



An Ofsted **OUTSTANDING**
School in all areas



Working As One.

Welcome

“Choosing your child’s first school is one of the most important decisions you will make.”

Choosing your child’s first school is one of the most important decisions you will make. I believe your children are entitled to the very best in education and here, at Mile Cross Primary, I am proud to say we offer just that. Your child needs to feel safe and secure and be assured that they will have access to a wide range of opportunities and experiences that will shape the rest of their lives. Our approach is founded on a special partnership between you as parents, the school and your child.

Education is most successful when parents are closely involved in their child’s development. We will work directly together to make certain that your child achieves the very best. We believe in setting high standards, in hard work and in encouraging independence and celebrating achievement of all kinds.

We know that with outstanding teaching, a well-disciplined environment and a structured system of guidance and support all children who attend Mile Cross Primary School will grow into confident, capable young people, well prepared for life in the 21st century.

I look forward to welcoming you to our school so you can see what difference a Mile Cross Primary education can make.

Mr. S. Allen
BEd Hons NPQH
Head Teacher



Mission

Working as one.

At Mile Cross Primary we are all
'working as one'.
Working as one to Progress.
Working as one to Achieve.
Working as one to Care.
Working as one to Excel.

Mile Cross Primary School is moving
forward at a PACE!

'One step ahead.'



Staff



Head Teacher
Mr Stuart Allen



Deputy Head Teacher
Mr Toby Whalen



Assistant Head Teacher
Miss Emily Jordan
Foundation/Key Stage 1



Assistant Head Teacher
Mr Nicholas Starling
Key Stage 2

Special Educational Needs and Disabilities Coordinator (SENCO)

Eileen Maceachern

Teaching Staff

Alie Wright, Stephanie Hall, Hayley Arnold, Hannah Ruffell, Natasha Marshall, Shajia Begum, Sara Cook, Stephanie Howkins, Richard Akerman, Lucy White, Mark Pinner, Hannah Barrett, Suzanne Arthurton, Emma Mussellwhite, Jenny Percy, Ryan Davidson, Andrew Hardman, Cathy Mann

Cover Supervisors

Elaine Dack, Paula Belcher, Alli Hall, Lauren Morgan, Magda Lach, Caroline Waddington, Hannah Barnett, Sarah Browne, Jeanette Breeze, Chris Saunders, Lorraine Livingstone, Alba Marquez, Evette Styles, Pam Nixon, Carla Lodge, Lynne Warden, Sam Coleman, Ruth Pomeroy

Classroom Support

Marion Elwin, Emily Crowe, Lyndon Surrige, Emma Collin, Sophie North, Sharon Barnes, Steve Davies, Tina Seaman, Emma Syder, Lorraine Curson, Claire Matthews, Debbie May, Pauline Dunthorne, Sophia Cooper, Rachael Blazer, Julie Tufts

Parent Support Advisor

Liz Howard

Office Staff

Jackie Carter, Michaela Allison, Sue Williams, Abbie Harris

Technician/Driver

Stuart Rudd, Jan Stanlick

Caretaking (KMS)

Anthony Woodcock, Claire Wright

Housekeeping

Judith Dungar

School Sessions

NURSERY

Nursery AM 8.30am - 11.30am

Nursery PM 12.15pm – 3.15pm

Whole day sessions 8.30am – 3.15pm

RECEPTION

Morning 8.35am school opens

Lunch 11.45am

Afternoon 1.00pm

Home 3.15pm

There is a 15 minute break in the morning

KS1

Morning 8.35am school opens

Lunch 12.15pm

Afternoon 1.00pm

Home 3.15pm

There is a 15 minute break in the morning

KS2

Morning 8.35am school opens

Lunch 12.15pm

Afternoon 1.00pm

Home 3.15pm

There is a 15 minute break in the morning

‘Pupils are a delight. They are friendly and extremely enthusiastic about learning.’ Ofsted Nov 2017



Please help your child to attend school regularly and on time. Absence must be confirmed by telephone, letter or in person from an adult, for it to be authorised. Please let us know on the first day of absence.

We always follow up unexplained absence, by telephoning parents on the first day and sending a letter if we are unable to contact you. Good attendance and good achievement are logically linked.

‘Attendance has been consistently well above average for the past three years.’ Ofsted Nov 2017

Holiday requests will not be authorised during term time. Time taken off for holidays during term time will appear as UNAUTHORISED on your child’s records.

Starting School

Settling In (usual procedures)

Before your child starts you will be visited at home by the Nursery teacher and a teaching assistant. This is very important in helping you and your child get to know us and feel confident about coming to Nursery. Children start attending Nursery in small groups so that staff have time to really get to know each child and give them the attention they need. On some of these early sessions we may ask you to remain with your child until they are settled and feel confident with us.

Learning Through Play

Children learn through play in the Nursery and playing can often be a messy business. All our play opportunities are planned from the Early Years Foundation Stage Framework. Weekly plans are displayed in the Nursery; please come and have a look. Every week we have a definite focus; we hope this will give you ideas for activities you can do at home together. Nursery staff are always willing to talk to you about your child's progress at home and at school.

The children in our Nursery and Reception have snack and a drink provided.

Please try to be punctual both arriving and picking your child up; little ones can get very distressed if you are late. When picking your child up please make sure an adult is aware you are taking them. Sometimes it can be helpful to stay a little while with your child to help them settle; always say goodbye, please don't just disappear!

'In class, pupils are highly engaged, work purposefully and are extremely enthusiastic about learning.' *Ofsted Nov 2017*





Starting Reception (usual procedures)

Our Reception teachers spend time in the Nursery class and visit all children at home in the Summer Term. Where possible, Reception teachers also visit the nurseries of children who attend different settings. Children have opportunities to visit their new class and meet their new teacher.

In the Autumn Term you will be invited to a workshop to explain in much more detail the curriculum we follow including our approach to teaching phonics.

Specialist Resource Base

The school hosts a Key Stage 1 Learning and Cognition 'Specialist Resource Base', part of Norfolk's Local Offer for children with Special Educational Needs and Disabilities. The base provides placements to ten children from schools throughout the county who are experiencing difficulties accessing learning within the classroom.

Teaching and Learning

Mathematics Mastery is used throughout the school and Read Write Inc. supports the teaching of phonics.

We use online learning tools (Tapestry and Class Dojo) across the school to enable you to see what your child is learning at school and for home learning to be shared.

Foundation Stage and Year One each have their own bespoke outdoor learning area. All children have the opportunity to visit our nearby Forest School site.

Regular school trips, visitors and a broad range of after-school clubs enrich the children's learning.

You can get involved too, through learning cafés, workshops, class assemblies, church services, sports days, celebration assemblies and parent consultations.

Whole-child development is important. Emotional Literacy Support Assistants (ELSAs) provide extra support for children when they need it.

Governors/Safeguarding

The staff are supported in their work by the School Governors. The governing body is made up of people who represent parents, teachers and the local business community, as well as people appointed by the local authority. They are responsible for all aspects of school life, including finance, staff appointments, the curriculum and management of the site.

If you think you might be interested in becoming a governor, please let Mr. Allen know. Our current Chair of Governors is Jessica Wing.

‘The behaviour of pupils is outstanding.’ Ofsted Nov 2017

Special Educational Needs

All children progress at different rates and in different ways. Some children will be identified as having special educational needs and/or disabilities. These children will require additional support in order to reach their potential. This may be detailed in a One-Page Profile or Individual Learning Plan, written in consultation with parents. We may seek advice from external professionals but families will always be fully involved in any decisions from the start.

Child Protection/Safeguarding

The welfare of each child in the school is very important. If a child is considered to be at risk, the school will put additional support in place. The school has a legal responsibility to contact Children’s Services if safeguarding concerns are raised. Any concerns about child protection issues please speak to Mr. Allen.



When things go right

- We believe that communication is really important. We like to hear when things go right.
- Speak to the member of staff and express your satisfaction.
- Speak, or write, to the Head Teacher.
- Speak to a Governor or write to the Chair of Governors.

Should things not go right

- In the first instance you should speak with the Class Teacher.
- If the matter is unresolved, please speak with the Head Teacher.
- If you still feel unsatisfied after whatever agreed action is taken, contact the Chair of Governors through the School Office.

School Meals

Children have a choice of a hot school meal, pasta, or 'Pick and Mix' (packed lunch) all priced at £1.50 for Key Stage 2 children. Reception, Year 1 and Year 2 children are entitled to a free school dinner under the Government's Universal Infant Free School Meals. This is eaten in our dining hall under the care of school staff.

If you are in receipt of certain benefits, you may be entitled to free school meals. The office staff will give you further details.

We ask all parents to register their right to free school meals even if they choose to provide their own healthy packed lunch. This information is vital to school as it affects the Local Authority's funding of our school.

The government provides free fruit for children in Reception and Key Stage One to eat at break-time. Key Stage Two children may bring in a healthy snack from home.

Please do not send in sweet snacks or crisps.

Please note, any food brought from home must be nut free.



'Pupils keep healthy through daily exercise and participating in 29 sports clubs – including archery, fencing, curling and climbing.' *Ofsted Nov 2017*

We have achieved The National Healthy Schools Award and the Bronze Standard Food Award

Breakfast and Teatime Club

Breakfast Club	7.45am-8.40am. £2.00/session
eatime Club	3.15pm-6.00pm. £6.50/session.
	<i>A hot meal is provided at 4.30pm</i>



Uniform

- Black/Grey trousers or skirt.
- Grey polo shirt – available from school.
- Purple sweatshirt/cardigan – available from school.
- In the summer children may wear lilac summer dresses.
- School baseball caps are available in the summer.

For P.E. and games children must have;

- A white T-shirt and black or navy shorts (T-shirts available from school).
- Plimsolls/Trainers.

Please ensure all clothing is named.



'The school's curriculum is vibrant and dynamic and enriched by visits and visitors.' Ofsted Nov 2017



- A positive partnership between home and school will establish a secure foundation for good behaviour and learning.
- Mile Cross has a deeply held belief in the power of reward. We frequently reward; excellent attendance, good behaviour, success with learning, effort and making right choices.
- The school has a firm but fair behaviour policy which focuses on respect and the children's right to learn without disruption.
- If you ever have any concerns or ideas please do not hesitate to contact the school.



School Targets

- ▮ Every child to be heard read, at home, at least 5 times a week.
- ▮ Every child to be at least in line with National Age Expectations when they leave us.
- ▮ Whole School attendance target of 98%.





Artsmark
Gold Award
Awarded by Arts
Council England



Mile Cross Primary School, Brasier Road, Norwich, NR3
2QU01603 425186

www.milecrossprimary.com