

Sparhawk Infant and Nursery School



Prospectus 2023-2024



Sparhawk Infant and Nursery School

Sparhawk Avenue
Sprowston
Norwich
NR7 8BU

01603 406406

office@sparhawk.school

<http://www.sprowstonsparhawk.norfolk.sch.uk>

Executive Head: Ms Heidi Jordan

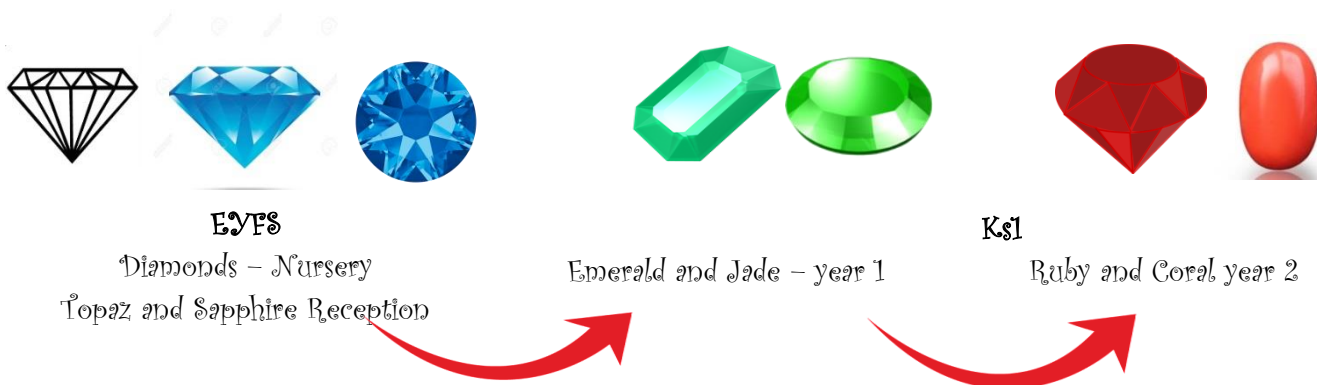
Chair of Governors: Mrs Hannah Collison-Smith



WE PROMOTE STAFF WELL-BEING

Dear Parents and Carers,

We have written this brochure to provide you with information about our school that will help answer some of the questions you may have. We are known as the 'gem in the park', to the local community, Sparhawk Infant and Nursery School is a Community School for children between the ages of 3 and 7 years. We are located in Sparhawk Avenue next to the attractive local public park. Opened in September 1977 the spacious building is a 2 form entry school with a nursery (opened in 1997). Each class is named after a gem.



All classrooms have integral cloakroom and toilet areas. There is a large hall which is used for assemblies, school meals, PE and music lessons. There is also a spacious library area. The school has a fully fitted kitchen which provides us with our school lunches.



The school has attractive, safe and secure grounds. This includes a Foundation Stage garden with large and small play apparatus. In main school the children have their own garden areas to grow vegetables and flowers, a wildlife area, climbing equipment, pirate ship, music zone, water area and an outside classroom canopy. Our wonderful friends association (FOSSA - Friends of Sparhawk School Association) and local businesses continue to support improvements. Our School Council and the children in the school have led fundraising projects which also enhances our provision. Our community are proud of their school.



Our school's Aims and Values are:

Respect

Each person is unique and worthy of respect, dignity and inclusion. By respecting this individuality, we create strong and caring communities that value personal well-being and each other. When this respect is shared, it has the potential to transform lives. We value this respect in our pupils, school staff, parents and our wider community and this is what we practise every day.



Collaboration

We value professional development, teacher collaboration, and teacher input to attain maximum achievement for our pupils and school. Our collaborative community environment allows pupils, school staff, parents and our wider community to work together on the various aspects of the school experience.



Achievement

We aim to provide a safe, creative, and challenging learning environment that consists of numerous curricular and extra-curricular opportunities for our pupils. We promote a culture of academic excellence that will guide pupils to pursue their goals and excel in everything they do.



Inclusion

An inclusive learning environment encourages all pupils and staff to volunteer different perspectives and thus enrich discussions. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils or groups of pupils. This means that equality of opportunity must be a reality for our children to ensure we create an environment which promotes excitement for discovery, joy, satisfaction and pride at one's personal accomplishments.



Safety

We believe that promoting a positive and safe learning environment will foster respect for self as well as for others. We aim to ensure that all pupils have an understanding of how to be safe and to make safe and sensible choices. We care for ourselves and we care for each other.



Inquiry

Through an engaging and creative curriculum we aim to make learning fun and so help pupils develop lively, inquiring minds and independent learning and thinking skills.



Confidence

We aim to create successful learners, confident individuals and responsible citizens who have high aspirations and believe in themselves.

Responsibility

Through the promotion of social, moral, spiritual, intellectual and physical well-being we aim to enable the child to acquire self-respect and a sense of responsibility.



Independence

We aim to develop enthusiastic, positive and independent children who are equipped with life skills and prepared to meet the challenges and opportunities that lie ahead thus promoting high self-esteem.

Our Vision for Sparhawk is:

Sparhawk - learning together to inspire our children to thrive in everything they do, to be happy, confident, respectful and valued members of our school; our community; our environment.



Every child is on a special journey, and we are here to support them take those special steps to

Nurture

Grow

Shine

OUR STAFF

Ms Heidi Jordan
Mrs Claire Munday

Executive Headteacher/Designated Child Protection Person
Deputy Head/KS1 Lead (Mon, Tues and Wed) (Designated Safeguarding Person)

Teachers

Mrs Helen Aston
Mrs Emma Easlea
Mrs Katie Spalding

Class Teacher (Mon)
Class Teacher (Mon, Tues, Wed and Thurs) (Nursery Lead)
Class Teacher (Tues to Fri) (Reception Lead) (Designated Safeguarding Person)

Mrs Alyshia Millroy
Miss Imogen Pagendam
Miss Abbie Whitlam
Mr Devon Ainley
Mr Sam Seddon
Mrs Kathrine Dexter
Mrs Heidi Nichols

Class Teacher (Mon, Tues and Fri)
Class Teacher (Mon, Tues and Fri)
Class Teacher
Class Teacher (SENDCo) (Designated Safeguarding Person)
Class Teacher (Wed, Thurs and Fri)
Class Teacher (Tues - Fri)
Class Teacher (Mon, Wed and Thurs)

Higher Level Teaching Assistants

Mrs Donna Dawson
Mrs Karen Goldsworthy
Mrs Julie Spelman
Miss Emma Sharpe
Mrs Erin Lawler
Ms Leah Harrigan
Mrs Fran Halliday

High Level Teaching Assistant
High Level Teaching Assistant
High Level Teaching Assistant
High Level Teaching Assistant and ELSA support
High Level Teaching Assistant
High Level Teaching Assistant
High Level Teaching Assistant

Teaching Assistants

Mrs Karen Collingsworth
Miss Kelly Hunter
Mr Karen Clements
Mrs Cara Cullum
Mrs Katie Barnard
Mrs Emma Terry
Mrs Tammy Halesworth
Mrs Clare Plunkett
Mrs Roxanna Manoliu

Learning Support Assistant (pm)
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant (am)
Learning Support Assistant
Learning Support Assistant (pm)
Learning Support Assistant (pm)
Learning Support Assistant
Learning Support Assistant

Office staff

Mrs Lisa Carr
Miss Jade Bowler

Finance Administrator
Clerical Assistant

Midday Supervisory Assistants, Mrs Cara Cullum, Miss Kelly Hunter, Mrs Karen Haward, Mrs Emma Terry, Mrs Karen Collingsworth, Mrs Tammy Halesworth,, Mrs Roxana Manoliu, Mrs Jo Nicholson.

Caretaking and Cleaning Provided by Hannants Cleaning Ltd

GOVERNING BODY

What is the Governing Body?

The majority of schools have a *Governing Body*. It is an unpaid democratic body responsible for the overall running and organisation of the school and acts as a 'critical friend' by asking challenging questions to be sure that the school is providing the best possible education. It is made up from parents, staff and members of the local community and ensures everyone has a voice in the running of the school while maintaining overall control of what happens at the school. The *Governing Body* is not there to comment on the professional teaching abilities of the staff, this is the responsibility of the Headteacher, but does take an active role in writing the School Profile and the School Evaluation Form as well as writing and monitoring the progress of the School Improvement Development Plan - all of which are key documents in defining the school's role, ethos and development. Governors also take on responsibilities for different areas of the curriculum to monitor the overall effectiveness of the school.

Our school Governors are:

Mrs Hannah Collison-Smith	Chair of Governors	LA Governor
Mrs Karen Goldsworthy		Co-opted Governor
Mrs Fiona Hardman		Co-opted Governor
Mrs Katrin Oldridge		Parent Governor
Mrs Katherine Dexter		Parent Governor
Mrs Faye Haywood		Co-opted Governor
Mr David Norman		Co-opted Governor
Ms Aphrodite Lefevre		Co-opted Governor
Mrs June Sewell		Co-opted Governor
Mrs Imogen Wilson		Co-opted Governor
Ms Heidi Jordan		Headteacher
Miss Abbie Whitlam	Coral Class Teacher	Staff Governor
Mrs Jill Starling		Clerk to the Governors

SCHOOL DAY AND ADMISSIONS

7:30-8:25 BREAKFAST CLUB - SEE WEBSITE FOR MORE DETAILS

08:25 Classroom doors open - this is an opportunity to share information with a member of the class team, the Headteacher or to make a convenient appointment to meet with them.

Main School

08.25 - 12.00 Morning Session
13.15 - 15.00 Afternoon Session

Nursery sessions

08.30 - 11.30 Morning Session
11:30- 12:15 Lunch Session
12.15 - 15.15 Afternoon Session

3-4pm Afterschool clubs - run by staff

3 - 5.30pm Afterschool provision - **OPENING SEPTEMBER 2024**

Admissions Policy

Parents are required to choose their preferred choice of school and send this to the Local Authority in the year before their child starts school. Sparhawk Infant and Nursery School does not decide who does or who does not get a place as this is organised by the Local Authority.

Nursery School

We are a Local Authority maintained nursery. Children are able to start nursery school from their third birthday. Funded places are available the term after their third birthday. Please see website for more details <http://www.sprowstonsparhawk.norfolk.sch.uk/>

Infant School

The Local Authority admissions policy, which the school is obliged to follow, states:

Children are able to start infant school in the academic year (September to August) in which they have their fifth birthday.

All children will be offered full time education after the induction period. Parents and carers of children whose birthday falls between March and August can opt for part time education (mornings only) for the autumn term.

SPARHAWK SCHOOL

The year before children start in reception we hold several 'Open Days'. This is an opportunity for prospective parents and carers to find out about our school and ask us lots of questions! Details will be sent to nursery and reception intake for the relevant year.

In the term before children start school there is a meeting for reception parents with the Head and Foundation Stage staff.

Children are able to attend school for an introductory session during the term before they are due to start.

Our teachers value liaising with our early years' colleagues in other settings. Please let us and your child's pre-school know that your child is coming to Sparhawk School. It will be very helpful for your child's transition.

Ofsted Inspection

We had our last Ofsted Inspection in November 2019 where we were judged to be an Outstanding School based on the new Ofsted Framework.

This is an exceptional achievement that we are all immensely proud of. We were just the second school in the East of England to be judged outstanding under the new September 2019 framework. 'Pupils thrive at this school' is the opening line of the report.

'A noticeable feature of this school is the high quality of everything it does.... support for families is exceptional'.

We are delighted that we have received the recognition that we provide our children, from Nursery to Year 2, with an outstanding curriculum which allows each and every child to develop into a well-rounded individual. Reading, music, community, cultural experiences.... the list goes on... we do it all, and we do it all to an exceptional standard!

Copies of the report can be obtained from the Ofsted website. There is a link from our school website. (www.sprowstonsparhawk.norfolk.sch.uk)

Policies (Please see our school website www.sprowstonsparhawk.norfolk.sch.uk)

There are a wide range of documents in school which are available to parents/carers on request. These include:

- Policies produced by the school e.g.: curriculum policies, health and safety
- Documents produced by the Local Authority e.g.: the Norfolk Agreed Syllabus for Religious Education
- Documents sent to the school by the Government e.g. The National Curriculum.

Please see the school office if you would like to see any documents. A charge may be made to cover administration costs should you wish to keep them.

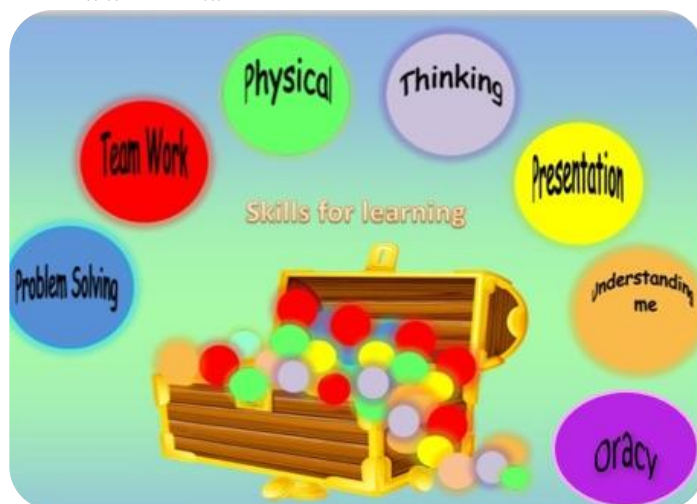
Sparhawk's Curriculum

We believe in providing pupils with a wide variety of learning experiences and that they should be engaged in a great deal of active learning. In this way they have opportunities to ask questions, investigate practical problems and take increasing responsibility for what they do. As a result children should develop knowledge and understanding of the area being explored, and competence in ways of finding out about things.

Much importance is placed on communication - reading, writing, speaking and listening. Through fruitful discussion children are able to make decisions about their work and behaviour.

At Sparhawk Infant and Nursery School we provide a broad creative curriculum for our children. When children first enter nursery and reception classes, they are provided with a curriculum for the Foundation Stage. By Year 1 children are working on the Key Stage 1 National Curriculum. During the summer term all Year 1 children undertake a National Phonics test called the Phonics Screening Check. Year 2 children continue to work on Key Stage 1 objectives, with statutory teacher assessments and optional SAT's (Government tests) taking place in the summer term.

Sparhawk has our very own progressive curriculum (see website for more details) that is firmly based on our school vision- *discover, achieve and shine* - in all areas of the curriculum and beyond from Nursery to year 2. We follow the National Curriculum Running through the heart of our curriculum is the child. Underpinning our progressive curriculum we have **Sparhawk's values** and **Sparhawk's skills for learning** (represented through coloured gems).



Sparhawk's Skills for learning- These skills are critical for any child to achieve in education and beyond. We aim to provide a classroom environment where independence, thinking skills, collaboration and active learning are developed at the same time as the curriculum knowledge is acquired. We aim to equip the children with skills that will enable them to be lifelong learners. Sparhawk's skills for learning are taught explicitly and each skill is represented by a coloured crystal ball.

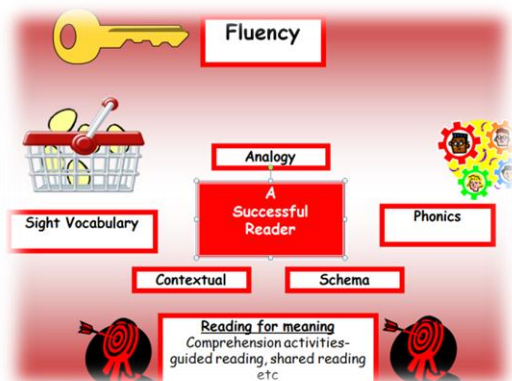
'I love it when we learn outside' Year 2 pupil

'My favourite topic was Dinosaurs. We became palaeontologists'. Year 1 pupil

'I love science. Especially when we do experiments' EYFS

Every day there is an assembly which links to an aspect of the school curriculum or our values. Our assemblies are

Monday	Class assembly	Led by class teams
Tuesday	Values/curriculum Assembly	Led by the deputy head
Wednesday	KS 1 Assembly	Led by head teacher
Thursday	Singing Assembly	Led by class teams
Friday	Praise/Celebration Assembly	Led by the headteacher



Reading

It is our aim that every child should enjoy books and develop a lifelong enthusiasm for reading. Our home/school reading partnership is extremely important in supporting your child to read. Parents and Carers who work with us by regularly reading with their children will ensure that their child will continue to make good progress.

Reading is taught through a variety of methods with a high emphasis on phonics and the school is very well resourced with library books, group readers and language games.

Children are encouraged to take home their reading books on a daily basis.

A home/school record book accompanies the reading books and parents/carers and teachers record children's progress by writing comments in this book. This feedback is very useful. Children have access to a wide variety of other books and a wide range of reading material to ensure that they have a wide breadth of reading experience - not just from the book listed in their home-school reading book.

Our school library houses a comprehensive, wide range of appropriate fiction and non-fiction books and each class has its own selection of books to look at and read. Every class has a weekly library time where they can select a book to take home and share with their family and friends.

Writing

Importance is placed both on the process of writing and on the written product. As their skills develop, children are supported to write clearly and imaginatively in different situations, for a variety of audiences, across the curriculum.

Grammar, spelling, handwriting, descriptive writing, reporting, writing for a specific audience, creative writing and poetry are all included in the curriculum.

Mathematics

Maths is about numbers and counting, adding, subtracting, multiplying and dividing. It is also about shape, space, measuring, handling data and using mathematical skills in different situations. The school follows the National Curriculum.

Class teams' work together to plan maths' lessons using the key aims of the National Curriculum to ensure that all pupils become

1. **fluent** in the fundamentals of mathematics, including through varied and frequent practice with increasingly complex problems over time
2. **reason mathematically** by following a line of enquiry and making generalisations using mathematical language
3. **solve problems** by applying their mathematics to a variety of routine and non routine problems with increasing sophistication.

Religious Education

We provide Religious Education in accordance with the 1988 Education Reform Act and the Norfolk Agreed Syllabus. We learn about religions and we learn from religions.

We aim to raise the children's awareness of the six major world faiths - Christianity, Judaism, Hinduism, Islam, Sikhism and Buddhism - exploring similarities and differences. We take the opportunity to provide the children with first hand experiences where relevant and appropriate.

Sex Education

At Sparhawk Infant and Nursery School we believe that sex education should be appropriate to the age and stage of development of the children and dependent on their readiness to receive information. Teaching opportunities will be found across the whole curriculum e.g. through stories, assemblies and class discussion. Children will be helped to understand and use appropriate and acceptable behaviours, develop the language skills necessary to understand and communicate their feelings, respect their own bodies and those of others. Their questions will be answered honestly and appropriately, with regard to setting, context and the children's age and understanding. Please speak to staff if you have any questions.

Physical Education

All children will receive a broad and balanced programme of PE. We aim to ensure that all children adopt healthy lifestyles and this is promoted through our PE curriculum. At Sparhawk we follow the scheme Get Set 4 PE in our lessons.



[FOR A DETAILED BREAKDOWN OF OUR CURRICULUM PLEASE SEE OUR WEBSITE](#)

School Clubs

We offer a plethora of lunch time and after school clubs:

- Singing
- Cooking
- Relaxation
- Gardening
- Dodge ball
- Art & craft
- Multi skills
- Gymnastics
- Lego
- Board games



We also have a breakfast club which runs
7:30-8:25am

Educational Visits and Visitors to School

There are occasions during the year when children are taken out of school for educational visits linked with their school work. We try to use our local environment as much as possible. Full details are sent home before each visit.

Visits to join other schools for joint activities are sometimes made or other schools may visit ours.

Before each trip risk assessments will be carried out in accordance with National and Local Authority Regulations and the School's policy. Our Educational Visits Co-ordinator is Mrs Clare Campbell.

We invite people from different occupations, cultures and experiences to come to school to talk about their subjects and give the children a wider insight to our world. These shared experiences are appreciated and supervised by our members of staff.



Building links with parents

We are particularly proud here at Sparhawk with the relationships we build up with families. We regard our partnership with you and your involvement in your child's education as vital. Parental support for the school is highly valued. If at any time you feel concerned for your child over any point, no matter how small, or you need something clarified, please contact your child's teacher or the Head. Naturally, it is easier for the school if you can make an appointment when you wish to speak to staff for longer than a few minutes.

- We open our doors at 8:25am, the register is done at 8:40am.
- We have an open-door policy. Teachers are available most days at 3pm for a discussion about your child.
- Each class provides a newsletter weekly, this keeps you up to date with what your child has been learning, homework and
- The headteacher sends out a monthly newsletter.
- Each term you will meet the class teacher in a 'Time To Talk' session- where you discuss your child's progress, attainment and next steps.
- Our website is regularly updated
- Social Media Facebook- @geminthepark , Twitter and Instagram
- We also operate **ParentMail** which is a digital information system that uses e-mail and texts to send updates and information. You will be issued a form to complete on your child's admission.

We also hold many events where we invite in the families:

- Story cafés
- Maths workshops for parents
- Phonic workshops
- Intergenerational Days
- Lunchtime with your child
- Quiz nights
- Stay and play sessions (EYFS)
- Summer BBQ
- Christmas Fair
- Bake sales
- Time for Tea



Friends of Sparhawk School Association (FOSSA)

All parents/carers automatically become members when their child starts school. FOSSA organise a variety of fundraising events and activities throughout the year. All monies raised are used directly to provide activities and equipment for our children to enjoy. All parents/carers are welcome at FOSSA meetings and we hope that as many people as possible will feel able to become active members.

Keeping your child safe at Sparhawk

Keeping our children safe is our biggest responsibility and we work hard to ensure children are, and feel, safe and secure at school. This commitment is known as 'safeguarding'.

We can keep children safe by keeping the building safe and well maintained and ensuring children behave in a safe way at school. Making sure that all adults in school have been police checked (DBS) is another way we keep children safe in school. We are required to listen to children if they have concerns about their safety and we have a duty to act upon anything a child says which may suggest they are at risk or are unsafe. We have 4 Designated Safeguarding people.

Whenever possible, we will share any concerns we may have before taking action, however we are legally required to pass on concerns we have about children to the Local Authority. The school's Safeguarding and Child Protection Policy is available to parents on request.

Medical Care

Unfortunately we cannot take responsibility for giving any short term medication to a child such as Calpol. However, if your child has been prescribed medication, but is well enough to be in school, then we are able to administer this at school. Please go to the school office to complete a form. If your child needs regular long-term medication then a health care plan will need to be completed which will be supported by your medical practitioner.

Accidents or Illness in School

It is important that we should have parent's daytime telephone numbers and an alternative person to contact in case a child is taken ill or has an accident whilst at school. Please remember to tell the school if any of your telephone numbers change.

In case of emergency the Headteacher will try her best to contact parents/carers concerned but if this is not possible, she will act on the advice of the Medical Officer consulted.

Absence

When a child is absent from school the reason for that absence is required by law. Please contact school by 9:00 a.m. on the first day of absence by telephone on 01603 406406. We have to record a reason for every absence in the class register and provide numbers to the Government. Latest attendance data to date shows the school attendance rate was 95.39%. There were no unexplained absences.

From 1 September 2013 a change in the law means that schools are not allowed to authorise family holidays. Schools are only allowed to authorise absence under exceptional circumstances; examples may include family bereavements / funerals or armed personnel or services staff returned from extended duties away from home. Please speak to the headteacher if you have further questions.

Behaviour

At Sparhawk we use a positive approach to behaviour management (Emotion Coaching) which focuses on the expected behaviour of a child rather than the negative. If a child is experiencing a difficulty we discuss it with the child and offer them a productive way of resolving the issue. Our curriculum supports this process and we are proud of our caring ethos. We deal with in-school issues and only discuss a child's behaviour either by prior agreement or if it is exceptional. If you are concerned that your child is finding peer relationships difficult please do not hesitate to come in and talk to us.

Safety

At Sparhawk Infant and Nursery School we are concerned for the safety and well-being of everyone who enters the school, especially the children. During the school day all visitors report to the Main Entrance.

The front door of the school has a security lock monitored and controlled by the school office. Other external doors are fitted with security handles and digital locks, which prevent them from being opened from the outside. All gates, except the visitors' entrance gate, are locked after the beginning of the school day and unlocked before the end of school.

School Entrances and Parking

There are two entrances on Sparhawk Avenue but the second is accessed through Sparhawk Park. For the safety of your children PLEASE DO NOT park in the staff car park or use it to drop off or collect children. We also request that you respect our neighbours and park only on the school side of Sparhawk Avenue away from the zig-zag lines. Please help us to reduce congestion and ensure safety by parking two or three minutes' walk away from the school.

School Uniform

Our school colours are red, white and grey or black.

Embroidered school uniform is provided by Stevenson's (www.stevensons.co.uk) and you can order online by phone or in store, however this is not a requirement.

Children come to school to learn and have fun and this is best achieved if children are dressed smart and comfortably. Please consider the list below when purchasing school uniform.

- Red cardigan or jumper - logo items are available from Stevensons
- White polo shirt
- Grey skirt, trousers or shorts in the summer
- Red and white gingham dress in the summer
- Black smart and comfortable shoes (not trainers)

**PLEASE MARK ALL
CLOTHING WITH
YOUR CHILD'S**

PE Uniform

- Red t-shirt - logo items are available from Stevensons
- Black shorts
- Black plimsolls

PE clothes and plimsolls should be kept in a named drawstring bag on your child's peg throughout the week.

Jewellery is not encouraged. We cannot take any responsibility for jewellery that your child might wear to school. Stud earrings may be worn, (with your signed permission). No other earrings are allowed due to health and safety.

School Meals

As part of a Government initiative in 2014 all infant aged pupils are entitled to receive a free hot meal every day and a cup of milk. Meal choices are made through our ordering App Pupil Asset. Hot school meals are cooked by our County Catering provider (Norse) based at Sparhawk in our newly refurbished kitchen and eaten in our school hall. A main course and dessert is served. Alternatives are available (see school website for an up to date menu). Wherever possible Norse uses fresh fruit and vegetables and meat from local suppliers. We aim to provide our children with a healthy diet.

Packed Lunches

If you do not wish your child to have a school meal, then he/she may bring a packed lunch to school. If you provide your child with a drink would you please make sure that it is not fizzy and that it is in a leak-proof container inside the lunch-box. Water is provided for all children on their lunch tables. Please make sure that the packed lunch you provide is a healthy one and does not contain sweets, chocolate etc.

We are also a NUT FREE school so please check lunch boxes

Mid-Morning Drinks and Snacks

The school is part of the Government's free fruit initiative and every child is offered a piece of fruit at break time each day. Children may also bring their own piece of fruit, carrot or celery etc to eat at morning break if they wish. These should be named so that they can't get muddled with another child's snack.

Children who are under 5 years old can have free milk each day with their snack. The rest of the school are offered milk as part of their lunchtime meal.

As a healthy school we feel it is important that your child regularly drinks water. Please send your child in with a named spill proof bottle containing water ONLY. Children are encouraged to drink from these bottles throughout the day.

Special Educational Needs

At Sparhawk Infant and Nursery School we are committed to working together with all members of our school community. This local offer has been produced with pupils, parents/carers, governors, and members of staff. We would welcome your feedback and future involvement in the review of our offer, so please do contact us. The best people to contact this year are:

SEN Governor: Hannah Collison-Smith

SENCO: Mr Devon Ainley

If you think your child may have SEN please speak to their Class Teacher or contact Devon Ainley, our SENCO on 01603 406406. Alternatively, you could look on the Esinet website for 'frequently asked questions' about the Norfolk Local Offer.

Our Approach to Teaching Learners with SEN

At Sparhawk Infant and Nursery School we believe in participation for all. We want all adults and children to participate in learning and we celebrate all members of our community. We want to create an inclusive culture in our school and we aim to be responsive to the diversity of children's backgrounds, interests, experience, knowledge and skills.

We value high quality teaching for all learners and actively monitor teaching and learning in the school.

We aim to create a learning environment which is flexible enough to meet the needs of all members of our school community. We monitor progress of all learners, and staff continually assess, ensuring that learning is taking place. Our whole school system for monitoring progress includes regular pupil progress meetings, where discussions on individual pupil progress are held between the class teacher, the Head Teacher, and SENCO.

<p>What types of special needs support are available for my child in school?</p> <ul style="list-style-type: none"> • Class teacher input through targeted high quality teaching • Specific group work with a small group of children • Specific group / 1:1 interventions which may be run by outside agencies 	<p>Who are the best people to talk to about my child's difficulties with learning/ special needs?</p> <ul style="list-style-type: none"> • Class teacher • SENCO (Special Educational Needs Co-ordinator) • Head teacher • Governor <p>If you would like to know 'who is who' visit our website: www.sprowestonsparhawk.norfolk.sch.uk</p>	<p>How will my child be included in school life?</p> <ul style="list-style-type: none"> • Welcome meeting • Tour of the school • Meet my new teacher morning • Strong links with local Junior schools to make transition • Lunchtime and after school clubs • Regular staff training in response to pupils needs
<p>Can this school meet my child's needs?</p> <p><i>Every child's needs are considered on an individual basis</i></p> <ul style="list-style-type: none"> • Speech, Language and Communication • Behaviour and Social Skills • Social, emotional and mental health • Sensory and/or Physical (including Vision & Hearing) • Medical • English and Maths 	<p>Sparhawk Infant and Nursery School Offer</p>  <p>Discover • Achieve • Excel</p>	<p>What are the arrangements for making complaints, for the resolution of disagreements, mediation, and parents and young people's right to appeal?</p> <p>School complaints procedure – This is explained in the school brochure.</p> <p>How well do Special Educational Needs and Disabilities pupils achieve in our school?</p> <p>Speak to our SENCO or visit the school website: www.sprowestonsparhawk.norfolk.sch.uk</p>
<p>Where else can I find support and information?</p> <ul style="list-style-type: none"> • Norfolk Parent partnership website • School Health • GP • Autism Norfolk • Children's centre • Norfolk County Council website, Children's Services 	<p>How does the school communicate with me?</p> <ul style="list-style-type: none"> • Parents meetings • Class workshops • Review meetings with class teacher and SENCO • Newsletter • Website • Meetings with outside agencies • Annual Reports 	<p>How does the school identify and assess children with Special Educational Needs and Disabilities?</p> <p>Information from:</p> <ul style="list-style-type: none"> • Parents/ carers • Pupils • Outside agencies • Assessment • Education and Healthcare needs assessment

The school has a Special Educational Needs and Disability (SEND) policy, which is linked to the Code of Practice for Special Educational Needs and has been developed as part of our cluster of schools.

Children with Special Educational Needs will have a one page profile developed for them which is designed for their particular need. These needs will be discussed and reviewed regularly with parents/carers and targets set as part of the plan.

Children who speak English as an additional language

If a child needs help improving their English because it is their second language, we are able to give extra support.

Equal Opportunities

All members of the school's community are treated with equal regard and we aim to offer equal opportunities in learning, regardless of intellect, age, gender, physical ability, capability, characteristics, racial or ethnic group, religious beliefs or social background. We do not tolerate any discrimination at our school.

Our School Code (written by our children)

Share resources and look after them.

Play nicely and be a good Sparhawk friend.

Always talk to an adult if something is wrong or you feel worried.

Resources need to be looked after and put back properly.

Have good listening ears to help you be a good learner.

Always try your best

Walk in school, do not run

Kind hands, kind feet and kind words should always be used.

Our school code forms part of our Home School Agreement which will be shared with you at the new parents meeting.

School Council

The children vote in members of the School Council. Elections are held at the start of the school year. School Council meet regularly to make decisions about charities we will support, events and equipment.



Transfer to Junior School

At the end of nursery (4 years of age) our nursery children move into either one of our Reception classes: Topaz or Sapphire. Please speak to the Early Years team if you have any worries about this stage of transition for your child.

At the end of Year 2 (7 years of age) our children transfer to junior school and most of our children usually go to Falcon Junior School or White Woman Lane Junior School. Reception and junior school places are allocated to you by Children's Services at Norfolk County Council.

STATEMENT FROM THE CHAIR OF GOVERNORS

Dear Parents/Carers

Thank you for your interest in our school and for taking the time to read our prospectus.

This is a very exciting time for Sparhawk Infant and Nursery School having received an Ofsted rating of 'outstanding' which reflects the high standards our children achieve, both in and out of the classroom. We are proud of our school, and we want the children who attend our school to feel that pride too - and to feel proud of their role in making our school such a happy, creative and inclusive place to learn.

As you consider your child's first steps into formal education, you will have mixed emotions and many questions. But you can be assured that at Sparhawk we have a caring and supportive ethos. During these early years of learning, academic, personal, social and creative skills are all nurtured and developed by our dedicated and professional staff. From starting in our nursery to moving on in to junior school, classes are managed by a teacher who leads a team of support staff to ensure that Sparhawk has an excellent adult to child ratio.

The School Development and Improvement Plan reflects the ambitions we have at Sparhawk to continue to improve and grow. It details our aims and objectives for ongoing development. One of our priorities is to develop teacher's understanding of the impact and benefit of 'high expectations for all pupils', which links with the emphasis we as a school place upon techniques such as the Mantle of the Expert and encouraging pupils to take on a 'growth mindset'.

As Governors, we work closely with school staff around a range of issues including finance, pupil welfare, policies, building/ground maintenance and staff appointments. We are appointed to make sure that objectives are met and that planning for the future is both visionary and realistic. However, without a doubt, we consider that our most important role is to make sure that our children can develop their own individual skills and strengths within a safe, secure and welcoming environment, and play a role in the wider community in which they live.

We welcome visitors and hope that you will be able to find time to have a look around and form your own opinion - we know we are rather biased about how fantastic we think the school is!

Should you wish to contact any of the governors, please do get in touch - we like to think we are an approachable bunch. You can leave a letter with the school and they will ensure we receive it or feel free to email us at office@sparhawk.school and mark it for the attention of the Governors.

If you would like to contact myself directly: chairofgov@sparhawk.school

Hannah Collison-Smith
Chair of Governors