



Nacton CEVC Primary

a village school

Dear Parent,

Welcome to Nacton CEVC Primary School.

Nacton School is a small primary school educating children in the age range four to eleven years. The pupils are divided by age into four mixed-ability classes.

Our catchment area covers mainly the parishes of Nacton and Levington. We are proud to be a village school at the heart of the local community, and we welcome children from outside the catchment area into that community.

Our school has often been described as being like a large family and we encourage this ethos as we feel:

- That younger children settle into school easily with their friends as good role models to assist them.
- There are opportunities for children to work together, thus fostering co-operation between the age groups and a sense of responsibility on the part of the older children, which is especially important in increasing the confidence of the shy child.
- Each child is special with individual needs.
- Every child is important in the school, each having opportunities to participate.

Our aim is to provide a good quality, modern education for our pupils, and the whole community of staff, governors, parents and carers work in partnership towards that aim.

We hope that your child and your family will enjoy being part of our learning community and we look forward to welcoming you to our school.

Elizabeth M. Ditton

Head Teacher





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Our values at Nacton

At Nacton we aim to:

Provide **high quality** teaching within a broad and balanced curriculum.

Support children towards reaching their academic, emotional and physical potential.

Develop in each child an enquiring mind and promote a love of learning.

Offer a rich variety of **opportunities** and experiences for children to enjoy their childhood, **extending** their creative and social abilities.

Encourage in pupils: responsibility, honesty, tolerance and a healthy self-esteem.

Provide a secure, **caring** and stimulating environment.

Encourage an **understanding** of the meaning and significance of faith and beliefs, and promote Christian values through the experience offered to all pupils.

Promote a **respect** for others and the wider environment.

Encourage each child to make a continuing **contribution** to their community.

Work in **partnership** with the parents and carers of our pupils.





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What makes Nacton Primary special?

Including all our children

We provide opportunities for all our children to play an active role in the life of our school, asking their views on important decisions through our School Council, which includes children from each class. The children are encouraged to take part in charity fund-raising events, concerts and our annual whole school dramatic production.

All our children enjoy learning Spanish within the curriculum, have regular swimming lessons from Year Three, learn to play a brass instrument in Years Five and Six, and enjoy a wide range of educational visits that enrich their learning, including a residential visit.

Pupils maintain the school website, which may be reached at:
<http://www.nacton.suffolk.sch.uk/>

Extra-curricular opportunities

After school sports clubs are organised for netball, football and athletics; children take part in competitive fixtures, both locally and nationally. Other after-school activities include, drama, art, dance and cookery clubs, alongside lunchtime recorder groups, book club meetings, gardening, ICT and crochet clubs, short tennis and circus skills.

Commitment to the Arts

The school was recognised in 2007 and again in 2010 with the award of Artsmark Gold by Arts Council England. This top national award recognises the school's commitment to giving all our children a wide range of arts experiences in lessons, out-of-hours activities, visits, and partnerships with arts practitioners and organisations.

Involving our parents and carers

We welcome your participation in the life of our school, both at home, where you can contribute to your child's learning in literacy and mathematics, and in school if you would like to be involved with the activities taking place.



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Nacton School and the community

Extending opportunities

By being part of a Family of Small Schools with Bucklesham, Bealings and Waldringfield Primary Schools, called FOSS, we offer a programme of joint activities for Year 6 pupils, as well as sporting fixtures, a joint Day for all our pupils, and a shared residential visit for Years 5 and 6. The Family partnership offers an opportunity to broaden our children's experience, both academically and socially.

As part of the Kesgrave Pyramid of Schools our children take part in enrichment days for gifted and talented pupils, sporting activities and a programme of liaison with Kesgrave High School.

Our links with the local farm and businesses, and The Bridge Special School, as well as offering 'Forest School' activities, widen children's opportunities. These links develop their knowledge of self, their ability to communicate well with others and their responsibilities towards the environment.

Nacton and Bucklesham under Fives' Playgroup

We enjoy close links with the playgroup, who come to the school for lunch and to share play once a week. The playgroup also shares activities and events with the school.

Our school at the heart of the village

Members of the local community in Nacton and Levington villages, and friends of the school from the wider Ipswich–Felixstowe area, are invited to our plays and celebrations, support our fund-raising events, regularly join our assemblies and support in class and with activities.



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Welcoming all children

The school aims to be fully inclusive. All children are welcome including those with disabilities or special educational needs. The arrangements for admission are in accordance with the local education authority's admissions policy.

The school supports the requirements set out in the DfES guidance *Inclusive Schooling*, the *Special Educational Needs and Disability Act 2001* and the *Equality Act 2010*. In particular, we will not treat disabled pupils less favourably, without justification, for a reason which relates to their disability; and we will make reasonable adjustments so that disabled pupils are not put at a substantial disadvantage compared to other pupils who are not disabled.

All carers of children with formal statements of special educational needs have the right to choose a mainstream school for the education of their children.

The school has ramped access front and rear and accessible toilet provision for disabled users.

Special educational needs

All children at some time may have special educational needs. The school monitors children's progress closely so that children who need additional support are identified early. Parents or carers are always consulted, as are external advisers when appropriate.

The aims and objectives for children with special needs are the same as for all children at this school:

- All pupils will have maximum access to a broad, balanced and relevant curriculum including the National Curriculum.
- All children need to experience success and a sense of achievement.
- All children have individual needs, which must be addressed.

It is the purpose of the Special Educational Needs Policy to clarify, both for staff and parents, the means by which these objectives can be achieved. The policy is available from the school office.



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Gifted and talented children

We aim to challenge appropriately all our children including those with special talents or gifted abilities. This is through the planning of the curriculum, seeking advisory support when appropriate, participation in a programme of enrichment activities and offering varied extra-curricular opportunities.

How Nacton is administered

What is a voluntary controlled school?

Nacton is a Church of England Voluntary Controlled school. Voluntary controlled schools were originally provided by the Church of England and educational trusts. Today, the school maintains its religious link, but otherwise the school is administered like any other primary school under the control of Suffolk County Council. The policy for admissions is decided by the County Council, and Nacton School welcomes pupils from families of all faiths or beliefs.

The school has a close association with St Martin's Church, using it on different occasions throughout the year for special events or as a resource for learning.

Admissions

All applications for a place at the school should be to Suffolk County Council, who follow the full admissions criteria specified at:

<http://www.suffolk.gov.uk/admissionstoschools>

You may also contact the Southern Area Education Office directly on 0845 600 0981.



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About Nacton School

Accommodation and facilities

Nacton Primary School is situated in Nacton Village to the south of the A14 between Ipswich and Levington.

The school is Edwardian in design, with four main classrooms, incorporating a modern extension to the rear, completed with community support in 2002, a further wing added in 2007, and a new school hall, library and cookery room completed in 2008.

Attractive play areas at the rear of the school are surrounded by trees, and are well-equipped for play by children of all ages. The garden area at the front of the school has a pond that also serves as a focus for studies of the local wildlife.

The school is equipped with interactive whiteboards in all teaching areas and has a network of desktop and laptop computers. Use of information and communications technology (ICT) is integrated into the wider curriculum.

The school has its own kitchen for school meals, which are prepared by our cook using locally grown organic vegetables as well as those grown by our children in our vegetable planters.

Class organisation for learning

The school is organised into four mixed-ability classes: Early Years Foundation with younger Year 1; older Year 1 with Year 2; Years 3 and 4 together; and Years 5 and 6 together. The classes are staffed by teachers and teaching assistants with children working in various groupings according to the task. Teaching methods include whole class, group and individual tuition according to the needs of the curriculum and the child.

The published admission number is 14 pupils each year.



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School terms

The school follows the traditional pattern of three terms per year with half-term breaks.

School hours

The bell rings for children to enter their class at 8.55 am. School starts at 9.00 am and ends at 3.15 pm. Parents are asked not to have their children at school before 8.40 am. Children are collected from the playground at the end of the school day.

There is one hour for lunch from 12.00 noon to 1.00 pm, and fifteen minutes for morning break which is at 10.35 am. Younger pupils have an afternoon playtime.

Your child's learning

All pupils have access to a broad, balanced and appropriate curriculum incorporating the National Curriculum. Subjects and programmes of study are often linked together to help children make connections in their learning. A range of methods of teaching is used to meet children's different styles of learning and to make learning enjoyable.

The school uses a range of tests and targets for tracking pupil progress throughout the school. Results are shared with pupils and parents.

Parents and carers are invited to termly 'Time to Share' sessions when children share their work and classroom with parents and family.

Early Years Foundation Stage

At Nacton we have always believed that our youngest children require a curriculum specifically tailored to their needs and experiences, and that is now reflected nationally following the introduction of the Early Years Foundation Stage. The curriculum for the Foundation Stage underpins all future learning and is organised in the following areas of learning:

- Personal, social and emotional development.
- Communication, language and literacy.



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- Problem solving, reasoning and numeracy.
- Knowledge and understanding of the world.
- Physical development.
- Creative development.

At Nacton, children in the Foundation Stage are in the same class as children in Key Stage 1 of the National Curriculum for some of their learning, allowing a smooth transition to more structured learning as they mature.

Key Stage 1 (ages 5–7) and Key Stage 2 (ages 7–11)

The most time is devoted to the three core subjects:

- English — Our aim is for all pupils to enjoy language and use it as an effective tool for communication. We develop skills in speaking and listening, reading and writing, including spelling and handwriting. Children are encouraged to share and enjoy books and to read at home.
- Mathematics — Our goal is for children to enjoy maths and become confident in acquiring knowledge, skills and understanding processes. We encourage the children to use a variety of approaches, including using practical, investigative and problem solving methods.
- Science — We endeavour to stimulate the spirit of enquiry in our children and develop the scientific skills of measuring, observing and predicting. This leads on to planning, recording and drawing conclusions from practical investigations.

All pupils also receive regular lessons in design and technology, information and communications technology (ICT), history, geography, art and design, music, and physical education. In addition there are lessons devoted to religious education, citizenship, and personal, social and health education (PSHE).

Specific lessons on sex and relationships education and the development of puberty are provided for all Year 6 pupils. Parents and carers are invited to a meeting about the programme of lessons and they have the right to withdraw their children from these lessons. Such requests should be made, in writing, to the head teacher.



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All our children enjoy learning a modern foreign language. The main language taught at Nacton is Spanish.

We value the expressive arts of music, art, design, drama and dance and give many opportunities for children to develop their own creativity and appreciate the creativity of others.

Religious education and collective worship

The school follows the locally agreed SACRE syllabus in teaching RE. This is concerned with fostering an understanding of Christianity and other faiths or beliefs. We aim to develop a loving, caring attitude to each other and respect for the environment in which we live.

In our assemblies, children are encouraged to consider their feelings and the feelings of others. Religious topics are explored which can be appreciated at all levels of understanding and developed appropriately with the different age groups.

Arrangements for the act of collective worship are made by the school in accordance with the requirements of the *School Standards and Framework Act 1998*. Parents and carers may, if they so wish, withdraw their children from the arrangements for collective worship or religious education. Such requests should be made to the head teacher in writing. Pupils withdrawn from collective worship or religious education will normally remain in a classroom and prepare for the day's activities under the supervision of a teacher.

Educational visits

Every child has the chance to participate in a range of educational visits during the year. These visits are closely linked to the curriculum and parents are asked to sign and return a permission slip for all activities taking place off the school premises. A longer residential visit is organised for pupils in Years 5 and 6.

For some activities, including school visits, we may have to ask parents for a voluntary contribution towards the cost. It is our policy not to exclude any pupil from such activities for financial reasons. We reserve the right to cancel certain activities if costs are unlikely to be covered.



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Swimming

As part of their PE lessons, pupils in Key Stage 2 (Years 3–6) have swimming lessons at Fore Street Baths, Ipswich. The school is proud of its achievement in ensuring that all its pupils are able to swim by the time they leave.

Behaviour and discipline

We are proud of the calm, friendly, welcoming atmosphere of this school and of the relationships between staff, pupils and carers.

We feel that it is important for children to strive for high standards both academically and socially. Through discussions incorporated into the curriculum and highlighted in assemblies, pupils are encouraged to consider what should be appropriate behaviour in the school context.

The following simple rule is displayed in each classroom:

We should all try to:

behave sensibly at all times;

care for others.

The school has policies on behaviour, attendance and equality. Each child is encouraged to understand the school's rules and how and why they apply to them.

Pupils are encouraged to:

- show respect for the work and opinions of others;
- behave appropriately in class so that they and others can work effectively;
- be punctual;
- come suitably dressed for school;
- be polite and courteous at all times;
- never hit or hurt anyone;
- walk, not run, in school;
- keep the school tidy.



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How can I help at home?

The best schools involve parents and carers in a partnership to support their child's learning.

From starting school, all children choose books to take home to share with an adult or to read independently as appropriate. There are some occasions when the children are expected to do work at home. This may be finding out information or carrying out a particular task. Older children are regularly set multiplication tables and weekly spellings to learn.

In Years 5 and 6, in addition to reading and learning spellings, a homework task is set at least once a week. This is to encourage the children to take more responsibility for their learning and establish good habits in preparation for high school.

Parents and carers are encouraged to be involved and to support their children's development in mathematical learning through our Homelink Maths Scheme. This is a bank of games for the younger child to enjoy at home and Home Maths or Mathletics activities for the older pupils. These build children's confidence in mathematics while teaching children that maths can be fun.

Working together

Everyone has something to contribute to the education of the children at the school.

The school, the family, the pupil, together we will:

- support the child's learning to help them achieve their best;
- encourage the child to keep the school rules;
- support the child's individual needs.



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School information

Address:	Nacton CEVC Primary School The Street Nacton Village Nacton IPSWICH IP10 0EU
Telephone:	(01473) 659370
Website:	http://www.nacton.suffolk.sch.uk
Head teacher Email:	Mrs Elizabeth Ditton ht.nacton.p@talk21.com
School secretary: Email:	Mrs Rachel MacPhail ad.nacton.p@talk21.com
Chair of Governors:	Mrs Melanie Munday (contact via the school)
Pupils on roll:	97 (September 2011)
School hours:	Morning 08.55 – 12:00 Afternoon 13:00 – 15:15
Southern Area Education Office:	St Edmund House Rope Walk IPSWICH IP4 1LZ
General enquiries:	0845 606 6067
Admissions enquiries:	0845 600 0981
Email:	educadmissions@csduk.com

We welcome visits to the school from prospective parents. Please telephone to make an appointment.



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School Prospectus 2012–2013

The information and particulars contained in this prospectus relate to the school year indicated above and are correct at the time of publication.

It should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised –

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

Please check with the school office if you have any questions or concerns.

Accessibility

If you would like a large-print copy of this prospectus, or if you would appreciate the information provided in another format, please contact the school office on (01473) 659370 or at the address given earlier.



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Information for parents and carers



Nacton CEVC Primary School
The Street
Nacton Village
Nacton
IPSWICH
IP10 0EU

(01473) 659370



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Caring for your child

Attendance

It is important that children attend school regularly if they are to benefit from the learning opportunities provided and therefore **any absence must be authorised by the school**. The school is obliged to follow the requirements laid down in *The Education (Pupil Registration) (England) Regulations 2006*, when deciding whether to authorise absence. The Education Attendance Service has the power to issue Penalty Notices in cases of persistent unauthorised absence.

Leave for medical or dental appointments, or other allowed reasons, may be given on request by the parent or carer **in writing**; forms are available from the office. Carers are encouraged to make appointments outside school hours, where practicable.

If a child is absent from school through **ill-health** parents should, on the first day of absence, contact the school before 9.30 am or send a note with a brother or sister so that the absence can be officially recorded. To ensure the safety of pupils the school will telephone the home if no notification is received by this time. On return to school, pupils should bring a note from parents confirming the reason for absence.

School meals

We are proud to have a large take-up for school meals, which are cooked and served on site. Our vegetables are supplied by our local organic farm. Meals cost £2.10 each day.

Free meals are available to those children whose parents receive:

- Income Support;
- income-based Jobseeker's Allowance;
- income-related Employment and Support Allowance;
- support under Part VI of the *Immigration and Asylum Act 1999*;
- the Guarantee element of State Pension Credit;
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190; or



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- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

To apply it is necessary to obtain a form from the school or from the Southern Area Education Office on (01473) 584784.

Accidents and illness

When an accident occurs simple first aid is given at school. Every member of staff is qualified in emergency first aid. In cases of emergency we do all we can to contact parents. If we fail in this and the child's condition causes us concern, then we will call a doctor or an ambulance.

The school, in accordance with Suffolk policy, does not normally agree to administer medicine other than in exceptional cases, e.g. on residential visits, and the school must be satisfied that this is the parents' wish, that the details of the dosage and timings have been conveyed precisely, and that to do so would have no harmful effect on the child. Parents and carers continue to have responsibility for their child's well-being at school in circumstances where it is agreed that the head teacher or a member of staff will act on the parents' behalf by administering medicine.

Child Protection

We take safety very seriously and follow Government guidance; all adults who will be in regular contact with children receive CRB checks.

School Health Service

All schools have a named School Nurse, School Doctor and a School Dentist. Children will be seen by their School Nurse on several occasions – for a health interview, vision and hearing tests.

An appointment will be offered to see the School Doctor if there are health problems relating to school, or if the parent or the School Nurse has any concerns about a child's health.



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Keeping healthy

We encourage children to keep healthy through active and co-operative play. We offer a variety of fun and healthy activities for playtimes including skipping, ball games, dressing up days, short tennis, table tennis and playing with hoops.

Fruit and water

All our children are offered a piece of fruit or vegetable at morning break time. Our children are encouraged to drink water regularly and have their own water bottle in class. Bottles are available from the school office.

Parents, carers and the school

How can I prepare my child for starting school?

From 2011, parents have the option of full-time schooling for their child from the September following the child's fourth birthday. All children must attend full-time from the term after their fifth birthday.

Parents can prepare their children for entry into school by joining in their play, encouraging them to talk and question, providing the tools and opportunities to scribble and paint. If they show an inclination to write please encourage them. Read to your children and encourage them to appreciate and enjoy books. Try to ensure that they can change their clothes and go to the lavatory without help.

How can I help at the school?

We welcome the involvement of parents and carers in school life and encourage them to come in and help, either in a general way or by sharing any particular skills they may have which are appropriate to our children.



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Nacton School Association

We are fortunate in having a committed and hard working group of parents and carers who organise regular fund raising and social events. All parents and friends of the school are members of the Nacton School Association (NSA).

How will I know how my child is doing?

Parents' evenings, where parents and carers can discuss their child's progress with the class teacher, are held three times a year in the autumn, spring and summer terms. An interim written report including priorities for learning is shared with parents at the spring term meeting. A full written report, the Summary of Achievement, is issued in July each year. Teachers are always available for consultation after school by informal arrangement.

Uniform

We are able to supply sweatshirts, cardigans and polo shirts which bear our school logo. All children are encouraged to wear the sweatshirt or cardigan. Parents are requested to send their children suitably dressed for school – jeans, track-suits and other 'play clothes' are inappropriate.

Each child is expected to have a pair of shorts, a T-shirt, a pair of socks together with a pair of plimsolls (trainers for older children) for PE. Clothing for PE must be suitable for sports and athletic activities and should not encumber the child.

PE kit and school uniform is available from the office.

Children who use the field at playtimes are asked to bring an old pair of shoes or Wellingtons for this purpose during the wet, winter months.

Please ensure that all clothes are **clearly marked** with the name of the child.

Studs or sleepers are permitted for children with pierced ears. For safety reasons earrings must be removed for all physical activities.



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Money and valuables

All money entering school should be sent in an envelope, with the child's name on it and a note saying what it is for.

We ask parents not to send their children to school with jewellery or any other valuable items such as toys, radios, mobile telephones, etc. Watches are, of course, acceptable.



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Nacton School Personnel

Head Teacher: Mrs Elizabeth Ditton

Administrator: Mrs Rachel MacPhail
Office Assistant: Mrs Caroline Whitman

Foundation / Younger Year 1

Teacher: Miss Georgina Wyndham

Year 2 / Older Year 1

Teacher: Miss Rachael Smith

Years 3 / 4

Teacher: Mrs Deirdre (Dee) Woolnough

Years 5 / 6

Teachers: Mr Michael Henderson
Mrs Elizabeth Ditton

Teaching Assistants: Mrs Karen Butcher
Mrs Nicola Byford
Ms Michela Parkin
Mrs Alison Pledger
Mrs Carol Rout
Mrs Jennifer Shaw
Mrs Julie Walker
Mrs Andrea Whybray

Midday Supervisors: Mrs Nicola Byford
Mrs T Cory
Mrs M Jacobs
Mrs Sally Jacobs (as a volunteer)
Mr Paul Kendrick
Mr Stephen Murkowski
Ms Angela Patrick
Mrs Julie Walker

ICT technician: Mr Paul Garratt
Brass tutor: Mr Vince Taber
Cook-in-charge: Mrs Annette (Annie) Sillett



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Governors

Mrs Melanie Munday	Parent Governor, <i>Chair</i>
Mr Owen Wheeler	Community Governor, <i>Vice Chair</i>
Mr Ian Angus	Community Governor
Mrs Rachel Cooper	Parent Governor
Mrs Elizabeth Ditton	Head Teacher
Mr Paul Garratt	Foundation Governor
The Revd Canon Geoffrey Grant	Foundation Governor
Mrs Elizabeth Holland	Parent Governor
Mr Alex Oldman	Parent Governor
Mrs Andrea Whybray	Staff Governor
Mr Andrew Williams	Local Authority Governor
Mrs Dee Woolnough	Teacher Governor

Term dates 2012–2013

Autumn Term 2012	Wednesday 5 September – Friday 21 December (Half Term: Week commencing 29 October)
Spring Term 2013	Tuesday 8 January – Thursday 28 March (Half Term: Week commencing 18 February, school also closed Friday 15 February)
Summer Term 2013	Tuesday 16 April – Tuesday 23 July (Half Term: Week commencing 27 May)

The school will be closed to pupils for five days during the year for the professional development of staff. Professional development days are planned for:

Monday	3 September 2012
Tuesday	4 September 2012
Monday	7 January 2013
Friday	15 February 2013
Monday	15 April 2013