



# **Diss Community and Church Primary School Federation**

## **School Brochure**

### **2016-17**

Welcome to our schools. This brochure is aiming to provide you with all the information that you will need to know about us. We would also strongly recommend that you visit us. As parents, you know your children the very best and it is important that you make the right choice of school. We are confident that you will really like our schools and we look forward to meeting you.

Diss Junior School is situated in The Entry, close to the town centre and is linked to the adjacent roads by footpaths making it easy for our families to walk and cycle in the vicinity. Diss Infant School is in Fitzwalter Road, just two roads away from the Junior School – 5 minutes walk.

The Junior School is two form entry and takes children from age 7-11 (Years 3 to 6) and also includes the Year 2 children from the Infant School.

The Infant School is three form Entry for Year 1 and two form entry for Reception. On the same site are also the Nursery and the Children's Centre.

The Infant and Junior Schools have been in a hard federation since April 2014. This means that we are two schools but with one governing body and, with the exception of the Junior School being a Church School and the Infant School being a Community School, we have a shared ethos and vision. The governing body is also responsible for the Children's Centre.

### Our values:

At Diss Community and Church Primary School Federation we provide a happy and safe learning environment in which the children thrive. Everyone is expected to show mutual trust and respect for all of our community. We teach the children to be inclusive and tolerant. This enables them to develop self-discipline and become resilient learners. We encourage them not to say 'I can't do this' ... but instead they know to say 'I can't do this yet', knowing that with practice they can achieve their goals.

Like all schools, we strive for academic success and believe strongly in the importance of the education of the whole child. So to this end, we offer a broad and balanced curriculum, often engaging with activities beyond the school gates, that not only meet their needs but regularly challenge them too.

We express our values in the form of a letter to the children. This can be found on the school website.

We believe that education is a life long journey and that having a positive attitude to learning that is reinforced by parents, in conjunction with good home/school liaison, is central to the children's aspirations and success.

Within this common vision, each of the three settings of the federation maintain their own distinctiveness. Our Junior School is Church of England school has a Christian foundation and the Infant School and Children's Centre have a Community foundation underpinning them.

### **How a Church School is different from a Community School**

- Ensures that the school is led by a Headteacher who is committed, with the help of staff, to establish and maintain the Christian character of the school in its day to day activities and in the curriculum.
- Engages meaningfully in a real act of Christian worship every day. In our school this includes a Christian greeting, School Prayer & Grace before lunch (also said at the Infant School) and Prayer Spaces (at various points in the year).
- Offers a school life that incorporates the values of the Christian faith.

- Ensures that religious education is given at least 5% of school time and that the character and quality of religious education are a particular concern of the Headteacher and the governing body.
- Observes the major Christian festivals.
- Ensures that all faiths are able and encouraged to mark their major festivals with integrity and treats those of other and no faith with respect.
- Maintains and develops an active and affirming relationship with our Parish Church.
- Proclaims that it is a Church of England school on its external signboard and on its stationery and make appropriate use of Christian symbols inside and outside the school.

Both the Christian character of the Junior School and the strong social, cultural and moral underpinning of the Infant School reflect the way that the school provides a safe and happy environment in which learners are well cared for. Our caring and forgiving ethos needs to be perpetuated by adults and children resulting in pupils becoming young citizens with a strong moral compass. This is exemplified by the effective inclusion of all pupils with and a determination and commitment to ensure that every child achieves their potential.

### **Federation Governing Body**

Janet Turner – Chair

Midge Davidson

Katie St.John Clarke – vice -chair

Karen Sewell – Executive Headteacher

Mark Burrows

Bob Corrick

Jane Corrick

Michelle Doe

Debbie Caley (teacher governor)

Rachel Holliday

Carole Hunt

Associate Governors : Roger Pipe

Associate – Julia Brett

Parent Governors are nominated and elected by parents of pupils at the school. They are always happy to receive feedback about any aspects of school life.

The Safeguarding senior leaders are:

Karen Sewell,

Lyn Schug,

Julia Brett,

Trish Woolacott

Jo Aston

Bob Corrick (Governor with responsibility for Safeguarding).

### **The Staff**

Infants		Juniors
Karen Sewell	Executive Headteacher	Karen Sewell
Jane Corrick	Business Manager	Jane Corrick

Lyn Schug	Deputy Head	Julia Brett
Kathy Milne Year 2 teacher	English leader	Dannielle Chapman Year 4 teacher
Emma Poole Year 1 Class teacher	Maths leader	Patrick Miles Year 6 teacher Leads Design & Technology
Liz Budgen Nursery Class teacher. Leads Science and Art.	EYFS leader	
Rachel Quinnen Reception Class teacher Leads Music and Geography		Leah Hall Year 3 teacher Leads Art and Design
Stacey Spittle Year 2 teacher Leads History		Kate Purling Year 6 teacher Leads Music
Mary Anne Peters Year 1 teacher (part time)	PE	Debbie Caley Year 3 teacher
Julie Hawes Year 1 teacher (part time)	Computing	Justin Gray Year 3 teacher
Tracey Kelly (temporary) Year 2 teacher		Simon Hipwell Year 5 teacher Leads History and Geography
Mary Jane Brooke Reception teacher Leads PSHE		Kirsty Dekeyser Year 5 teacher Leads Science

### **TAs**

<b><u>Infant School</u></b>	<b><u>Junior School</u></b>
Rosie Yeomans	Jane Gooch
Dawn Eagle	Katrina Gillman
Lindsay Partridge	Carole Hunt
Sue Edwards	Jenny Paine
Barbara Cameron	Caroline Theobald
Jane Painter	Leanne Steele
Emily Pearce	Lou Baggett
Dawn Langley	Claire Gladwin
Sally Nicholas	Rachel Corrick
Tina Nicholls	Hayley Doe
Lucy Land	Jackie Pipe
Jill Tebble	Graham Humphry
Maria Muscat	
Anna Cresswell	
Julie Hawes	

<b>Office</b>	
Di Walne Jane Corrick	Sue Wall Catherine Ellingham Louise Allen
<b>Catering</b>	
Tracy – head cook	
<b>Head MDSA &amp; Lead Caretaking</b>	
Debbie Kilkenny	Debbie Beer

### School Day

	Junior School & Year 2	Infant School
Gates open	8.30am	8.40
Registration	8.40	8.45
<b>LESSON TIME</b>		
<b>Weds 10-10 to 10-40 hymn practice (Juniors)</b>		
Morning break	10.45-11.00	10.30 – 10.50
<b>LESSON TIME</b>		
Lunch	12.00-1.10	12.10-1.10pm
Year 2 go to lunch 11.50 for 11.55am		
<b>LESSON TIME</b>		
<b>Collective Worship (assembly)</b>	2.50- 3.05 pm	10.15- 10.30am
		Fridays 2.30 – 2.45
School finishes	3.15pm Juniors 3.10pm Year 2	3pm Infants

*At the end of each day the teacher leads their class out to the gate and ensures the safe handover of all pupils in their care. Year 2 parents can come in to the gate.*

### Assembly – Year 2

The Year 2s come to assembly in the Junior school. They have some class assemblies for delivery of age appropriate information.

- 1) **Junior School Collective Worship** *Every collective worship will include a time for reflection, a song or hymn and a prayer which can be led by staff of children. All teachers will be expected to lead Collective Worship. A Christian greeting is used at the start and end of assembly.*

Monday – Led by the Headteacher or visitor

Tuesday – Whole school led by a member of the teaching staff or visitor

Wednesday – Whole school + Hymn Practice

Thursday – same as Tuesday

Friday – Celebration

### **Infant School assembly**

Monday – Deputy head Year 1s and Reception Class (from October)

Tuesday – Year 1s with class teacher in alternate classrooms

Wednesday – Year 1s Singing assembly

Thursday – Year 1s HT, Bible story or story from other faiths

Friday – Year 1, and R (from Summer) with headteacher

Assembly themes are linked with Junior School themes and centre around SEAL (social and emotional aspects of learning) materials and Values.

## **Registers**

Registers close at 9am in the morning and 1.15 in the afternoon.

The dinner register should be completed daily and all monies (Junior School only) sent to the office in the appropriate box.

## **Curriculum Information**

**English** The development of excellent language and communication skills is of prime importance to us as it forms the foundation for all learning in all subjects.

We aim that every child will be able to :

- Speak clearly, confidently and effectively
- Listen attentively and respect views of others
- Show an interest in words and their meanings, thereby developing a widening vocabulary
- Make use of a range of strategies to read and spell accurately
- Read a range of text with confidence, fluency, understanding and enjoyment
- Have fluent and legible handwriting (we teach continuous cursive)
- Use IT to complement their work
- Write with confidence and accuracy for a range of purposes and audiences.
- Develop powers of imagination, inventiveness and critical awareness through listening, reading and writing.
- Express themselves through drama and performance.

At the beginning of the year, the children are given a home school diary/reading diary (for the younger children) which enable us to communicate with home. We also use texts and newsletters to keep parents closely informed.

We encourage a love of books and lend the children a reading book and regularly also a library book.

The Infant School books are readily available to the children throughout the school and the Juniors and Year 2s have the use of the Library (a mix of Library and Computer Hub) to enhance their learning and promote great reading habits.

**Mathematics** We follow the requirements of the National Curriculum. This takes the children on a mathematical journey introducing new concepts and then revisiting them to embed their understanding. We also promote the importance of mental arithmetic skills. They learn to be fluent with applying numbers to problems, handling money, measures, shapes, time and data. As the children move through the schools they experience a range of written calculation methods and learn to select the most appropriate to solve the problem that they have been set or encountered.

**Computing** Throughout the schools, children are taught a variety of IT and Computing skills to enhance their understanding, knowledge and confidence. All classes have regular sessions with laptops and tablets and have access to different types of digital media. The progression in skills includes multimedia presentations, data handling, control systems and research tasks. We aim for IT and Computing to permeate all subject areas and enhance the children's learning in a relevant way for the world around them. Children with a special aptitude for Computing from year 3 onwards are invited to be part of our Digital Leader

group who support peers (and adults) with IT. This includes sessions during the year for older residents in our community to be shown how to safely access the internet. All classes have regular sessions promoting Internet Safety.

**Science** The ability to explore, to relate Science to everyday life and to communicate are essential elements in developing an investigative approach to Science. All children gain a wide experience of scientific processes and skills including observing, questioning, fair testing, investing, interpreting, communicating and recording. During their time with us we cover topic themes that relate to Biology (eg habitats and food chains), Chemistry (separating mixtures) & Physics (forces and electricity)

**History** the children are taught historical skills, understanding and knowledge. They are taught about the differences between first hand and second hand accounts. We use various media including artefacts, books, and photographs. We also have visits and visitors to bring the topics to life.

**Geography** the children are encouraged to develop a lively interest and sense of place for their local environment and beyond. They are required to work with first and second hand sources eg maps, photographs and fieldwork. Great emphasis is placed on the fragility of the Earth and the children are encouraged to be the best global citizens of the future that they can be via our Eco club and monitors. They are encouraged to understand how their impact can work towards a sustainable future for everyone.

**Music** The schools have many pitched and unpitched musical instruments. Class music is taught weekly and the children study different pieces of music and styles through a computer programme called Charanga. This encourages everyone to participate in singing, playing, composing and detailed listening. Children can also have individual and small group instrument lessons (currently strings and piano) for which a small charge is made. All children take part in weekly whole school singing. We also have a choir and 'jammin' club for Year 2 upwards.

**Art** we aim to develop the children's understanding and enjoyment of art through practical experiences, aesthetic knowledge and appreciation of the work of others, including professional artists. They have the opportunity to work in 2D and 3D and in a wide variety of media. The youngest children always have access to outdoor art activities each day.

**Design and technology** the children all undertake a variety of designing and making tasks throughout their time at school. We teach them to work effectively and safely with a range of materials. They are encouraged to think about how their design fits the original brief and how it could be improved upon.= in order to make it fit for purpose when complete.

**Physical Education** Every week all children participate in at least 2 hours of physical activity. This enables them to acquire and develop skills, to learn to select and apply skills and tactics and to know how to gain a level of fitness and how this equates with a healthy lifestyle. The school PE kit is a white T shirt and black shorts. A tracksuit is recommended for outdoor games in inclement weather. Well fitted trainers should be worn for outdoor games. Children have an opportunity to be part of a team e.g. basketball, football, netball, tag

rugby, tennis and volleyball. The youngest children are encouraged to take part in competitive multiskills activities. We also encourage children to take part in the cluster sports events – when they do well this leads us to having children qualifying to represent South Norfolk eg Cross Country. Year 3 and 4 have swimming lessons for a term each and we expect every child to learn to swim at least 25 metres. Extra- curricular sports clubs run after school in both settings.

**Religious Education** We follow the Norfolk Agreed syllabus for RE. Within the children learn about and learn from religions of the world. The focus is on Christianity but we also learn the principles of Buddhism, Humanism, Hinduism, Sikhism, Islam and Judaism. Parents have the right to withdraw their child from Religious Education but this must be discussed with and formally requested (in writing) from the Headteacher.

**Collective worship** The Infant School is a Community based school and our assemblies are based around the Social and Emotional Aspects of Learning (SEAL) together with the wider values that underpin our school ethos e.g. courage, friendship, peace etc. The Junior School has a Christian foundation and we have simple acts of Christian worship each day. We take Years 1-6 to church for Christian festivals such as Harvest, Easter and Christmas and hold special services such as Christingle. The Open the Book team tell Bible stories and visit the Junior School each half term. Members of the local churches also visit both schools as assembly visitors during the year. Local Christian group DC3, also assist with pop up prayer spaces in the Junior school at different times of the year. Parents may withdraw their child from Collective Worship, but as with RE, this must be done formally and in discussion with the Headteacher.

### **PSHE & Citizenship**

Personal, social, health education and citizenship are taught throughout the schools. Emphasis is placed on four key areas:

- Preparing to play an positive and active role as citizens
- Developing healthy and safe lifestyles
- Developing good relationships with and respect for the differences between people
- Developing confidence and responsibility – making the most of their abilities.

We believe that PSHE and Citizenship taught in school should complement the personal and social development of children provided at home and therefore consult parents regularly on such issues.

### **Sex and Relationships Education**

Following extensive consultation with parents, staff and governors, Sex Education is taught throughout the school and includes aspects of personal hygiene, issues relating to puberty, family life and relationship as well as reproduction and birth. The children are taught in normal class groups for the majority of the time. The exception being some of the sessions with the oldest children, when the discussions are single sex e.g. menstruation.

Parents are fully consulted and receive details of what is to be taught prior to the lessons beginning. Parents have the right to withdraw their child from Sex Education (except the life processes section which is part of the Science National Curriculum).

Children's questions are answered truthfully, using language that is age appropriate.

### **Provision for more able children**

The school recognises that all children have their individual gifts and talents and we encourage the children to use these to their full potential.

Where a child has an exceptional ability (significantly beyond their peer group), we work with colleagues across the schools and from the High School, to ensure that an individualised curriculum is being offered.

Enrichment activities are offered by visiting artists, musicians, theatre companies and educational visits.

The children are encouraged to take part in special competitions such as the Langley Maths Challenge (which our Year 6 team won against other S. Norfolk teams in 2014-15) and the local area Rotary Quiz – which involves several Primary Schools. We are involved in PE competitions within our local cluster of schools and where individual children excel in these, they have represented S. Norfolk in School Games.

### **Special Educational Needs and Disability**

Special Needs Coordinators:

Julia Brett – Junior School

Lyn Schug – Infant School and Nursery

Our policy is to provide each and every child with the opportunity to achieve to the best of their abilities in every aspect of school life. We aim to give support where a child has learning, emotional or behavioural difficulties.

In the first instance, the class teacher generally makes an identification of special needs. Sometimes this will also come from the parents, who might have a concern with regard to the development of their child. When a difficulty is identified, the class teacher consults with the parents and our Special Needs Coordinator (SENDCo).

Appropriate support in the form of strategies, or an individualised curriculum may be given. Where appropriate, we refer to other professionals such as Speech Therapy or School Nursing.

If necessary, assessment, guidance and support will be sought from a variety of specialist staff within the County, such as Educational Psychologists and where there is significant need, we will support parents in the process for obtaining an Education Health Care Plan (replacing the statutory support previously known as 'statements').

## **General Information**

### **Admissions Policy**

**NB: Children in Year 2, based in the Junior School building, still need to apply for their place in Year 3 via the system below.**

Children in the Infant School begin in the academic year in which they become 5 and those in the Junior school commence in the academic year in which they become 8 years old.

Please contact the Infant School office 01379 642768, if you need admissions details for the Nursery.

Academic years run from September to August.

The Local Education Authority issues preference forms to parents in November and parents have until mid January to complete these.

The LEA considers all applications and allocates places and notifies parents.

The criteria applied are as follows:

Children living nearest to the school who:

1. Hold a Statement of EHC Plan naming the school or who are in Local Authority Care.
2. Have a brother/sister already at the school.
3. Have no brother/sister at the school.

Children living outside the school area who:

1. Have a brother/sister at the school.
2. Attend feeder schools.
3. Have no brother/sister at the school.

Where parents are seeking to have their child admitted part way through an academic year can make applications directly to the Local Authority.

If the school is oversubscribed, the LEA will handle appeals.

All application forms are available on the Schools section of the Norfolk County Council website.

A parents' Induction evening is held in June for parents new to Year 3. A series of informal meetings are arranged for all new parents of children starting in Reception class (June/July). We also hold special sessions for the children to visit the school and meet their teachers.

Prospective parents and those whose children are moving from the Infant to the Junior sites, are welcome to make an appointment to visit the school at any time that is mutually convenient.

### **Attendance**

Children make the most progress when they are in school regularly as this ensures there are no gaps in their learning and understanding. It is also very important that they are on time for school every day.

If your child is absent from school for any reason, please telephone the school office before 10am on the first day (ideally before 9.15am). By law we have to record authorised and unauthorised absences - including children who are more than 15 minutes late. We will ring after 10am, if we have not received a message.

If any absence is unsupported by a message from parents our Attendance Officer or Parent Support Adviser may phone or visit your home to find out the reason why your child is not in school.

Please try to ensure that medical or dental appointments are made outside of school hours wherever possible. Please let us know in advance if this is not possible. Please let the office have copies of any appointment letters.

Holidays should not be taken in term time. Holidays during term time will not be authorised except in very exceptional circumstances where it is at the discretion of the Headteacher and factors such as previous excellent attendance and the child's attainment will be taken into account.

Parents who take their children out of school for holidays can be subject to fines.

### **Behaviour**

We expect and promote high standards of behaviour both in and around school and through the children's attitude to learning (Behaviour for Learning). We reward good behaviour through positive praise, reward systems and weekly Celebration Assemblies.

It is the combined duty of parents and teachers to ensure that children know and understand what is expected by good behaviour.

The school has a behaviour policy (on the website or available by request to the school office) which is followed by all staff and children. There are always consequences to inappropriate choices – these are age appropriate across the schools.

We do not tolerate bullying and if any behaviour related problems arise we consult parents to help resolve the difficulty.

We hold special weeks in school where we focus on Behaviours for Learning, Personal Safety and Anti Bullying.

Where a child has 'behavioural difficulties' we aim to give support in an appropriate way.

### **Child Protection**

We are committed to promoting the health and welfare of all pupils. As teachers we have a duty of care for our pupils throughout the school day. We are required by law to follow procedures laid down by the Norfolk Area Child Protection Committee if we see signs which suggest that one of our pupils may have been a victim of any form of abusive behaviour.

Having to undertake these procedures is an obligation placed upon the school by legislation and in no way infers that any parent/carer is being accused of wrong doing.

Our Safeguarding/Child Protection Policy can be found on our school websites.

### **Complaints Procedure**

We always aim to resolve any issues swiftly and effectively. If you are unhappy about any aspect of your child's education or experiences at school, you should make an appointment to see their class teacher. It is far more effective to discuss any issues that arise as soon as possible and not spend time worrying about them.

We would expect this to resolve any issues, but if it does not you are very welcome to make an appointment with either of the Deputy Headteachers or with the Headteacher.

We have a complaints policy which we follow, should any issues remain unresolved.

A copy of this is on our website.

### **Extra Curricular activities**

We aim to offer a range of activities that the children will enjoy. We have a weekly after school club for the younger infants for gymnastics and dance.

The older children (from Year 2) have a variety of sporting activities, Lego, Computing, Choir, Music, Dance and Gardening. Some clubs are run at lunchtimes and others after school.

Clubs available are listed each term and places are allocated on a first come, first serve basis. Where a club is particularly popular, we will repeat it and keep a waiting list.

For some of the clubs we ask for a small contribution each term towards the cost of hiring coaching staff.

Parents are asked to complete permission slips prior to children joining a club.

### **Medical (administration of medicines)**

We ask all parents to observe the following guidelines to ensure that no children are put at risk through receiving inappropriate or unsuitable doses of prescribed drugs.

Prescribed medicines brought to school should be clearly labelled with the child's name and handed in at the office for safekeeping by an adult. We have a refrigerator which can be used for safe storage of some medicines.

All parents must complete a medical form detailing the medical condition and the prescription. Where ever possible, please provide a pre-measured dose.

The majority of children should not need antibiotics or similar medicines during the school day. If they are poorly enough to need these, they probably should not be at school.

However, doctors so sometimes prescribe them for conditions such as excema. Where possible, please ask your doctor to prescribe a 3 dose medicine, so that they can be given at home, before and after school and then before bed. If a 4<sup>th</sup> dose is essential, they may take the additional dose at school. This should, ideally be given by the parent but if this is not possible the parent can give written consent on our medicines form to the dosage being given. The child is responsible for collecting and taking their own medicine. Staff are not responsible for administering medicine, only for its safe-keeping.

Children with long term medical conditions requiring medicines or special provisions may keep their medication in the office where it can be issued as and when needed.

The only exception to this are inhalers for asthma and emergency drugs prescribed for special medical conditions where immediate treatment is essential.

Children with asthma requiring regular use of inhalers keep their inhalers in the school office for Reception and Year 1 and in the classroom for all other year groups. Older children (Years 3-6) responsible for ensuring that they have easy access to their medication when undertaking PE and swimming. A log is kept of the number of puffs and frequency for all the younger children.

### **School uniform**

The Governors have adopted a policy of a formal uniform for all pupils. We see this as a way to show a positive and purposeful spirit in the attitude of our pupils and pride in our schools. By sending children to our school, parents are deemed to support the school uniform policy.

- All pupils are expected to present themselves in a neat and tidy way.
- Pupils may not wear makeup or jewellery to be worn (except one stud per ear for those with pierced ears). Any earrings must be removed by the child or before school when there are PE, games or swimming lessons. Plastic sleepers may be worn.
- Hair colour and style should be sensible (no extreme fashions). No hair gel. Hair that is long enough to tie up, must be tied back for PE, games, swimming and food preparation. We recommend that long hair is always tied back.
- Dark coloured shoes need to be sensible (no open toe sandals or 'crocs' and must not include trainers (except for PE). If boots are worn for walking to school, the child must have shoes in school to change in to.
- Skirts should not be shorter than 10 cms above the knee.

The children wear

Grey or black trousers, grey or black tunic or skirt.

Blue sweatshirt or cardigan

White shirt, blouse or polo shirt

White, black or grey socks or tights

Black, grey or brown shoes. No trainers, high heels, platform soles or open toes.

Warm coat or jacket.

In the summer, they may wear

a blue gingham dress,

tailored black or grey shorts (sports shorts may not be worn)

Children who wear tights, need to have spare socks in their PE bag.

PE: white t-shirt

Black shorts

Trainers

Plimsolls

Track suit/warm sweatshirt

Swimming trunks (no surf style shorts) or full costume (no bikinis)

**All items of clothing must be named. Stitched in name tapes are the most reliable means of doing this.**

### **School Meals**

We have an excellent school kitchen, based at the Junior School, which provides meals for both our schools and other local settings.

The staff in the kitchen work for Norse, the Norfolk County Council service provider and they have a three-weekly menu (copies available). The menu includes a set meal of two courses, including a vegetarian option. They also do jacket potatoes with fillings and school packet lunches. School dinners cost £2.20 a day and we encourage these to be paid for on Mondays. All monies to be sent to the office in a sealed, named envelope (no purses please). If paying for more than one lunch for a week, please indicate which days are being paid for. Cheques for dinner money should be paid to Diss Church Junior School. Dinners can also be paid for half termly or termly in advance.

Children in the Infant School (including the Year 2s) are all entitled to a free meal.

Lunch orders are done as part of the school morning registration.

Drinks can be purchased and water is always freely available.

Children from Years 3-6 may bring a small amount of money (in a named purse) for breaktime tuck.

Even though the Infant children receive government funded lunches, we still need to ensure that everyone who is entitled to a Free School Meal is registered – even if your child does not eat school dinners.

Our school funding is partially determined by the % of children who are entitled to free school meals, so it is in everyone's interest to apply if you have:

Income support, employment support allowance (income related), income based job seekers allowance, guaranteed pension credit or child tax credit with a family income below £16,190. With the implementation of Universal Credit from 2016, we will keep families informed regarding how this affects applications for Free School meals.

Both our dining halls in the Infant and Junior schools have excellent teams of Midday Supervisors who look after the children at lunchtime. Each year group have a supervisor who is responsible for specific classes.

### **Things we Charge for**

Our charging policy is based upon the Norfolk County Council recommended model policy. Charges will not be made for day trips, travel and tuition for field trips in school time. However, parents will be invited to make a contribution to these activities and they may only take place if sufficient contributions are forthcoming.

The school will charge for:

- Ingredients and materials for practical activities if your child wishes to take the end product home.
- Travel, entrance fees, insurance, materials, books, equipment and instruction given outside school hours.
- Board and lodging for activities involving nights away.

### **Transport and parking**

We do not have any children coming to school by School Bus.

We do have a few children who come by taxi.

Please note that cars, other than staff, disabled children or adults (Blue Badge), taxis or delivery vehicles are **not** allowed to use the school carpark during the school day, unless special permission has been sought from the Headteacher.

**Please do not bring ANY vehicles (other than those mentioned above) in The Entry or beyond the drive gates of Fitzwalter Road.**

Children who walk to school should enter through the pedestrian gates (to the sides of both schools). We strongly recommend that children cycling to school wear safety helmets, visible jackets and lock their cycles in the shelters provided.

Please regularly check your child's bike to ensure that it is roadworthy.

### **Useful information**

Diss Church of England Junior School	01379-642675
The Entry	<a href="http://www.dissjuniorschool.co.uk">www.dissjuniorschool.co.uk</a>
Diss	<a href="mailto:office@diss-jun.norfolk.sch.uk">office@diss-jun.norfolk.sch.uk</a>
Norfolk IP22 4NT	

Diss Infant School, Nursery and Children's Centre	01379 - 642768
Fitzwalter Road	<a href="http://www.dissinfantschool.co.uk">www.dissinfantschool.co.uk</a>
Diss	<a href="mailto:office@diss-inf.norfolk.sch.uk">office@diss-inf.norfolk.sch.uk</a>
Norfolk	

Parent Support Advisers:

Julia Fairbrother & Simon Andrew are based at the Junior School and support families across all our local cluster of school and the High School. 01379-642675 or 07554333617.

Diss Children's Centre, Manager – Trish Woolacott 01379 651786

Children's Services

Norfolk County Council

County Hall

Norwich

NR1 2DL

01603 222146

0344 8008020 for Children's Services consultation and reporting welfare concerns.