three times per year. The results from these support our teacher assessment and monitor the children's progress. You can visit our school website to find out more about school performance.

The School Day

SCHOOL SESSION TIMES:

Morning	9.00am	to	12.15pm
Afternoon	1.15pm	to	3.30pm

Children may arrive from 8:50am.

Curriculum Enrichment



Curriculum enrichment and charity fundraising are part of the term time fun at Normanby by Spital School - Pictured World Book Day dress up fun! We support the following campaigns and awareness raising – Children In Need, Comic Relief, Odd Sock Day, Anti-Bullying Week, World Mental Health Day and lots more.

We have a comprehensive cycle of enhancements which support our PSHE curriculum. We work closely with the Stay Safe Partnership to provide the following types of workshops – Positive Relationships, Anti-Social Behaviour, Mini Police, Mini Magistrates, Online Safety, Puberty, Diversity Workshops and lots more.

Class Organisation

The school is divided into three classes. The exact composition of each class will vary from year to year, depending on the number of children in each year group.

The classes are currently:

Class	**Year groups**	**Teacher**
Discovery	Preschool, Reception and Year 1	Mrs Harrison
Voyager	Years 2 and 3	Mrs Jones
Endeavour	Years 4, 5 and 6	Mrs Nicholson

Busy Bees Preschool

Busy Bees Preschool is part of our school. Children are admitted the term after they turn 3 years old. Where there are vacancies the parents can choose which days they wish their child to attend. The children are entitled to 15 hours free education but can attend for more or less hours. For families where both parents are working, funding is available for children for up to 30 hours. Parents need to apply for this via the gov.uk website. Invoices for any additional hours will be raised in the first week of each half term via parentmail. As there are statutory teacher: pupil ratios for particular age groups, we are limited to the number of 3 year old children that we can have in any one session. Therefore, there may be a waiting list to attend Busy Bees.

All Busy Bees children are provided with free milk and fruit each morning. Attending Busy Bees does not give a pupil automatic admission rights into the school's Reception year groups. An application through Lincolnshire County Council will still be required. The sessions and costings are as follows:
Morning session: 9am-12 noon £15.00
Lunchtime session: 12 noon - 1.00pm £5
Afternoon session: 1.00pm-3.30pm £12.50
Whole day: 9am-3.30pm £32.50



Staff

Headteacher	Mrs K Grummell
Senior Teacher / Endeavour class teacher	Mrs Nicholson
SENDCO	Mrs Haslam
Discovery class teacher	Mrs Harrison
Voyager class teacher	Mrs Jones
Teaching Assistants	Miss Baker Mrs Bailey Mrs Carter Miss Count Mrs Hehir

	Miss Matthews
School Administrator	Mrs Senyszyn
School Bursar	Mrs Watson
Mid-day Supervisory Assistants	Mrs Carter/Miss Matthews/Mrs Maloney



Mrs Grummell



Mrs Nicholson



Mrs Haslam



Mrs Jones



Mrs Harrison



Miss Baker



Mrs Bailey



Miss Count



Mrs Hehir



Mrs Carter



Miss Matthews



Mrs Maloney

Mrs Watson

Mrs Senyszyn

The Normanby School Logo



The Logo was created in 2016 by a pupil in the school. It was created with the Bee as our main logo. A happy, busy bee who achieves lots. The Bee is used throughout the school, Busy Bees being our preschool children and children reminded to 'Bee the best they can!' If a child's teacher feels their work is worthy of additional praise, the child sees the Headteacher who will add their name to the 'Brilliant Bee Book' for their achievement. During the celebration assembly on a Friday, the children entered into the 'Brilliant Bee Book' will be recognised and congratulated by the rest of the school.

Newsletters

During each term, newsletters are sent out to keep you up to date with happenings at the school and forthcoming events. These are also available on our school website.

Parentmail

We communicate with families through Parentmail. Once we have a valid email address, we will add you to Parentmail. You will then receive emails and messages from school. You can view the messages through the Parentmail app, available on android and iPhone (separate letter available with more information).

Facebook

Please like and follow our Normanby by Spital School Facebook page – there are regular updates and reminders on here about school life. We are sorry, but we cannot respond to comments or queries on Facebook. Please contact the school office if you need to communicate with the school. The school has a social media policy which protects the school community and promotes safe and respectful use of school social media.

After School Clubs

Staff give up a lot of their own time for extracurricular activities. This is voluntary, and parents will be informed by Parent Mail if there is an opportunity for their child to join a club. We also have coaches and instructors run clubs after school. These change on a half termly basis. Some of the clubs and activities have included sports, dance, chess, singing, book club, quiz, yoga and crafts. Check club letters termly to see which clubs are allocated to year groups. We do not run clubs for reception children, as we find that they are too tired at the end of the school day. If we use an external provider, there may be a charge for after school clubs. On occasions, clubs may be cancelled if there is a clash with something else in the school calendar or if a staff member is unavailable.

Behaviour

It is a primary aim of our school that every member of the school community feels valued and respected and that each person is treated fairly and well. We are a caring community, whose values are built on

mutual trust and respect for all. The school behaviour policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels happy, safe and secure.

The aims of our policy:

- To foster a caring, supportive atmosphere in which teaching and learning can take place in a safe and happy environment.
- To reinforce the good behaviour of all ages and abilities of children, which will help to promote confidence and self-esteem.
- To make clear to the children the distinction between minor problems and serious problems and the response that will follow any misbehaviour.
- To resolve behavioural problems in a caring and sympathetic manner as they occur, in the expectation of achieving an improvement in behaviour.
- To respect the rights of each child.
- To ensure that reasons behind behavioural issues involving vulnerable and SEND pupils are investigated thoroughly.

Each class agree a set of class rules, linked to their rights, at the beginning of each year and these are displayed in the classroom. All pupils are encouraged to exhibit good behaviour and to feel valued for their contribution to the life of the school.

Good behaviour is encouraged in all aspects of school life e.g. entering and leaving the school, in the cloakrooms, at lunchtimes, in the playground, at after school clubs, as well as in the classroom.

The following systems are used to support behaviour management at Normanby School:

- Team/House Points
- Class rewards and certificates
- Whole school star certificates
- Stickers
- Head Teacher awards
- We use a whole school approach to behaviour management. Children have their names displayed on a rainbow at the start of each day. Positive messages are reinforced by moving the child's name up to the sunshine and shooting star. Any problematic behaviour will be addressed by supporting the children with reminders. Persistent problems would result in the child's name going on the cloud. This can lead to a range of consequences.

Admissions Policy

Please see the school website.

Travelling to and from School

Parents must check eligibility for school transport with Lincolnshire County Council. Parents are requested to help their children to understand Road Safety and to make sure they follow the Code of Good Behaviour (Max Respect initiative) on the bus journeys. Children living locally are encouraged to cycle or walk to school.



Only children who are statutory school age (Reception year children and older) will qualify for bus travel. Lincolnshire County Council regulations state that children are only allowed to travel on the bus for which their bus pass is issued. Application forms for bus passes are available online from Lincolnshire County Council.

Emergency procedures will operate in severe weather conditions. We have a parent messaging system which will be used to pass emergency messages to all families (Parentmail).

Safeguarding

At Normanby School, we provide a safe, caring, positive and stimulating environment that promotes the learning and care of all, alongside the social, physical, emotional and moral development of the individual child.

Safeguarding is the responsibility of all and therefore all staff know the policies and procedures related to safeguarding.

Our prime concern is always the well-being of our pupils and if we act it is to protect the individual. Every school is required to have a designated lead and deputy lead for safeguarding.
Designated Safeguarding Lead: Mrs Grummell
Deputy Designated Safeguarding Lead: Mrs Harrison
We wish to work with parents and carers to ensure the best possible care for children, but this may occasionally require situations where we have to refer to other agencies for advice and support. In these cases, you will always be informed unless it has been considered that your child may be put at further risk. All policies related to safeguarding, including E-safety are available from the School Office.

The school also has an e-safety policy. We actively promote the safe use of technologies in our school.

Absence

Regulations require the school to keep a careful check on all absences. Please explain all absences by telephone on the first morning of absence before 9.30am. If no message has been received by this time the school will telephone the child's home after 9.30am. If your child is likely to be absent for several days, please let us know the reason as soon as possible. Any unexplained absences will be included on the child's annual report and in Government absence figures. Please see below important information about school attendance. Our attendance policy outlines expectations for attendance.

Important Information about School Attendance

Lincolnshire County Council Attendance and Inclusion Team have issue guidance to schools on attendance. In addition, attendance forms part of Ofsted's judgement on the school, they look very closely at our attendance and we need to be able to justify our rates of absence.

A new National Framework for Penalty Notices for school absences including unauthorised leave of absence in term time was introduced in August 2024. If a pupil has 10 unauthorised sessions (5 school days) within a 10-week period, a penalty notice may be issued. There are 3 categories of offences, as follows;

First offence
The first time a Penalty Notice is issued for Term Time leave or unauthorised absences the amount will be: **£160** per parent, per child if paid within **28 days**, reduced to **£80** per parent, per child if paid within **21 days**.

Second offence
The second time a Penalty Notice is issued for Term Time leave or unauthorised absences the amount will be:
£160 per parent, per child to be paid within **28 days**. No reduced rates will be offered.

Third offence and any further offences (within 3 years)
The third time an offence is committed for Term Time leave or unauthorised absences a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates Court.
Magistrates' fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates' Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

If there are exceptional circumstances resulting in you needing to take your child/ren out of school during term time, you must complete a leave of absence form and return it to school at least 2 weeks before the period of absence. If your child is absent from school and we suspect that the children have gone on holiday we have been asked to carry out a home visit. If there is evidence that the children are on holiday we will issue a fixed penalty warning letter which could lead to you being fined.

With regard to absences such as routine dental, optician and GP appointments, we ask you to try and make these appointments for after school/during school holidays. If your child does need to attend an appointment during school time, please try to ensure that your child is only absent for part of the day, not the full day. Parents are usually very co-operative about any such situations and we appreciate this.

We ask that you telephone school daily (before 9.30am) to update us if your child is unable to come to school. If we do not hear from you, we will telephone you.

We may be required to make a home visit if your child has been persistently absent and his/her attendance is poor. Persistent absence includes authorised and unauthorised absences.

If we have concerns about your child's attendance at school, we will discuss this with you. We will ask you to attend a school attendance panel which will be reviewed 6 weeks later. You and I may feel that you need some extra help; if this is the case, we can offer you an Early Help Assessment in order to ensure the appropriate support.

Please make sure that your child arrives for school on time every day. If your child arrives late before the register closes at 9.15am, he/she will be marked as late. If he/she arrives after 9.30am, they will be marked as an unauthorised late. Action may be taken for persistent lateness.

If you have recently made any changes of address or contact details, please can you make sure we have this information in school.

Taking Your Child out of School – Illness and Appointment

If your child is at school and has to leave early to attend an appointment at a doctor's or dentist's surgery (or for any other reason), the child should be met at school by a parent or other responsible adult and the school should be informed of the arrangements in advance.

If children fall ill or are injured at school and cannot continue with their normal lessons, we will try to contact you to ask for your child to be collected. Please ensure that the school secretary is informed immediately of any changes to telephone numbers. We would also advise that the school has at least 2 emergency contact numbers.

For exclusion periods for common childhood illnesses, please visit the HSC Public Health Agency website for advice.



Pre-admission Meeting

Parents of new Reception entrants will be invited to a late afternoon meeting during the term before their child starts school. They will meet the teacher of the Early Years class to look at the type of activities their child will be doing, and to discuss matters associated with children beginning school. The children will then be invited to come into school before they are due to start school to enable the child to become familiar with new surroundings and staff.

For children who already attend Busy Bees the transition to school will be fairly straightforward. Parents will be invited for a meeting as like new parents and the children will get the opportunity to try a whole day at school when the rest of the school hold their transition day.

Other Meetings

Parents of children who already attend the school are requested to telephone, write, or call at the school to arrange a mutually convenient time for a meeting.



Parents' Evening

There are opportunities for parents to make appointments in the Autumn and Spring term. Interim reports are sent out at the end of the Autumn and Spring terms, and end of year reports for all children are sent out near the end of the Summer term. There are opportunities throughout the year to come and see the children learning and taking part in various experiences.

Visits for Leavers

Before leaving to go to their Secondary School, the Year 6 children and their parents will have several opportunities to prepare for the change to Senior School Education.

1. The Secondary Schools will invite pupils and parents to an **Open Evening** in the Autumn term.
2. In the early summer a teacher from each of the secondary schools we feed will visit our school to meet the Year 6 children and delivers a presentation on what life will be like at their school.
3. In July, the children will make a **Day Visit** to experience a typical day at their chosen secondary school.

This process provides for a smooth transition to senior school. If children or parents experience any difficulty, they should contact this school for help or advice.

Telephone Calls to the School

The Administrator is in school during the mornings so please make all calls, unless urgent, between 8.30am and 12.30pm (01673 878216).

Special Educational Needs

Some children may have a special educational need at some time during their school life. It may be an academic difficulty, an emotional or behavioural problem, communication & interaction, or some form of physical disability. Normanby School adheres to the SEND Code of Practice and fully involves parents, carers and children when appropriate. Children with identified Special Educational Needs may receive the support of specialised staff from outside agencies and they may work in small groups with a teacher or a learning support assistant. Parents are kept fully informed if children are on the SEND register through regular meetings to discuss their child's progress against their individual targets.

Parents will be offered the opportunity to discuss the situation with the class teacher or the Special Educational Needs and Disabilities Co-ordinator (SENDCO). Our school SENDCO is Mrs Haslam.

Complaints Procedure

We strive to deliver the best possible education to all our pupils and to care properly for their health, safety and welfare at all times. All of the staff of the school, teaching and non-teaching, are dedicated to achieving this aim.

From time to time, however, it is possible that you may feel that we have not lived up to your expectations. If this is the case, please tell us. If you do not tell us, we will not be aware of your concern and therefore we

will not be able to put things right. So, if you have any worry or concern about what is happening at school **please tell us at once.**

Sometimes, parents have said that they would not like to "make a fuss" as they feel that their child may suffer in some way as a consequence. Every single member of this school is determined that this will not be the case. If you have a concern, please tell us about it.

Parents may want to contact a class teacher in the first instance by phone/letter or by seeing them personally, or may wish to contact the Head teacher to discuss a complaint. There is a complaints policy available for parents on our website.



Sports Activities

Our weekly PE coaches are from JB Sports. PE sessions take place twice a week. We also offer an additional sports activity every other half term such as boxercise, fencing or balanceability. We also attend a variety of sports events organised by the Wolds School Partnership. Swimming currently takes place in terms 3 and 4 for year groups 4, 5 and 6 at Wragby Swimming Pool. Pupils will continue to attend until they have passed the National Curriculum requirements.

Parental Help

Parents willing to help the school, in any way, are always welcome. Help with special classroom activities, supervision on school visits and events/activities would be appreciated. Please let us know if you are available. All our volunteers are subject to safeguarding checks.

Friends of Normanby School

This organisation known as "FONS" has been active for many years with new committees being formed annually. An annual meeting is held to elect a committee who will then plan events which develop the social life of the school and raise funds to buy items for the school. All families with children at the school are automatically members of FONS and membership is extended to relatives. Many parents of ex-pupils still continue their membership. Updates from FoNS are sent out to keep you up to date with all future events.

FoNS is a very friendly organisation, informal meetings take place about twice a term. The aim of the association is to provide your children with equipment and experiences that the school is unable to fund through its own budget. Over the years, FoNS has presented computers, printers, construction kits, sports equipment, cameras, musical instruments, a CD player, a performance stage, furniture and many other items to the school.

School Uniform

School uniform is compulsory and the normal day wear is as follows:

- School logo sweatshirts in royal blue
- School logo cardigans in royal blue
- School polo shirt in royal blue or white
- School PE T-shirt in royal blue

The above items (non-badged version) can be purchased from a range of stores. If you would like to view the badged and non-badged items form our uniform provider, please click on the link below. Our supplier is called Uniform Direct.

- Dresses, knee length, in blue/white check or grey pinafore
- School wear skirts, knee length in grey or black
- Schoolwear trousers in dark grey or black
- Schoolwear shorts in dark grey or black
- Grey or black tights
- Socks - plain white, grey or black
- Footwear - sensible footwear in black. **These must be shoes that can be polished as this provides weatherproofing**. For health and safety reasons, open toe shoes are not allowed. No heels. We do not permit children to wear trainers or plimsolls to school.
- All long hair must be tied back. Hair accessories should be simple and in muted colours. No fake hair pieces. No shaved styles or dyed hair.
- No jewellery. The only exception is that earrings are allowed - plain silver or gold studs only. Earrings must be removed for PE. We advise that children should remove earrings at home on PE days to avoid loss. If they are worn to school, the child must be able to remove them without adult help. We ask parents to plan ear piercing over the school summer holidays so that they can be removed for PE on their return.
- Pupils must not wear make- up or nail varnish.
- **Indoor PE** - Royal blue PE tops and black shorts for indoor PE. Plain plimsolls for indoor use. Children cannot wear indoor footwear with black soles as this damages the hall floor.
- **Outdoor PE** - for colder weather plain sweatshirts and jogging bottoms are needed in plain black, grey or blue. Trainers are needed too.
- **Swimming** – girls must wear one-piece swimming costumes and boys must wear shorts no longer than mid-thigh.

School uniform is available from uniform direct https://www.uniform-direct.com/

Collective Worship and Assemblies

Full school assemblies take place on four days and class assemblies on one day a week. The collective worship is a small part of the visitor assembly on Tuesday once a month. We say a prayer daily before meals.

Parents have the right to withdraw their children from the collective worship part of the assembly or Religious Education (section 25 of the 1944 Education Act).

Homework

All children will have homework as follows:

Discovery (Reception / Year One)

Please could an adult listen to their child reading at home at least 3 times a week.
Reception – Reading
Year 1– One piece of English or Maths homework each week and spellings.



Voyager (Year Two / Year Three)

Please could an adult listen to their child reading at home at least 3 times a week. One piece of English or Maths homework each week
New spellings on a weekly basis

Endeavour (Year 4 / Year 5 / Year 6)

Please could an adult listen to their child reading at home at least 3 times a week. One piece of English and Maths homework each week
New spellings on a weekly basis

Your child should return their reading book to school **once a week**, please.

Each child is provided with a Home/School Reading diary in which to keep a record of when they are heard reading, spellings and some homework tasks.

The school likes to arrange for volunteer helpers (subject to safeguarding checks) to come into school to help individual children with reading. Please contact the school if you would like to help.

Medicines in School

Normanby Primary School follows the guidelines on the administration of medication and first aid as issued by the Department for Education and the Local Authority. Parents of children with long-term conditions, such as asthma, must ensure that the school has all the relevant details and that the child always has adequate medication in school. We will do everything we can to make sure each child is well cared for. Parents must keep their child well informed and trained in the usage of their medication, e.g. using an inhaler properly and appropriately, as each child's needs are different. All medication administered in school must be prescribed and a consent form must be completed; this form can be obtained from the school office. No medicines of any sort should be brought into school without the prior knowledge and consent of the school.

Please do not send medicines to school with your child. If a midday dose is required, a parent or nominated responsible adult may come to school to administer it.

First Aid

In cases of minor accidents, appropriate basic first aid is administered, and parents are informed. If your child has a more serious accident during the day, every effort is made to contact parents and the child will be cared for by one of our qualified first aiders. In the case of a child needing hospital care, we always try to contact parents, but if this is not possible, we will ensure the child is taken to hospital by ambulance for treatment and parents are contacted as soon as possible. This being the case, it is vital that the school has up-to-date contact numbers at all times. Staff are trained in first aid and we have additional members of staff who have completed the 12-hour paediatric first aid course for early years.

Headlice

It is a parental responsibility to check your child's hair regularly. If you find eggs or lice, do not be embarrassed to ask for advice in school. It is nothing to be ashamed of - headlice do not discriminate! This is a constant cause for concern for some parents and we really need your help in addressing it. Our only option is to encourage parents to seek medical advice for persistent concerns.

Home / School Agreement

When children start school, we ask parents to carefully read and sign our Home/School Partnership Agreement. A good relationship between home and school supports your child in making the best of their schooling. It states our commitment to you as a school and the commitment we ask you to make for your child. It also asks children to take responsibility for what is expected of them to maximise their learning.

Lunches

Lunch is a special time at school and we have a wonderful team of experienced staff who help to make lunch times go smoothly.

Hot meals are offered every day and are provided by Good Lookin Cookin (GLC). Please visit the GLC website to view the meal options available and to find out about special dietary requirements https://www.goodlookincookin.co.uk/. Children may bring a packed meal in a **named lunch box** and will be supervised during the lunch break. Leak proof, damage resistant flasks are recommended for all drinks. Glass containers are unsuitable. If the flask does not fit into the lunchbox it should also be named. Drinking water will be offered to all children.

In the interests of dental hygiene and health and wellbeing, children are not allowed to bring sweets, chocolate etc. in their lunches. A small biscuit or cake is acceptable.

All children in KS1 are currently eligible for **UNIVERSAL** Free School Meals under the Government scheme.

Families who receive **Income Support** or **Income Based Jobseeker's Allowance** are eligible to claim for Free School Meals. Income based free school meals can apply to children of any age. You can apply for this through the Lincolnshire County Council website. We encourage all parents who think they may be eligible For free school meals to apply as it benefits both the child and the school.

Snacks at break time - Children in Foundation Stage, Year 1 and Year 2 are provided with a piece of fresh fruit or vegetable under the Government's scheme. Older children may bring an item of fruit/ veg.

Cool Milk

Children under 5 are entitled to receive milk every day for free under the Cool Milk Scheme. We will register your child on your behalf so that they will receive this milk. If you would like your child to continue to receive milk after they turn 5, then you can order and pay for this from the Cool Milk website. Please let the school know if you have placed an order. https://www.coolmilk.com/

Water Bottles

Children are encouraged to drink water freely during the school day and we ask all children to bring in a named water bottle daily.

General Data Protection Regulations (GDPR)

The School have privacy notices setting out the personal data we collect, what we use it for and how this data is shared. Our privacy notices can be found on our school website. The school requires consent from parents to use images and videos of their child for a variety of different purposes. Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline on the consent form. If you take a photo or video footage of your child at events in school, then you are not permitted to post these on any social media sites due to the new legislations. These can only be used for personal use and not in the public domain.

Educational Visits

From time to time, visits are arranged for the children of a class or year group. Letters will be sent out giving full details of each visit. They will normally be within school time and to places in Lincolnshire or neighbouring counties.

Parents will be invited to send voluntary contributions towards the cost of the visit. The children of parents who are unable or unwilling to send a voluntary contribution will be taken on the visit. If most of the cost of the visit is not met by voluntary contributions, the visit may have to be cancelled.
Similar financial rules apply to going swimming organised by the school. Without voluntary contributions, swimming would not be able to take place.

Recent trips

Sundown Adventure Land
Whisby Nature Reserve
Lincoln Cathedral
Creswell Crags
Yorkshire Wildlife Park
Jorvik Viking Centre
Lincoln Library
Lincolnshire Wildlife Park
Lincoln Mosque



Residential visit

This currently takes place every two years and is for the children in upper KS2. The next visit will take place in June 2026.



Term dates 2024 - 2025

Autumn	**Starts**	**Ends**
Term 1	Wednesday 4th September 2024	Friday 18th October 2024
Half term	Saturday 19th October 2024	Monday 28th October 2024
Term 2	Tuesday 29th October 2024	Thursday 19th December 2024
Christmas holiday	Friday 20th December 2024	Sunday 5th January 2025
Spring	**Starts**	**Ends**
Term 3	Monday 6th January 2025	Friday 14th February 2025
Half term	Saturday 17th February 2025	Sunday 23rd February 2025
Term 4	Monday 24th February 2025	Friday 4th April 2025
Easter holiday	Saturday 5th April 2025	Tuesday 22nd April 2025
Summer	**Starts**	**Ends**
Term 5	Wednesday 23rd April 2025	Friday 23rd May 2025
Half term	Saturday 24th May 2025	Sunday 1st June 2025
Term 6	Monday 2nd June 2025	Tuesday 22nd July 2025
Summer holiday	Wednesday 23rd July 2025	Wednesday 3rd September 2025

Final Note from Mrs Grummell - Headteacher



We hope that this prospectus has been informative. Please supplement this by visiting our website where you will find out more about our wonderful school. I was employed as the interim headteacher at Normanby School in 2018 and have worked at Faldingworth School for over 16 years. Normanby is my former primary school, so I feel very privileged to be here (many years later!) as a school leader. I am passionate and dedicated to both schools. 2020 saw the federation of both schools and we are now known as Fair Acres Federation. There have been so many highlights in my short time at Normanby including School performances, nativities, sports days, dress up days, school trips, church festivals, Christmas fairs as well as all the wonderful learning experiences we see at our school every day. This school can offer so much. We have a dedicated team of staff who want to help your children achieve so many wonderful things. If you have any more questions, please contact the school and we will be happy to answer your questions.