



# Horsford C of E VA Primary School

Prospectus 2026-2027



**Executive Headteacher:** Ashley Best-White • **Chair of Governors:** Sue Hill

**Executive Deputies:** Kate Connolly (School Improvement) • Kirsty Anatola (EYFS) • Jenni Porter (SEND)

**Website:** [www.horsfordprimaryschool.co.uk](http://www.horsfordprimaryschool.co.uk) • **Email:** [office@horsford.norfolk.sch.uk](mailto:office@horsford.norfolk.sch.uk)

Reception - Year 2

Holt Road

Horsford

NR10 3DN

Tel: 01603 898348

Year 3 - Year 6

Mill Lane

Horsford

NR10 3ES

Tel: 01603 897938



**Nebula**  
where stars are born





## Horsford C of E VA Primary School Welcome...

Horsford Church of England Primary School is a co-educational Voluntary Aided school that takes pupils from age 4 to 11 years. We are split across two sites: Holt Road and Mill Lane. Children in Reception, Year 1 and 2 attend our Holt Road site, and children in Years 3 to 6 attend our Mill Lane site.

Both sites are set in lovely surroundings, with playgrounds and playing fields. Fundraising by our wonderful PTA has enabled us to install a 'trim trail' at Holt Road, which the children love using. There are wild areas at both sites, used to support outdoor learning for children with a pastoral need. Our Mill Lane site has well-marked football pitches, rounders and athletics areas as well as a peaceful 'Reflective Garden' area for children to enjoy independently or with their friends.

At both sites, in addition to the classrooms, administration areas and staff facilities, we have level access and a toilet adapted for the use of wheelchair users, good-sized multi-purpose halls, food technology rooms, 'havens' for lunchtime use and attractive libraries. We hold book fairs at both sites every year, which means books are regularly replenished.

At the end of their time with us, the majority of our children move to Hellesdon High School at age 11, although some choose to move on to Taverham, Aylsham or Reepham High.

**Contacting School:** Details of how to contact school can be found on the front cover. Normal office hours are between 8.30am and 3:30pm, Monday to Friday; at other times a message can be left on the school answer-phone. The [school website](#) and [Facebook page](#) have details of many events and general information about the school. We also use a smartphone app to notify parents/carers of events and for families to report their child's absence to us, if and when necessary.

**Admissions:** Horsford C of E VA Primary School caters for children in the 4-11 year age-range. We serve the areas of Horsford and surrounding villages and are situated within the Broadland Area of Norfolk County Council. Admission applications are dealt with by the local authority admissions department who can be contacted by phone: 0344 800 8020, email: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk) or by post: Room 7 County Hall Martineau Lane, Norwich NR1 2DH.

In the event of oversubscription places will be allocated according to the County Council agreed [admissions policy](#), described below:

1. Children with an Education, Health and Care Plan naming that school.
2. Children in public care who are due to transfer.
3. Children who are due to transfer, living in the area served by the school who have a brother or sister attending the school at the time of their admission.
4. Children who are due to transfer, living in the area served by the school who have no brother or sister connection with the school.
5. Children who are due to transfer, living outside the area served by the school who have a brother or sister attending the school at the time of their admission.
6. Children who are due to transfer, living outside the area served by the school and attend a feeder school at the opening date of the admission round.
7. Children who are due to transfer, living outside the area served by the school who have no brother or sister or feeder school connection with the school.

School staff will always be pleased to show interested parents/carers and children around the school.

# Contents

◆ A message from our Executive Headteacher	4
◆ Governors	4
◆ A message from our Heads of School	5
◆ Ofsted	5
◆ Our Visions and Values	6
◆ Our Aims and Objectives	7
◆ What our children say about their school...	7
◆ Learning in Reception	8
◆ Learning in Key Stage 1	10
◆ Learning in Key Stage 2	12
◆ 'Enrichment Opportunities' Passports	14
◆ We Love Books!	16
◆ The School Day	17
◆ School Meals	17
◆ Drinking Water and Snacks	17
◆ Collective Worship	18
◆ School Council	18
◆ Behaviour and Discipline	18
◆ School Uniform	19
◆ PE Kit	19
◆ Swimming (KS2 onwards)	19
◆ Jewellery	19
◆ Hairstyles	19
◆ Mobile Telephones	19
◆ Assessment	19
◆ Children with Additional Needs	19
◆ Extra-Curricular Activities	20
◆ Charging for School Activities	20
◆ Working with Parents/Carers	20
◆ Volunteering in School	20
◆ Horsford Parent Teacher Association (PTA)	21
◆ Newsletters	21
◆ Website	21
◆ Sickness and Injury while at School	21
◆ Medicines in School	21
◆ Attendance	22
◆ Leave of Absence in Term Time	22
◆ Security	22
◆ Complaints Procedure	22
◆ The Nebula Federation	23



YR



Y1



Y2



Y3



Y4



Y5



Y6

**Child Protection and Safeguarding:** This school is committed to promoting the health and welfare of all pupils. We are required by law to follow procedures laid down by the Norfolk Safeguarding Children's Board if we see signs that suggest one of our pupils may have been a victim of abuse. Use of the procedures in this way is an obligation placed on the school by legislation and in no way infers that any staff member or parent/carer is being accused of wrongdoing. We have three members of staff trained as the Designated Safeguarding Leads based at our school: Mrs Tanya Kirton, Miss Kirsty Anatola and Mrs Lindsay Homans.

**Equal Opportunities:** We ensure that anyone to whom our services are provided will not be discriminated against on the basis of their protected characteristics, i.e. age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race (including colour, language nationality, ethnic and national origin), religion or belief, gender, sexual orientation, or on any other basis.

# A message from our Executive Headteacher



When your child begins Horsford C of E VA Primary School you will be entering into a partnership with the staff, designed to develop the potential of your child. We welcome you to our school and we look forward to a happy and successful association over the coming years. We would like you to feel welcome, to be part of the life of the school and we aim to, by encouraging a close relationship between teachers and parents/carers, provide an environment for your child or children to develop academically, physically and socially.

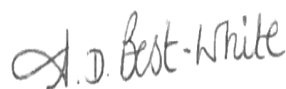
If you have questions or concerns, please do not hesitate to come in and discuss them. You may also have some information about your child's interests or achievements out of school, which you would like to share with us. We value the contributions that you are able to make to your child's or children's experiences and learning in school.

At Horsford, we offer a well-taught, carefully considered and exciting curriculum to all pupils, whatever their abilities. Our enthusiastic and dedicated staff have considerable expertise across all areas of the curriculum, with well-developed assessment procedures which enable the progress of all our pupils to be monitored effectively. Above all, we strive to ensure that all children appreciate their own potential, and are proud of their achievements.

We aim to educate the 'whole person'. We encourage the pupils to aim for very high standards in music, art, drama and sports, with opportunities to participate in drama productions, music performances and in competitive and non-competitive sports. All pupils should have these opportunities and be supported to do them to the best of their ability. Activities are available at lunchtimes and after school. We believe much is to be gained from making visits outside of school; museums, galleries, historical sites, the theatre and even local farms. Residential trips are also available to all children, as they pass through the school.

This prospectus, along with our website [www.horsfordprimaryschool.co.uk](http://www.horsfordprimaryschool.co.uk) is only an introduction to our school. You will find out more from the weekly and termly newsletters, meetings with teachers and by attending events. We aim, by working together, to ensure that Horsford C of E VA Primary School is a place where we all enjoy learning and growing together. We look forward to you and your children joining us.

Best wishes,



Ashley Best-White  
Executive Headteacher

## Governors

The Nebula Federation has a single governing board of 16 governors, drawn from the community, parents/carers and teachers, with a shared strategic vision across all the schools. School governors have important responsibilities which are laid down in the Articles of Government. These are available in school for inspection.

We will build on successes already achieved and continue to improve the education of your children. We will continue to offer the children access to shared resources, experiences and joint activities across the federation. The Nebula Federation will offer financial security and sustainability for the benefit of all of the schools, and the staff will continue to have access to joint professional development.

For a list of the members of our current governing body, please see our [website](#).



# A message from our Heads of School



Miss Kirsty Anatola

## A message from Miss Kirsty Anatola, Executive Deputy Head:

"Hi, I am Kirsty Anatola and I am very happy to welcome you to Horsford C of E VA Primary School. We are thrilled that you have chosen us as the place to start your child's journey through education.

My role in school is Executive Deputy Head, and I oversee both our Holt Road site and Mill Lane site as Mrs Best-White's deputy.

I have been teaching since 2002 and I have worked in Horsford since 2005, both as a teacher and then in a leadership role. During that time, I have enjoyed getting to know the many families in Horsford and seeing the children flourish as they move through the school.

My specialism is teaching and learning in the Early Years, I taught in the Reception class at our Holt Road site for many years before taking on the role of Deputy Head of the then Infant School and now Primary School, after merging with our Mill Lane site in 2015. I have responsibility for the EYFS across the Nebula Federation and always enjoy getting to know our youngest pupils.

I feel very lucky to work with a fantastic staff team who ensure all the children in our school are cared for and nurture a love of learning from Reception through to Year 6.

I look forward to greeting you every morning on the Holt Road playground come rain or shine; it is always lovely to see the children's smiling faces as they come into school."

## A message from Mrs Tanya Kirton, Head of School:



Mrs Tanya Kirton

"Hello! I would like to introduce myself, I am Mrs Tanya Kirton; I have worked at our Mill Lane site since the year 2000.

I began my career teaching in Year 4 when we were still a middle school, and have seen it change into a junior school, when we gained Year 3 but lost Year 7, and then, as a senior leader in the school in 2015, I supported the merging of the infant and junior schools when we became Horsford C of E VA Primary School.

It is lovely to see some of the pupils I taught in the past now coming back, as their own children start at our school; but it does make me feel old!

I always look forward to meeting the new children who start their learning journey with us in Reception, as well as welcoming the many new children that join us throughout the school, due to the new housing developments that continue to pop up around the edges of the village.

We may be a school split across two sites, but we are very much one school with a caring, nurturing ethos which strives to develop each child to ensure they leave us being the best that they can be."

## Ofsted

Every school is monitored by Ofsted who inspect different areas of the school, including leadership; the quality of teaching, learning and assessment; personal development, behaviour and welfare; outcomes for pupils and the effectiveness of the early years provision. Ofsted last inspected our school in November 2023 and continues to grade the school as 'Good' in all areas. The report can be read, in full, [on the school website](#).

Ofsted also has a Parent View section to welcome any compliments or concerns about our school. Parent View gives you the chance to tell Ofsted what you think about your child's school. The survey can be completed at any time; you do not have to wait until the school is being inspected. If we have impressed you, then please let them know!



# Our Vision and Values

Welcome to Horsford C of E VA Primary School. We are located in Horsford, a lovely and ever-expanding village on the outskirts of the historic city of Norwich. As a Church of England school with a strong ethos founded on Christian values, we seek to promote the unique worth of each individual and encourage learning in a caring, Christian environment that welcomes children of all faiths or none.

**Our Vision:** [Our vision](#) is to create a school where every child and adult has self-belief and the opportunity to be the best they can be, fostered through a sense of belonging, of being valued and with respect for individuality. We will be defined by who we are and what we do.



Year 3/4 light the Advent Candles with Revd. Margaret.



The Teddy Bear Hospital visited Reception.

**Our Story - 'The Good Samaritan':** The Good Samaritan was a man of compassion, courage and responsibility, who took it upon himself to always do the right thing by others. Even in times of austerity, when it felt scary to do so, he was courageous in the choices he made. He helped more than just his friends, because he believed it was important to value everybody, whoever they were. In the moment, he took responsibility when another was in need, because it was just the right thing to do. He made a difference, not just to one person, but to scores of communities who heard of the humility he showed.

**Our Values:** Inspired by the story of 'The Good Samaritan', it is our vision that Horsford C of E VA Primary School will foster the [values](#) of 'compassion', 'courage' and 'responsibility'. We have selected an additional Bible story to build on the Christian understanding of each of our values:

**Compassion - 'The Lost Sheep' (Luke 15):** The shepherd cared so much about his large flock, that when one disappeared, he did not stop searching until the sheep was safe and sound. *We encourage our children to care for everyone and everything, beyond their circle of friends.*



We safely take risks.

**Courage - 'A Test of Courage' (Esther 2-9):** Esther showed courage when she saw her people being treated unfairly, even though she put herself in danger by speaking out. *We encourage our children to show courage to make the right choices and challenge, even when others may not agree.*



Year 5/6 library monitors at Mill Lane.

**Responsibility - 'The Wise & Foolish Builders' (Matthew 7):** When the foolish builder made the easy choice of building his house upon the sand, he had nothing to show for it. However, the wise builder, who took the time to build his house upon the rocks, created a safe home that he felt proud of. *We encourage our children to make the responsible choice, even if it is not the easiest.*

There is more about our Vision and Values [on our website](#), where you can also read about our most recent [SIAMS inspection](#).

# Our Aims & Objectives:

## We want all our children to:

- Enjoy school and feel safe.
- Have excellent teaching and make good and continued progress.
- Become effective learners, making informed and independent choices.
- Respect themselves and others.



The Food Bank challenge.



Exploring 'prayer spaces'.

## We aim to:

- Cherish the individual; to teach and learn in a caring, Christian environment.
- Develop, in the children, an understanding of the benefits of a healthy lifestyle and provide them with the knowledge and skills necessary to make healthy choices and live in a safe and healthy way.
- Ensure all children develop self-confidence and self-discipline to meet challenges now and in the future.
- Give every child the opportunity to enjoy and achieve by providing a high quality education with equal regard and access to all pupils;

delivering the Early Years Foundation Stage and National Curriculum; providing breadth and balance, in such a way to ensure all children enjoy their education and engage fully with it and are able to reach their full potential.

- Enable the children to become valued members of the community; to develop social awareness and respect for others and to make a positive contribution to the society in which they live.
- Help the children acquire the essential knowledge, skills and attitudes that will enable them to take full advantage of all opportunities open to them; to enable them to develop economic well-being in adult life.

## What our children say about their school...



*We respect one another.*

*We have fun when we learn!*

*I like maths, because you get to learn how to do tricky number sentences.*



*We are a caring, kind and welcoming school.*



*The teachers help us to try our best.*



# Learning in Reception

Reception children follow the Early Years Foundation Stage framework, which is a play-based curriculum where the children follow their own interests throughout planned provision. Characteristics of Effective Teaching and Learning underpin independent, hands-on exploration, and the staff provide opportunities for the children to independently play and explore, to be active and focussed in their learning and to engage in creative experiences where they are able to experiment, test ideas and think critically.

A combination of independent learning and short, direct teaching sessions enable the children to work towards meeting the Early Learning Goals in the seven areas of learning: Communication and Language; Physical Development; Personal, Social and Emotional Development; Literacy; Mathematics; Understanding the World and Expressive Arts and Design. In Reception, we follow the age-appropriate Relationships and Sex Education (RSE) curriculum.

We begin each day coming together in our own class to choose the special person, who we give compliments to, and then we talk about the day ahead, including our 'invitations to learning' which are challenges for the children to complete. The Reception children are then able to free-flow throughout the two indoor and the large outdoor classrooms during their independent learning time, completing the independent writing and maths challenges, as well as accessing the wide range of continuous and enhanced provision across the learning spaces.



During the day, we come together as a class to learn together. We use a Nebula-created, systematic synthetic phonics programme to plan our daily phonics teaching, which is one of the ways that the children learn to read and write.

We support the children's gross-motor development with outdoor provision and, from the summer term, regular PE sessions. We also develop the fine-motor control needed to be able to write with lots of opportunities within our finger-workout area and beyond.

In addition to the reading skills taught during phonics, we regularly explore fiction and non-fiction texts through the immersive 'Power of Reading' approach, and each week we perform poetry as a class and visit the school library. Each child reads 1:1 weekly with a school adult, with next-steps noted in their reading diary to help parents and carers to support with regular practise at home.

We teach a daily maths lesson as a whole class, with the learning progressing through the week along the same topic. The following week, the adults work with the children on a 1:1 or group maths job which consolidates and extends the previous week's maths learning.

We say a prayer before lunch, and start the afternoon with a short teaching session covering a range of areas from the EYFS curriculum, with links to the National Curriculum. At the end of each day we review the day's learning and then deliver a Collective Worship, followed by a story, information book, songs or poems before going home.



# Learning in Key Stage 1

Key Stage 1 comprises of two year groups, Year 1 and Year 2. The children begin their journey in Year 1, where teachers will build on the children's Early Years' experiences. We use creative approaches to teaching and learning, including using enquiry based teaching techniques, such as 'Let's Think in English', building on the Philosophy sessions in Reception and continuing 'The Power of Reading' from Reception. We encourage the children to become experts in their own learning, building on their existing knowledge to engage them in lessons in a meaningful and purposeful way. We continue to encourage the children to become thoughtful and critical learners, into Year 2.

At Horsford C of E VA Primary School, teachers have created a creative and rich curriculum that meets all the National Curriculum objectives. Both Year 1 and Year 2 enjoy the core curriculum subjects of English, Maths, Science and Religious Education and the foundation subjects of Art and Design, History, Geography, Design and Technology, Computing, Physical Education, Music, PSHE Ed. and Relationships and Sex Education.

As a Church school, Religious Education is central to the ethos of Horsford C of E VA Primary School. We learn about a variety of religions through key questions, and the children participate in a daily Collective Worship. We also have visitors from the local Church and religious communities, bringing the learning to life. The school is visited regularly by Revd. Margaret, Rector of Horsford Benefice, who leads worship at both sites each week, helping to embed each half-term's value.

**A typical day in Year 1 and Year 2...** We start our day by meeting the children at the classroom door



with a friendly smile, and when the children enter the classroom we have a short morning challenge waiting for them. This might be a spelling game, handwriting practice or a surprise challenge! After completing this, we then fill out the morning register and start our day with Collective Worship, a time that brings us all together and gets us going for the day. We hear stories, sing songs and say prayers together, often with the children contributing their own ideas, too.

In the morning, we enjoy our English, Maths and Phonics lessons. In English we become expert writers, exploring many different writing styles, including fiction, information texts and poetry. In Maths, we enjoy plenty of problem-solving opportunities. We become skilful in exploring mathematical enquiries and finding answers to deeper thinking questions. In Phonics and shared reading we develop a broad range of skills. For example, we learn to blend and decode words, read 'tricky words' and answer questions about the story we have listened to.

After enjoying our lunches, prepared at our Mill Lane site, we move into our afternoon lessons. It is at this point that we get to explore the foundation curriculum subjects. Across all subject areas, teachers provide the children with whole-class learning opportunities, small group and partnered work, along with some independent learning times.

We then finish our day with a story all together on the carpet, or perhaps we might share some poetry or an information book. This is a lovely time to come together, finishing our day by reflecting on what we have done, and looking forward to the next day.



## Learning in Key Stage 2

At KS2, children in Year 3-6 follow the programmes of study outlined within the National Curriculum. The KS2 curriculum provides pupils with essential knowledge that they need to be educated citizens; *'It introduces pupils to the best that has been thought and said; and helps engender an appreciation of human creativity and achievement'* (National Curriculum).

We have an engaging, broad and balanced curriculum in KS2, based around the core primary subjects of English, Mathematics, Science & Religious Education. The children also study the primary foundation subjects of Art and Design, Computing, Design and Technology, Languages, Geography, History, Relationships and Sex Education, Music, Physical Education and PSHE.

Each day begins with early morning work whilst the register is taken. Early morning work is typically spelling practise, maths revision or quiet reading. The morning session is split into three lessons. English and Maths are always taught during the morning.

English lessons are based around the 'Power of Reading' programme, which uses high quality, inspiring texts to stimulate discussion, drama, reading, and writing skills, as well as continuing the 'Let's Think in English' foundations developed in KS1.

In Maths children are encouraged to use what they know to investigate. Discussions of *how* answers are arrived at are extremely important too, as children who are able to explain how they have answered a question will understand better. As well as discrete maths sessions, we develop deeper thinking within the children's individual next-steps, as well as offering opportunities to use their maths skills more and more across the curriculum.



The children's levels of understanding are assessed throughout the year and as a result of these ongoing assessments, lessons are planned with the children's needs in mind.

Between lessons one and two we have a break time, which provides an opportunity to socialise and eat a snack out on the playground.

We have a whole-school Collective Worship in the hall between lessons two and three. During these sessions, we celebrate learning from the previous week, sing, discuss morals and values, and learn from stories found both within the Bible and from other sources. Throughout school, there is a focus on a specific Christian value for each half term. Some examples of the values that we have looked at in the past are 'thankfulness', 'peace' and 'compassion'.

After Collective Worship, we complete one lesson before our lunch break and at least two more lessons in the afternoon, before we go home at 3:20pm. For the remainder of our daily lessons we study Science or the National Curriculum foundation subjects, with a range of technology used to make learning accessible. We work hard to teach our children the skills and knowledge they need to effectively, safely and responsibly use the different technology available to them as they learn.

At Horsford C of E VA Primary School we aim to make learning fun and engaging by 'hooking' the children into their learning with exciting activities, such as the use of inquiry teaching strategies, drama, 'wow' learning days amongst other techniques. We value curiosity and children are encouraged to ask 'how' and 'why' questions, with plenty of hands-on, practical activities to inspire them to be the best that they can be.





# 'Enrichment Opportunities' Passports

We have carefully selected 'enrichment opportunities' that we hope will be valuable, exciting and inspirational for your child or children to participate in as they journey through school.

These experiences are arranged across eight key themes and mapped from Reception through to Year 6, in order to ensure an appropriate level of challenge and progression in the skills being developed:

Year Group	Animals	Performance	Books	Horsford
Reception	Hold a creepy crawly.	Watch actors on a stage.	Choose a book from the school library.	Play on Horsford Park.
Year 1	Touch a starfish.	Sing to an Audience.	Buy a book.	Know what's in our village.
Year 2	Watch the lifecycle of a butterfly.	Listen to a band.	Meet a Librarian.	Explore Broadland Park.
Year 3	Meet a pet.	Visit a theatre.	Visit a local library.	Meet people who work in Horsford.
Year 4	Learn from an expert.	Learn to play an instrument.	Meet an author and illustrator.	Learn about Horsford Church.
Year 5	Meet a guide dog.	Sing as part of a choir.	Have your work published.	Visit Grenville Court care home.
Year 6	See an elephant drink.	Perform on a stage.	Be a reading mentor.	Support the local community.





Norfolk	Life Skills	Transport	Church of England	Year Group
Taste local honey.	Learn how to get help – 999.	Ride a scooter.	Hold a religious artefact.	<b>Reception</b>
Visit the beach.	Know your address and postcode	Explore on a plane.	Go to a service at All Saints' Church.	<b>Year 1</b>
Paddle in the sea.	Post a card.	Go on a walk.	'Easter Experience' at All Saints' Church.	<b>Year 2</b>
Visit Norwich Castle.	Learn how to converse with an adult.	Ride on the top deck of a bus.	Visit Norwich Cathedral.	<b>Year 3</b>
Search for a fossil on the Norfolk coast.	Learn how to swim.	Learn how to ride a bike.	Decorate All Saints' Church	<b>Year 4</b>
Sail on the Norfolk Broads.	Learn how to do CPR.	Ride on a Ferris wheel.	Question an expert.	<b>Year 5</b>
Visit a river.	Learn money skills.	Sit in a canoe.	Own a Bible.	<b>Year 6</b>





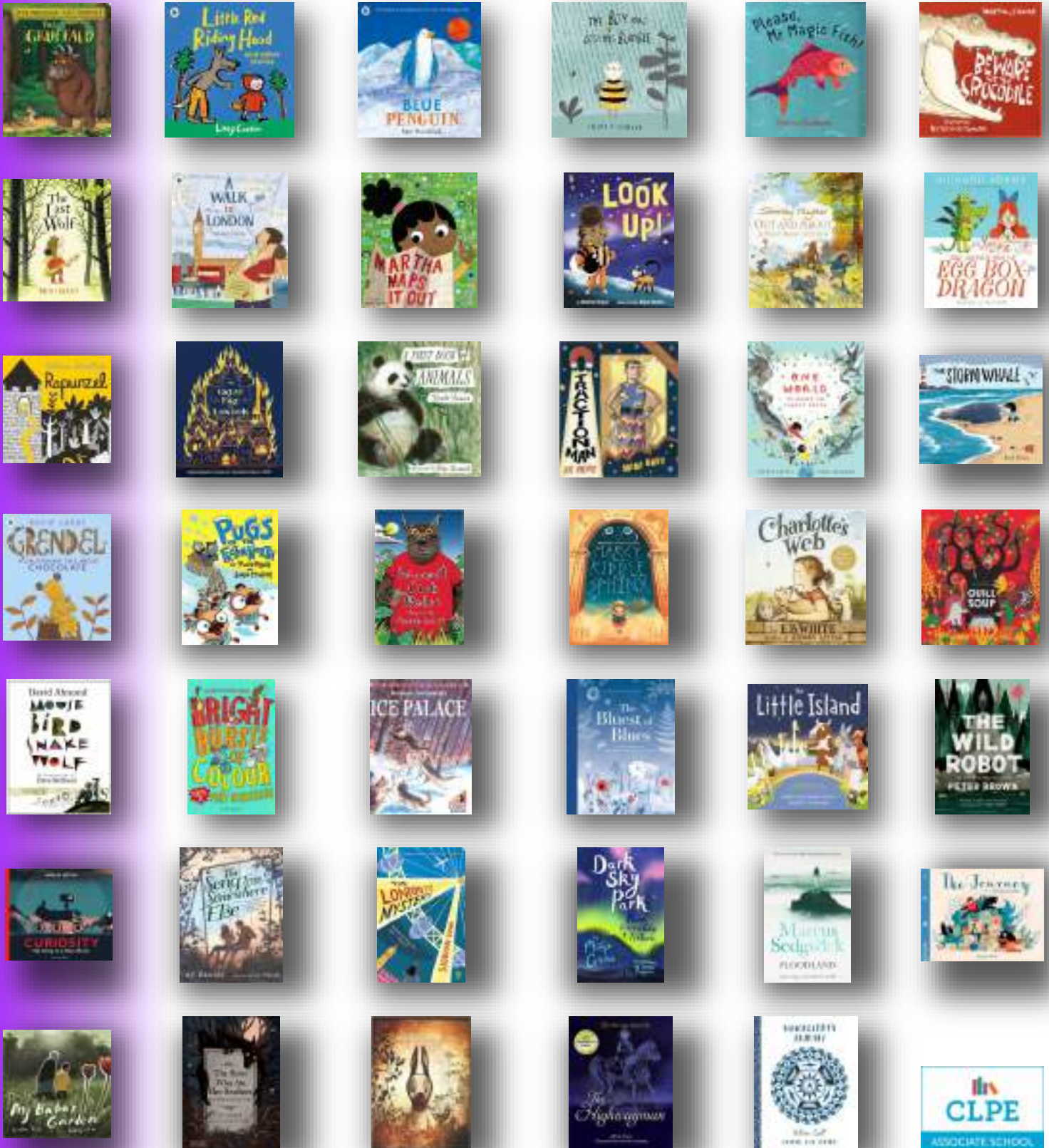
# We Love Books!




Horsford C of E VA Primary School was delighted to be awarded the CLPE 'Associate Status' for demonstrating a whole-school commitment to delivering our English curriculum through the CLPE 'Power of Reading' principles.

Using the CLPE core beliefs of every child being provided the chance to enjoy literature, and the importance of using texts that engage children and support developing literacy, we ensure that our children have access to fiction, non-fiction and poetry opportunities to inspire them as life-long readers and writers.

Here is the current selection of high-quality texts we have carefully selected for our children:



 **The School Day** School starts at 8:55am and children can arrive and are supervised from 8:40am at Mill Lane and 8:35am at Holt Road. We are not able to take responsibility for any child before that time.

Reception	Year 1-2	Year 3-6
8:35am - Teachers welcome	8:35am - Teachers welcome	8:40am - Teachers welcome
8:55am - The school day starts. Teachers submit registers and introduce the day.		
9:15am - Independent Learning	9am - Collective Worship	9am - Lesson 1
10am Phonics 1	9:15 - Phonics	10am - Morning break
10:15am - Independent Learning	9:40am - English	
11am - Phonics 2	10:30am - Playtime	10:15am - Lesson 2
11:15am - Independent Learning	10:45 - Guided Reading	11:15am - Collective Worship
11:45am - Maths	11:10 - Maths	
12pm - Lunch	12pm - Lunch	11:30am - Lesson 3
1pm - Teaching session	1pm - Teaching Session 1	12:30pm - Lunch
1.15pm - Independent Learning	2pm - Teaching Session 2	1:20pm - Lesson 4
2:35pm - Learning Review		
2:45pm - Collective Worship	3pm - Share a book	2:20pm - Lesson 5
2:50pm - Books, poems and		
3:05pm Home Time	3:05pm Home Time	3:20pm - Home time



The last session in the day at Holt Road finishes at 3:05pm and at Mill Lane at 3:20pm; parents/carers should not normally expect their children to leave the school until shortly after this time.

At Mill Lane we do not allow children to leave the premises during school hours without an accompanying adult, at Holt Road no children are permitted to leave at any time without an adult. Parents/carers should come to the school office if they need to collect children during the course of the school day



**School Meals:** School meals are eaten in the school hall. During the lunch break, midday staff supervise pupils. A menu is available [on our website](#), or in school, and a copy of the NORSE main menu for the week is available on the [NORSE website](http://www.norsecatering.co.uk/primary-school-catering) (www.norsecatering.co.uk/primary-school-catering). Children at Holt Road are eligible for Universal Free School Meals and children at Mill Lane should pay for the meals they require in advance via our 'Parent Pay' app.


Packed lunches (no nuts) must be in unbreakable containers, clearly marked with the child's name.

Parents/carers who wish to apply for Free School Meals should click [here](#) or see the school office personally. All applications are dealt with confidentially.



**Drinking Water:** Water bottles, clearly named, should contain water for your child to sip throughout the school day. It has been shown that children who drink water are able to concentrate better and for longer periods.

*Note: When water bottles leak inside bags that contain reading diaries, books or homework, anything made of paper is often ruined and will usually have to be recycled. Please ask your child to carry their water bottle, or store them in pouches on the outside of bags, if available.*

 **Snacks:** Fresh fruits/vegetables are available daily for children to snack on. If there are specific fruits/vegetables that your child or children prefer, then you are welcome to send these in.

*Please just send in fruit/vegetables — no nuts, chocolate, rice cakes, sweets, crisps, biscuits, cakes, cereal bars, flapjacks, fruit winders or any other food items, thank you.*



**Collective Worship:** As a Voluntary Aided Church of England School we are proud of our links with the local Church and the wider Church community. Schools are required to provide a daily act of [Collective Worship](#). Our Collective Worship is Christian in nature, based around themes identified in the 'Values for Life' resource which are: courage, creativity, peace, trust, forgiveness, justice, thankfulness, compassion, friendship, hope, truthfulness, humility, generosity, respect and reverence, wisdom, perseverance, service and responsibility.

Revd. Margaret plays a huge part in school life, delivering Collective Worship at each site every week, as well as delivering whole-school celebrations at Christmas, Easter, harvest time, and at the end of the school year, when she presents the Year 6 children with their very own Bible.

Parents/carers should be aware that they do have the right to withdraw their child from both Religious Education and/or Collective Worship. Parents/carers wishing to exercise this right should discuss the matter with one of the Heads of School.



**School Council:** Each class elects a representative to serve on the [School Council](#) for the academic year, which meets weekly to discuss a variety of issues relevant or of interest to the children.



**Behaviour and Discipline:** The school's [Positive Behaviour and Discipline Policy](#) aims to make children aware of the purpose of good behaviour and to respect the needs, wishes, aspirations, opinions and possessions of others. We believe that children need to develop self discipline and they are encouraged to take responsibility for their own behaviour at all times.



It is the responsibility of all staff to deal with behaviour and discipline matters within the guidelines laid down. We have a clear behaviour code which explains to the children the consequences of good or poor behaviour. Staff maintain a positive approach, rewarding and acknowledging good behaviour.



We are always looking at ways of positively encouraging children to do their best at school and to reward those who do so. Each class works together to be recognised for good behaviour, in return for a pre-agreed reward once the goal is met. Typical activities include art and craft sessions, class discos or extra playtime. Each class also adds children to the school's virtual 'Golden Book', which is used to record exceptional effort or achievement on a particular piece of learning or work by individuals, to be shared with the rest of the school. Children also enjoy earning house points for good work and positive behaviour, which goes towards their team total, for a whole-house end of year treat, such as an ice-cream (kindly paid for by our amazing PTA) for the winning house team.



**School Uniform:** School uniform can be ordered from [Birds of Dereham](#), who can deliver to school. Children can wear uniform with or without the school logo on.



Children will need:

- Grey trousers, skirt or purple checked or grey dress.  
*Alternatively, grey or black smart shorts.*
- White or purple t-shirt  
*Alternatively, white shirt or blouse with collar.*
- Purple sweatshirt or cardigan.
- Black school shoes (not trainers or high heels).



**PE Kit:** Children should wear white t-shirts with black shorts or skirt for PE lessons. It would also be sensible if a tracksuit or jumper is included as outdoor lessons continue in cold weather. Children will have bare feet for indoor lessons but should have trainers for outdoor PE lessons.



**Swimming (KS2 onwards):** Boys should wear trunks or short swimming shorts and girls a one-piece swimming costume. All children must wear a swimming hat and remove all jewellery, including earrings.

**All clothing must be named! Lost property is collected but unnamed items are disposed of regularly.**



**Jewellery:** The wearing of jewellery is not allowed as it can easily be lost or cause injury to the wearer or to other children. Children with ears pierced will only be permitted to wear 'studs' and these must be removed for all PE and swimming activities. *Make-up, including coloured nail polish, is not permitted.*



**Hairstyles:** We appreciate that children have a variety of hairstyles. We would request that these are appropriate for school and do not, for example, include slogans or logos shaved into the hair or feature hair dyed with bright colours. All children whose hair is considered long enough will be asked to tie it back during PE lessons.



**Mobile Telephones:** Mobile telephones are not permitted in school. School contact details are on the front cover should you need to contact your child during the school day.



**Assessment:** Continuous assessment of progress is an essential way in which the teachers build knowledge of your child and plan appropriate work. We also make use of standardised tests. Our records develop as the children travel through school and eventually provide the basis for information passed on to the next school. At the end of Year 6 the children take the National Curriculum tests (SATs) that, together with the Teachers' Assessment, provide the end of Key Stage 2 assessments. The individual results are reported to parents/carers.

*School Targets - We expect children to make good progress at Horsford and the targets we set are based on this expectation.*



**Children with Additional Needs:** Our school Special Educational Needs Co-ordinator (SENCO) is Mrs Carin Pratt. Mrs Pratt works with class teachers to highlight children with additional needs, making use of assessments where appropriate.

It is our aim that every child reaches his or her full potential. Assessments help to highlight children who have individual needs, while some children join the school with their needs already identified.

We have a record of children with Special Needs in accordance with the 2014 Code of Practice. If we feel that a child would benefit from extra help we have Learning Support Staff who are able to work with children in their classes, alongside the class teachers or in small groups. **Please email Mrs Pratt at [senco@horsford.norfolk.sch.uk](mailto:senco@horsford.norfolk.sch.uk) or ask to see our [SEND policy](#) for more information.**

Our school sites are built on one level and there are access points for wheelchair users, and we have a purpose built toilet with disabled access at both sites. For children with health needs requiring medication, see 'Medicines in School' on page 19.



**Extra-Curricular Activities:** We place great value on the extra curricula activities that we offer as a school and these have included: football, singing, recorders, reading, street dance, Formula Goblin, film screenings and homework clubs. Some take place at lunchtime and others after school. For several years now, some of our children have had the chance to perform at the O2 Arena in London as part of the '[Young Voices](#)' project. The school also competes in a number of competitions with other schools in football, athletics and swimming.

**£ Charging for School Activities:** Payment will not be expected for activities which take place during the school day (except for external tuition, residential trips or clubs organised by outside organisations). Voluntary contributions will however be sought to support activities which will enhance the children's learning, such as visitors into school or trips out of school. If enough voluntary contributions are not received then some activities may not be able to take place. Parents/carers in receipt of some benefits are entitled to the remission of the 'Board and Lodging' element of the residential trips; please enquire at the school office for further details. A copy of the [charging and remission policy](#) is available on request from the school.



**Working with Parents/Carers:** The school values its partnership with parents/carers in educating the children in our care.

One of the most important ways to support your child's learning is to listen to them reading at home, or to encourage them to read independently, as they become more confident.

Parents/carers are invited into school to discuss the progress of their child during the autumn and spring terms. A written report on each child is sent home in July and this is followed by an opportunity for parents/carers to discuss their child's report with teachers, should they so wish. Should parents/carers wish to see teachers at other times, staff are generally available after school. Please speak to your child's teacher or telephone the office to make an appointment.



Never keep a concern to yourself – always come along and share it with us so that together we can work out the best way forward. Teachers may also contact parents/carers at other times if they have immediate concerns or wish to discuss an aspect of a child's education.



**Volunteering in School:** In school, parents/carers often volunteer to support children's learning, or help with the routine tasks needed for the smooth running of the school. Others like to accompany trips or help with other events. We are also very grateful when parents/carers are able to provide gifts of unwanted goods or materials from their work, such as paper, card or wood, to help with fundraising events or art and craft projects in school. Speak to us about completing your DBS check if you would like to help.



**Horsford Parent Teacher Association (PTA):** Every parent/carer who has a child in the school is automatically a member of the [Parent Teacher Association](#). The aim of the association is to provide social and fund-raising events in support of the school. The committee, which is elected at an Annual General Meeting early in the autumn term, does a fantastic job playing a vital role to help to provide many extra facilities and opportunities for the school.



**Newsletters:** The School maintains a regular written communication with parents/carers with [letters](#) and [termly newsletters](#) sent via our Parent App and published on the website. Please ensure you let us have your email address so you can be included in this. Additional copies are available at the school office.



**Website:** The [school's website](#) has copies of all [letters and other information sent home](#) and [weekly menus for school lunches](#). You will also find lots of information about your child's school as well as contact details.



**Sickness and Injury while at School:** Most staff are First Aid trained. In the case of minor injuries that we deal with in school, we record details and will provide you with information about the cause and treatment of those injuries. In the case of more serious injuries that are still able to be dealt with in school (like a bump on the head) we telephone parents/carers to advise and/or arrange early collection. In the event of an emergency that requires hospital treatment an ambulance will be called. Parents/carers will be contacted so that they can meet at the hospital or school. For both of these reasons it is essential that we have up-to-date daytime contact telephone numbers in our records.



**Medicines in School:** For children with health needs we try to ensure that there are members of staff who receive the basic training needed to support them, for example some staff are trained to administer an epi-pen, and some are able to give insulin to diabetic children.

Children with asthma should have their inhaler at school, marked clearly with their name. Medicine is only administered in school if it is a prescriptive medicine and a dose has to be taken during school hours. We would expect that in sending medicines parents/carers would either be following the advice of the doctor in deciding if a child who is still taking a course of medicine (e.g. antibiotics, cough medicines etc.), is fit for school, or that the medication is needed to cope with a long-term illness such as epilepsy or asthma. In either case, parents/carers are welcome to come to school to administer the medication themselves. If such a visit is impracticable then we are willing to accept some responsibility for the administration on the following conditions:

- The form should give clear instructions about the giving of the dose.
- Only one dose of medicine should be sent to school each day in a named container.
- In the case of inhalers for asthma sufferers, one set of inhalant is kept at school so that there is not the daily need to remember to take equipment home.
- The first dose should be accompanied by a completed form available from the school to the effect that it is necessary for the child to take medicines during school hours and that they are requesting that we administer the dosage at school.

- The medicines must be left in the safekeeping of the school office or class teacher, and given only under supervision.
- Please **DO NOT** leave any medication in children's bags or book bags.

It must be understood that, whilst every possible effort will be made to comply with requests made, the distraction of a busy day might lead to an oversight and so no guarantees that medicines will be administered in school can be given.

There are special circumstances when we would be cautious about accepting any responsibility for administering medicine in school. They are as follows:

- Where the medicines or tablets are dangerous.
- Where the timing and nature of the administration are of vital importance.
- Where serious consequences would result from our forgetting to administer a dose.
- Where some technical or medical knowledge or expertise beyond our training is required.

In those circumstances we would ask that parents/carers contact the school so that the implications of the situation can be discussed and resolved. Please contact the school office in the first instance, if your child has any individual medical needs or you have any other queries regarding medical matters in school.



**Attendance:** Morning registration will take place at the start of school at 8:55am. Any child arriving at school after 8:55am should report to the school office and will be recorded as late. In cases, for example, where a child is attending an early morning medical appointment, the appropriate authorised absence code will be entered. Pupils may arrive at school from 8:40am at Mill Lane and from 8:35am at Holt Road.

To ensure that all children sent to school have arrived safely, parents/carers are asked to contact the school to explain the reason for absence on the first and every subsequent day of any absence. This can be done via our Parent App or by phoning the school directly. If the school has not heard from parents/carers when the register is closed, the school office staff will contact them.



**Leave of Absence in Term Time:** In exceptional circumstances leave of absence may be granted by the Head Teacher, on request. It should be noted that family holidays and events are not considered to be exceptional. Children are only in school for 38 weeks each year. Vital education is missed if they are away for whatever reason and all absences significantly affect their progress. It is therefore vital that absences are kept to a minimum.



**Security:** Anybody spending time on site is asked to report to the school office when they arrive, to sign in on the digital screen and to receive a visitor's pass. This system allows us to be aware of who is on site in case of emergency and adds extra security for the staff and children. All visitors are made aware of our safeguarding procedures.



**Complaints Procedure:** If you are unhappy about any aspect of your child's education, you should first discuss it with your child's teacher. If you remain unhappy, please make an appointment to speak with one of the Teaching and Learning Leaders: Mrs Homans, Miss Blyth or Mrs Pratt. If the matter remains unresolved, please make an appointment with the Head of School: Miss Anatola (Holt Road) or Mrs Kirton (Mill Lane).

In this way, issues are normally resolved, but should you still be unhappy then a formal complaint can be made by contacting the school office staff who can provide you with a copy of the Complaints Procedure, and the name and address of the Clerk to the Governors to whom your complaint should be made. A full copy of the school's [Complaints Policy](#) is available on request.

# Nebula Federation

Horsford C of E VA Primary School is part of the Nebula Federation, which is a group of six schools, lead by Executive Headteacher Mrs Ashley Best-White. The schools work closely together sharing expertise, while retaining their own unique identities.

The core purpose of the Nebula Federation is to develop the very best, self-improving organisations to ensure that the children who attend do exceptionally well and are prepared for the future. We are committed to provide each and every child with a holistic education that enables them to be successful, and prepares them for the future. We are extremely proud to be part of this federation, but each school is also equally passionate about wanting to respect and maintain the individuality of their school.

The federation gives all six schools strong leadership, extra sustainability, financial stability, flexibility and the capacity to support school improvement. We can build on the strong links that already exist to raise standards, as all six schools are able to share resources, work much more closely together and collaborate to share their strengths and ensure that collectively they are providing the very best education for the children, together overcoming some of the challenges that schools can face when they work alone.

HAINFORD V.C. PRIMARY SCHOOL

HORSFORD C of E  
VA PRIMARY  
SCHOOL

FRETTENHAM  
PRIMARY  
SCHOOL

ST FAITHS C of E  
PRIMARY  
SCHOOL

WHITE WOMAN  
LANE SCHOOL

OLD CATTON C of E JUNIOR SCHOOL





# Horsford C of E VA Primary School

Prospectus 2026-2027



## Our Vision

Our vision is to create a school where every child and adult has self-belief and the opportunity to be the best they can be, fostered through a sense of belonging, of being valued and with respect for individuality.

We will be defined by who we are and what we do.

**Compassion • Courage • Responsibility**