

As each has received a gift, use it to serve one another, as good stewards of God's varied grace

1 Peter 4:10

Work together - Learn together - Grow together

School Prospectus

Morley Church of England Primary School

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www.morley.norfolk.sch.uk

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Introduction

Morley Academy is a Church of England Primary School for children in the Primary range 4-11 years and is part of the St Benet's Multi Academy Trust. Morley Academy has a historic place in the village of Morley St Botolph. The provision of schooling at Morley goes back to 1732 when Elizabeth Browne left £5 per year for rent to teach 6 poor children from Morley St Botolph. In 1847 Maria Morse gave 2 cottages to the trustees of Morley School and these remain part of the school buildings today.

Morley Academy is also a Federated School. This means that we have close and beneficial links with Tacolneston CE Primary Academy and that we have the same Executive Headteacher and governing body.

Our staff team works together in the spirit of support and friendship with the children at the heart of all that we do. We share a vision to develop our gifts and talents for the good of all and to work together, learn together and grow together continually striving to improve standards in teaching and learning, and to provide a supportive and nurturing environment so that all of our children can flourish and develop both academically and socially. Children are encouraged to be confident and considerate of each other and the older children play a large role in helping the younger members of our school family.

We would like to thank you for your interest in Morley CE Primary Academy and hope that you find the information in this prospectus answers many of your questions. The information in this prospectus is updated annually and is correct at the time of publication, but for latest updates, news and further current information please visit our school website at morley.norfolk.sch.uk

If you would like to arrange a visit to the school, or a meeting with the Executive Headteacher, then please contact our office manager, Lindsey Ralphs, via the school office – 01953 602397



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Index

Mission Statement, aims and ethos	4
Morley staff	5
Times of school sessions	6
School transport	6
Admissions and transfers	6-7
Links	8-9
Early Years Foundation	10
National curriculum	11
Religious education	12
Collective worship	12
Special Educational Needs	13
Sex Education	13
Homework	13
Educational visits	14
Extra curricular activities	14
Music opportunities	15
School Council	15
School Behaviour	16
Play leaders	16
Attendance	17-18
Daily Registration	18
Return to school after illness	18
Planned absence	18
Illness or Accidents to Children in school	19
Medical & Health Procedures	19
Safeguarding our Children	19-21
Charges for school activities	22
Activities outside school hours	22-23
Uniform & PE Kit	23-24
Consideration of Complaints	24
Additional Policies	24
School Meals	25
Payments	25
Fruit & Veg Scheme	26
Friends of Morley School	26
Parent Forum	27
Partnership between home and school	27
Transfer to High School	27
School Closure	27
Governing Body	28

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Mission Statement

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School Aims

At Morley we aim to:

- provide a full, varied and rich curriculum that is adapted to meet the needs of every child;
- provide an environment where children are stimulated, secure, happy and valued as individuals so that they become independent and compassionate with a desire to learn and achieve;
- provide a curriculum which inspires a sense of wonder, excitement and awe in the world about us leading to engaged, steadfast, life-long learners;
- give children a knowledge of the cultural difference that exists in the world;
- give children the opportunity to learn to value cultural variety;
- develop the spiritual awareness of our children and community.

Ethos

"The Christian ethos is evident in all aspects of the life of the school and is particularly demonstrated in its inclusivity and the care shown to those in particular need. Provision for every pupil is enhanced by highly valued relationships between all members of the community which are founded on Christian values. High quality religious education (RE) and collective worship are deeply important to the school and influence pupils strongly in their personal response to Christianity, in their spiritual development and, within RE, to the teachings of other world faiths."

SIAMS 2017

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STAFFING

Executive Head Teacher: Mr Andrew Phoenix

Office Manager: Mrs Lindsey Ralphs

Teaching Staff:

SENDCo & Inclusion Lead: Mrs Laura Ketley

Class teachers:

Mrs Kate Easter Mrs Tabitha Botting Mr Darren Watson Mrs Sam Osborne Miss Lorna Grant
Mr Ben Clements Mrs Sally O'Dell

Classroom Assistants:

Mrs Tina Hurrell Mrs Laura Hanegraaf
Mrs Louise Motteram Miss Jasmine Card

Learning Support Assistants:

Ms Vickie Deane Mrs Sarah Goodfellow
Mrs Dawn Thacker Mrs Wendy Adcock

Support Staff:

Miss Louise Kidd
Mr Tim Wellstead
Mrs Joy Peters

Clerical Assistant
Caretaker
Cook-in-charge

Midday Supervisors:

Mrs Michelle Anderson
Mrs Emma Buxton
Mrs Kelsey O'Donovan

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Times of School Sessions

Breakfast and After-school club - Morley Primary School is pleased to be able to offer wrap around care through an on-site Breakfast & After-school Club. This provides for all ages of children at Morley School and is run by a committee of parents/carers and staff who also run Morley Under 5's Pre-school. The Before/After-school club and Pre-school is a registered charity and is fully validated by OFSTED.

For more information please telephone:
Claire Stebbings 07931 990564

Primary School Day

The school morning 8.40am – 12.15pm
Lunch time 12.15pm – 1.15pm
The school afternoon 1:15pm – 3:15pm

School Transport

Some children living in the school catchment area, particularly Deopham, may be eligible for School Transport. For further information, please contact the school office.



Admissions and transfers

As part of St Benet's Multi-Academy Trust, the school adopts the Norfolk County Council Policy on first admissions to school, which is as follows:

Children born between 1st September and the end of February may start school full time at the beginning of the autumn term before their fifth birthday.

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Morley CE Primary Academy offers children who reach their fifth birthday between 1st March and 31st August the choice to have five part time sessions or five full time sessions each week throughout the Autumn term.

Our admission policy allows children to start school earlier than the law requires. However, the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year. Your child must start school by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If you inform us that you wish to delay your child's entry the place will be held and will not be offered to another child.

If there are more applications for places than there are available, the Governors will give preference to children living nearest to the school (using 'crow fly' distance measurement) according to the following criteria in this order of priority:

1. Children who have been or are in public care who live in an area served by the school.
2. Children with an Education, Health & Care Plan naming the school.
3. Children who live within the designated area and have a brother or sister attending the school at the time of their admission.
4. Children who live within the designated area and have no brother or sister attending the school at the time of their admission.
5. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
6. Children who live outside the designated area and request a faith school and can demonstrate that they need a faith school.
7. Children who live outside the designated area and have no brother or sister attending the school at the time of their admission.

During the Autumn term Norfolk County Council produces a booklet for parents regarding first admissions in which a school preference form is enclosed. The form should be returned to Norfolk County Council by 31st December and you will usually hear whether your child has a place at the school by early May.



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Federation

Morley CE Primary works in partnership with Tacolneston CE Primary. Our Executive Headteacher and governing body are shared between the two schools. The federation has a Senior Leadership Team who assist the Executive Headteacher with the day to day running of the schools. The staff and children of both schools work together to develop the range of opportunities for the children of both Morley and Tacolneston, with curriculum subject leadership shared across the schools and several staff working in both schools.

St Benet's Multi-Academy Trust

Morley CE Primary forms part of St Benet's Multi-Academy Trust. This is a group of academies who work closely together, forming a team of like-minded and ambitious colleagues, trustees and governors who are all focused on improving the experiences and outcomes for children and young people from all backgrounds and beliefs. Christian values are the foundation of the work of the Trust and engagement with the Diocese of Norwich enables the delivery of a wealth of opportunities and support for all the Trust schools.

Rooted in the life and teachings of Jesus, St Benet's schools are places of aspiration and hope. In line with the Trust vision, the ambition is to see the pupils and adults flourish and achieve their full potential as individuals made in the image of God. High quality learning leads to strong academic achievement and personal growth, ensuring pupils and adults achieve more than they can imagine.

All schools in the Trust work closely together to share expertise and best practice. Staff meet regularly across the Trust for professional development and curriculum networks, and leaders from all the schools work together on a very regular basis to ensure the wealth of experience across the schools benefits and supports everyone.

Further information about St Benet's Multi-Academy Trust can be found online at stbenets.org

Church

As a Church of England school we take great pride in our excellent relationships with local churches and the Diocese of Norwich. In addition to serving on the Governing Body, the Rector, members of the church community and officers from the Diocese work with us to ensure best practice in collective worship, religious education and supporting our children through Christian values. Members of the clergy come in to deliver Collective Worship on a regular basis. The Diocese also advises the Governing Body on matters relating to buildings, admissions and employment. We also welcome religious leaders from other denominations and faiths to visit our school and lead worship.

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Sports Partnership

We are part of the Wymondham Sports Partnership. This enables us to access a range of sporting activities and take part in sporting festivals or cluster/county competitions. We place great importance on giving all children the opportunity to take part and to use our talents and gifts.



Typical events that we take part in:

- Gymnastics tournament at TNAG
- Football 5 a side tournament at Kett's Park
- Swimming gala
- Basketball tournament
- Sports Hall Cluster event
- Cricket tournament
- Cross Country running
- Athletics
- Tennis
- Hand Ball



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Early Years Foundation Stage

In the Reception year, the Early Years Foundation Stage (EYFS) follows the 7 areas of learning from the Government guidance covering 3 prime areas: Personal, Social and Emotional Development, Communication & Language and Physical Development. The 4 specific areas are: Literacy, Mathematics, Understanding the World and Expressive Arts & Design. We work together with parents to ensure all children feel included, secure and valued. We provide opportunities for children to engage in activities planned by adults and those that they plan and initiate themselves. They receive rich and stimulating experiences in order to achieve their full potential.



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NATIONAL CURRICULUM

Five to eleven year olds

Our schools follow the National Curriculum and your child will study a wide range of subjects during their time at Morley Primary school. The National Curriculum is made up of blocks of years, known as “key stages”.

Key stage 1 – Year 1 and Year 2

Key stage 2 – Years 3 to 6.

The National Curriculum includes:

English

Maths

Science

Computing

Design and Technology (D&T)

History

Geography

French

Art & Design

Physical Education (PE)

Music

Religious Education (RE)

Personal, Social, Health Education (including Relationships & Sex Education) (PHSE)

The Morley Curriculum

We believe that the child is at the centre of the learning process and we focus on educating the whole child to reach their full potential. In order to do this, we provide an environment where children are stimulated, secure, happy and valued as individuals. We provide a wide range of learning experiences for children to become active and independent learners. Our children are encouraged to respect people, property and all living things and to be responsible for their own actions. We believe that every child should have access to a broad and balanced curriculum that is adapted, where necessary, to meet their needs. Children in EYFS and KS1 take part in Outdoor learning sessions in our woods, Key Stage 2 children take part in Forest school sessions.

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Religious Education

Religious Education is a core subject and is taught in accordance with the Norfolk Agreed Syllabus and the Church of England's 'Understanding Christianity', a copy of which may be viewed in school. Our aim is to develop:

- children's understanding of and sensitivity towards Christianity and other world religions,
- themselves as people,
- their relationships and their responsibilities, and the world in which they live.

Parents wishing to withdraw their children from Religious Education should discuss the position with the Executive Headteacher.



Collective Worship

All children take part in Christian collective worship every day. Parents wishing to withdraw their children from the devotional part of worship should discuss this with the Executive Headteacher.

Special Education Needs

Children with special education needs and disabilities (including gifted & talented) are catered for by being given extra support where necessary. When a need has been identified, the class teacher, in consultation with the parent and special needs co-ordinator, will work together to support the child.

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Relationships & Sex Education

Factual information is given within the context of care and respect for oneself and others, and the importance of personal relationships. We assume that parents wish to share this responsibility with us.

Homework

Children are encouraged to read, learn spellings and learn number facts such as times tables. Children and their families are invited to take part in our 'Going for Gold' scheme whereby pupils can earn rewards for completing various 'life-skill' challenges. We celebrate Going for Gold achievements and other achievements in our Collective Worship time.



Educational Visits and Residential Trips

Educational visits are planned to enhance the children's curriculum. During a typical year, we visit the Norwich Play House, Norwich Theatre Royal, Norwich Cathedral and the Mosque and Synagogue in Norwich. We also visit local museums and the Forum library. We recognise the importance of giving children the chance to go on a residential visit during their Key Stage 2 years. In May 2023, children in Year 4 spent three days at Horstead Activity Centre, Norwich. The venue for the 2024 five day residential visit for Year 6 is the Isle of Wight.

Extra Curricular Activities

Over the course of a year children are given a range of opportunities for lunchtime or after school clubs. Clubs might include:
Gymnastics, football, handball, multi-sports, Forest School Club, Library Club, Choir, computing, Art club and cooking

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Music Opportunities

Visiting music teachers offer piano, recorder, guitar and woodwind. The school happily administrates and supports parents wishing their child to participate in these activities. Further information relating to course dates, availability and fees can be obtained from the school office.



School Council

Morley School Council is made up of two representatives from each class with a committee comprising Chair, Vice Chair, Secretary and Treasurer from Year 6. The School Council meets every fortnight and considers whole school issues and supporting charities within the local community e.g. Nelson's Journey and PACT Animal Sanctuary. In the past, children have raised enough money to buy a lego scanner for the Jenny Lind children's Department, so that the Play Therapist could use it to help children overcome any fears or worries they might have about being in hospital.

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School Behaviour

We have a positive behaviour policy. All members of our school are expected to treat each other with respect and when things go wrong know what to do about it. The school has a positive ethos and a happy feel wherever you go, and we are very proud of this as it is commented on by many visitors to our school. We are committed to working with parents to celebrate good behaviour or to support a need to improve behaviour. Children follow the PATHS scheme which is a programme that helps them to develop social skills and problem solving techniques. As part of this, a child from each class is picked by their class mates as the Child of the Day. At the end of the day the child then receives compliments from their class mates and these are written on a certificate which the child will take home and share with their family.

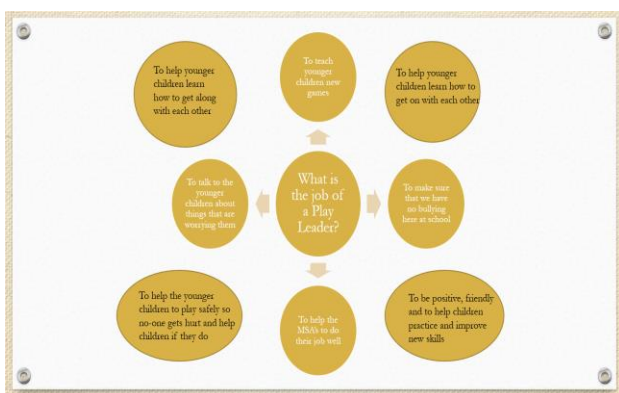


PLAY LEADERS

We are extremely proud of our play leaders. These are a group of children who operate at lunchtime and provide play activities for the children. They act as a friendly face for children who may be experiencing difficulties and they show real responsibility, enthusiasm and candour. These children are excellent role models to all the other children in our school. We treat the role very seriously and children are given a job description so that they know the importance of their role.

Morley CofE Primary School
Job description-Play leader
Key Role: To play with the younger children at lunchtimes, enabling them to have a happy and safe time in the playground.

- Specific Duties:
 - To have lunch and then head out to set up and organise the equipment
 - To always speak politely and kindly to the younger children
 - To always speak politely to the adults in school
 - To play games and introduce games to the children
 - To look for children who may be lonely and play with them and encourage other children to play with them
 - To be an excellent role model to the younger children
 - To have regard for the safety and well being of the younger children at all times
 - To help tidy away the equipment at the end of each play session

The logo for Morley C of E V.A. School, featuring a stylized flower or star shape with the text 'MORLEY C OF E V.A. SCHOOL' and 'MORLEY ST BOTolph' around it.

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School Attendance

We aim to support our parents to achieve a high school attendance for the children and the school. We work with our parents to ensure that we achieve an attendance target of 97% or above.

Our procedure is as follows:

- '1st Day Calling'. This means that we will phone your house if your child has not arrived at school by 9.15am.
- Parents of children whose attendance falls below 97% will receive a letter expressing concern from the school.
- Parents of children whose attendance falls below 85% will be asked to work with the school on a plan to improve attendance.
- Lateness will also be treated very seriously. In the first instance, repeated lateness will result in a letter from school. If the lateness continues, the head teacher will agree a plan with parents to improve punctuality.



Attendance at school and legal intervention

You will be aware that the law requires all parents to ensure that their child attends school regularly. Research has shown that children often do not catch up on work missed, which can have serious consequences for their learning and progress. The Government is very clear that all schools must aim to have the highest attendance possible for all of their pupils in order for them to achieve their maximum potential.

The Local Authority has introduced a system where any pupil who has an attendance of 85% or less with at least 15% unauthorised absence over a 6 week period or 10 consecutive sessions

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unauthorised absence will meet the criteria for legal intervention which could be in the form of a Fixed Penalty Notice.

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

Our aim is to ensure that our pupils receive the most from their education and I hope we can count on your support in this matter.

Daily registration

School opens at 8.30am - A member of staff will be on gate duty every morning from this time and we expect that children say goodbye to parents at the gate and head into school independently. For the younger children, we understand that they may want you to take them to their classroom, but we do ask that you say goodbye to your child in the covered walkway and allow them to enter Pine or Oak classrooms independently. The gate will be closed promptly at 8.40 and the registers are then taken. Registers close at 9.15am.

Lateness - If your child arrives after 8:40am, they will be marked as late. In the event that this is a regular occurrence, they will be referred to the Head teacher. Constant lateness has a considerable effect on your child's education. They need to be able to begin their day in a calm and happy manner and be ready for learning as soon as the school day begins. Learning begins from the moment your child steps into their classroom and every minute is valued.

Illness – Telephone on the day, before 9.15am. If the office is unable to take your call, leave a message on the answer phone. Please indicate, if you can, when you expect your child to return to school. This will mean that you don't need to ring in for everyday that they are absent.

Return to school after illness

Sometimes it is necessary for your child to continue their medication after they return to school. If possible, please organise their medication out of school hours. However, this is not always possible. We will give medication if a signed form has been received from the parents.

Planned absence

Wherever possible, dentist and doctor's appointments should be arranged for a time outside of the school day. If this is not possible, please inform us so that the registers can be marked accordingly.

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Illness or Accidents to Children During School Time

If a child becomes ill during the school day parents will be contacted. We do ask that parents keep us informed of any changes to contact details. If we are unable to make contact and the child is causing concern, we will contact the appropriate medical services. In the event of an accident we will act as above according to the severity of the accident. In all cases, parents will be contacted if a child has a bump on the head and/or they fall from a height.

Medical and Health Procedures

Morley Primary School believe it is important that responsibility for your child's safety is clearly defined and that each person involved with children with medical needs is aware of what is expected of them. Close co-operation between schools, settings, parents, health professionals and other agencies will help provide a suitably supportive environment for children with medical needs.

We will:

- Review current policies and procedures involving children with medical needs in order to make sure that everyone, including parents, is clear about their respective roles.
- Put in place effective management systems to help support individual children with medical needs.
- Make sure that within early years and school settings medicines are handled responsibly
- Help ensure that all school staff are clear about what to do in the event of a medical emergency.

Safeguarding our Children

Child Protection Procedure - Morley School fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors, volunteers and visitors to our school.

Designated Safeguarding Leaders across the Federation:

Andrew Phoenix –Executive Head Teacher

Kate Easter – Senior Teacher

Laura Ketley – SEND and Inclusion Lead

Darren Watson – Senior Teacher

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There are five main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children, as per current DFE and LEA guidance
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse.

The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education to:

- Ensure we have a designated teacher for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff, volunteer and governor knows the name of the designated teacher responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the

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school and staff for child protection by setting out its obligations in the school prospectus.

- Ensure that the school will contact parent / carer on the first day if a pupil on the child protection register is absent from school without explanation
- Notify social services if there is an unexplained absence of more than one day of a pupil on the child protection register.
- Develop and maintain effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos that promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- Nurture and Emotional Literacy Intervention where appropriate
- The school behaviour policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

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Charges for School Activities

Legislation allows schools to charge for activities that take place both inside and outside school hours. Norfolk County Council has adopted a policy, which it recommends to governors, and which the Governors of Morley School have adopted. These are the activities and materials for which you will be charged:

Music tuition: individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.

Ingredients and materials: ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.

Travel: the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.

Board and lodging: board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Activities outside school hours

Non-Residential trips:

A charge will be made for all non-residential activities that take place during school hours or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours:

Charges will be made as described above.

Pupil Premium - Pupil premium is an additional funding given to schools in England to raise the attainment of pupils. The school is then able to use this money in a variety of ways to support pupil's learning.

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If parents are eligible for any of the following, we may be able to get this additional funding:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Universal Credit

Please ask for a form from our school office if this applies to you as you could help us secure more funding for our school.

Remission of charges - only parents who are in receipt of Income Support, Income Based Job Seeker's Allowance, an income-related employment and support allowance (this benefit was introduced on 27 October 2008); Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed their annual income threshold or the Guarantee Element of the State Pension Credit are eligible for remission of charges.

Remission of charges only applies to board and lodgings charges, which are levied directly by the LEA or the school and where they relate to activities deemed to take place wholly or partly in school hours. Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education. Parents who have difficulty meeting any charges should discuss the matter in confidence with the Head Teacher.

Uniform

All children are expected to wear school uniform. Grey trousers, shorts, skirts and pinafores can be worn with any of the following:

School Sweatshirt	Choice of colour with school logo
Polo Shirt	White
T-Shirt	White – round neck
Zip-up fleece	Choice of colour with school logo

Girls may wear checked dresses in a colour of their choice during the summer months.

Plain white, grey or blue socks or tights should be worn



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1 Peter 4:10

Work together - Learn together - Grow together

Book bags are also available – rucksacks or backpacks are not permitted due to lack of hanging space.

Please ensure your child has suitable shoes for school, not boots. Please also label all of your child's clothing. We do not allow nail varnish, jewellery or temporary tattoos and longer hair must be tied back.

PE Kit

We require all children to come to school on PE days wearing their school PE kit. Items for PE are a round neck t-shirt in your child's house colour, black or blue shorts and socks.

Suitable footwear is required for PE days, such as trainers, and an appropriate kit (a black or navy tracksuit or something similar) is needed during colder weather and for outdoor PE.

Feedback and Complaints

We welcome any constructive suggestions about our work in school.

If you are unhappy about any aspect of your child's education or experience at school you should make an appointment to see the class teacher. We would hope that discussing the matter with the teacher should be enough to resolve the problem. However, if you are still unhappy and wish to take the matter further, you should make an appointment to see the Executive Headteacher.

If, after discussion with the Executive Headteacher, the matter remains unresolved you may wish to make a formal complaint, in line with the St Benet's Trust Complaints Procedure.

The complaints procedure can be found on the St Benet's Trust website.

Additional Policies

The following policies can be accessed on our school website or through the school office:-

Attendance

Behaviour

Child Protection

Collective Worship

Complaints

Disability Equality Scheme and Accessibility Plan

Equality Policy

Finance

Health & Safety

Safeguarding

Special Educational Needs

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School Meals

Excellent school meals are provided at a set price each day and the children are encouraged to participate. A hot main course and pudding is provided with a vegetarian option available each day.

All children in Foundation Stage and Key Stage 1 (Reception, Year 1 & Year 2) have the opportunity of free school lunches. Parents are encouraged to talk to the Head Teacher confidentially about free meals which larger families and those on low incomes may be entitled to receive. Children who have free meals are not identified in any way, yet they have the benefit of a nutritious meal. Children who bring packed lunches are fully supervised and encouraged to eat their meals in the correct order and to take home any uneaten food. Please provide your child with a **standard size** packed lunch box so that we can store them all hygienically on the lunch trolley provided. The school promotes a healthy lifestyle so please respect this with an appropriate packed lunch.

Key Stage 2 children can bring in some fruit to eat during break time but no other snacks are allowed. This allows the children to get plenty of exercise during their break and ensures that they are ready for their lunch at midday. Please make sure your child has a good breakfast before coming to school so that they have enough energy for the morning's activities. We have a policy of promoting the drinking of water at school to avoid dehydration and help concentration. The children are encouraged to bring a small (no bigger than 330ml) clear plastic bottle of water, with a drinking spout, to keep in their classroom.



PAYMENTS

We subscribe to the online payment system **SchoolMoney** which gives you the facility to make payments for school expenses, such as dinner money and trips, online with your debit or credit card. This payment system benefits both school and you as a parent. Not only will you be able to pay for items from the comfort of your own home but you will also be able to access your account at any time to see if there is anything you need to pay for. SchoolMoney enables us to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password once your child starts school. This password will give you access to your SchoolMoney account where you can pay for any items we have requested from you.

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Fruit and Vegetables and milk

Children up to and including Year 2 receive a piece of fruit or vegetable each day as part of the National Fruit & Veg scheme. A cup of milk is available to purchase by any child at break time.

Friends of Morley School (FOMPS)

All parents are automatically members of the Friends of Morley School. The group aims, in consultation with the staff, to provide extra resources of all kinds, which will benefit the school. The Friends raise money through bake sales, fetes, discos and quiz nights and enjoy organizing these social events to bring the community together and the whole school community are welcome. Money raised has typically been spent on equipment not able to be funded from the school budget. These things provide an added dimension to the children's experience at school. Most recently the FOMPS have equipped the school with fantastic outdoor climbing equipment, bought a new shed for the EYFS area, purchased books for classes and each year donate £50 a term for each class to spend on items that they would like to have.



All parents are warmly invited to attend the regular meetings of the FOMPS and to become part of this wonderful group of people.

The partnership between home and school

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We welcome parents who can make a regular commitment to help us in school. We have parents who come into school each week to support the work of the class teacher and to help with craft, reading games, computer work, mounting pictures, outdoor and Forest School sessions etc. We also rely on parents to accompany us on educational visits.

In line with our Safeguarding Policy, we ask all volunteers to undertake a DBS check before working in school.

Transfer to High School

Children from Morley Primary Academy transfer to a range of high schools: Wymondham High Academy, Wymondham College and Attleborough Academy. Good links have been established over many years and a transition programme is in place.

School Closure

In the event of an emergency, the school has a texting service so you will be contacted and informed of the situation. Please help us by ensuring we have your up to date contact details at all times.



During times of adverse weather conditions, school closures will be reported on local media or you can check the following site:

<http://www.schoolclosures.norfolk.gov.uk/>.

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The Local Governance Committee

The Local Governance Committee meets every half term and takes part in a range of activities to support and monitor school life.

The role of Governors is to ask questions, promote awareness and give support and encouragement, while assisting the Executive Headteacher and Trust with quality assurance and appropriate challenge on the implementation of policies and curriculum.

Name	Governor Type - Committee
Katie Brown	CHAIR of the Governing body- Foundation Governor
Serife Kher	VICE-CHAIR of the Governing body – Parent Governor
Andrew Phoenix	Executive Headteacher
Marina Carr	Clerk to the Governing Body
Laura Ketley	Staff Governor
Roger Cordey	Foundation Governor
Kathleen Flowerday	Foundation Governor
Gemma Lawrence	Parent Governor
Philippa Griggs	Parent Governor

