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## **School Profile**

Palgrave CEVCP School is a rural primary school, located in the centre of a village on the Norfolk/Suffolk border. The catchment is the village of Palgrave and the surrounding villages of Stuston and Thrandeston. The school has close links with the local community, working with the local church and other village groups.

The pupil role is 42 of mixed gender, ranging from 4 to 11. The majority of children attend the village playgroup before starting school and move on to Hartismere School at Year 7. We are fortunate that pupils attending our school have priority admission to this outstanding school.

In September 2005 Palgrave CEVCP School formed a soft federation with Gislingham CEVCP School. The Headteacher shares his time between the two schools and several staff work across the federation. Both schools have their own unique identity but can now pool their knowledge, experience and resources, which would normally only be possible in a larger school.

The Headteacher has been at the school since April 2010. The Governors and parents are very supportive and there is a strong sense of community within the school. All stakeholders are working together to make sure the school provides the best education possible for its pupils.

## **Mission Statement**

We promote high standards of academic work through a broad and creative curriculum and strive to provide a family environment in which each child is supported in a way that helps them realise their full potential. As a Church of England school, we aim to express Christian values in all that we do, and therefore encourage mutual respect and sensitivity towards others, regardless of culture, gender, age, race, creed or ability. Ours is a safe, caring place for learning; we are also an open school that welcomes parents, family, church and community to share in school life.

## **A letter of welcome from the Chair of Governors**

Dear Parents

Welcome to Palgrave Primary School. We hope that you and your children will enjoy your time at our school.

As a village school we feel that it is important for our children to develop a strong sense of belonging and of community spirit. Liaison with other establishments in the village is essential for a school to thrive and we are constantly looking for new ways to involve ourselves with the local community. Palgrave is a Church of England Voluntary Controlled Primary School. As such we enjoy strong links with the Christian community within the village and the Diocese.

Our school is federated with Gislingham CEVC Primary School, sharing the Headteacher and some staff. We have a single Governing Body for both schools which works to ensure the talents, skills and knowledge are utilised for the good of all.

We work closely with the local primary schools to provide a greater range of visits and activities. Each pupil attending Palgrave has priority for a place at Hartismere School in Eye. Hartismere is an excellent school and was recently graded as outstanding by OfSTED. By working closely with our educational partners we ensure continuity and progression of educational experiences for your child.

The staff and governors work closely to ensure that we provide a good education and that the school moves from strength to strength. In order to achieve this, the school produces a School Development Plan each year to highlight our priorities.

Governors are very much involved in the life of the school. We support school development, decide how to organise the budget to provide a high quality education and create and review all policies and procedures in the school. We have recently introduced class governors to visit the school and work with pupils in a specific class thus giving these governors a better understanding of the issues affecting our school.

If you would like to contact me to discuss the role of the governors please make an appointment at the school office.

Yours sincerely



Kit Wells  
Chair of Governors

## **Introduction by the Headteacher**

Welcome to Palgrave C.E.V.C. Primary School. Although this prospectus contains information on the working of the school, we would encourage all new parents to visit us and meet the children and staff before your child start school.

Our school is a safe and caring environment in which the children become confident learners. We encourage mutual respect and sensitivity towards others, regardless of culture, gender, age, race, creed or ability. Partnership between the school and parents is essential in promoting high quality learning. We welcome you as partners in this time at school and look forward to working closely with you.

We aim to support each child to achieve their potential across the full primary curriculum. We believe in developing the whole child and encourage creative development through art and music. The school also encourages children to be healthy and active through high quality P.E. and competitive sport.

We are a Church of England School and ensure the children have an opportunity to worship every day, make sure they are spiritually safe and model Christian values in all we do. We have a very good relationship with our local church; we visit the church for services and celebrations.

If there is anything further you need to know beyond this booklet, please do not hesitate to ask.

Yours sincerely



Andrew Berry  
Headteacher

## **Child Protection**

This school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, governors and parents to share this commitment. There is a federation Safeguarding Policy reviewed annually, which is available to all parents on request (please contact the office). The Senior Designated Person (SDP) with responsibility for Safeguarding is Andrew Berry. Any concerns should be reported directly to the SDP.

## **Staff**

Head Teacher	Mr Andrew Berry
Assistant Head/ Class 1 Teacher	Mrs Pauline James
Class 2 Teacher	Mrs Diane Steer
Class 3 Teacher	Mr Ian Waters
Higher Level Teaching Assistants	Mrs Lisa Davey
Teaching Assistants	Mrs Janice Mortlock Mrs Wendy Cooper Mrs Julie Cook
Administrative Assistant	Mrs Anne Kenyon
Head of Kitchen	Mrs Sarah Oxborough
Caretaker	Mrs Wendy Cooper
Mid-day Supervisory Assistants	Mrs Joyce Hartley Mrs Melanie Betts

## **School Governors**

Mr Christopher Wells (Chair) - Local Authority Co-opted Member  
Mr Brett Fraser (Vice Chair) - Parent Governor  
Mrs Rachel McDonald - Parent Governor  
Mrs Liz Nugent - Parent Governor  
Mrs Alison Eve - Parent Governor  
Father Michael Thomson - Foundation Governor  
Dr Merlin Channon - Foundation Governor  
Mr David Laurie - Community Governor  
Mr Patrick Harrington – Community Governor  
Mrs Lisa Davey - Staff Governor  
Mr Andrew Berry – Headteacher  
Mr Patrick Harrington – Community Governor

If you would like more information on the governors and how we support the school to improve and challenge it to provide the best education possible, please come and see us at the Parent Forum meetings or talk to any member.

A list containing the names and addresses of the School Governors is available in School.

Minutes of the Governors' meetings are available at the school office.

## **Class Organisation**

Because we are a small school, each class is usually a mix of two year groups. Currently the classes are organised in the following way

Class 1	Reception ,Year 1 and Year 2	Mrs James
Class 3	Year 3 and Year 4	Mrs Steer
Class 4	Year 5 and Year 6	Mr Waters

The school reviews the class organisation to ensure that all classes are of an appropriate size. Therefore the organisation of year groups into classes may be changed for a new school year.

## **Friends Of Palgrave Primary School (FRIENDS)**

Friends of Palgrave School is a fund raising group and we have purchased numerous items of equipment to enrich school life. Meetings are held in school on a regular basis, when we plan events and activities. They are informal, friendly and all are welcome. Offers of help are greatly appreciated and our events bring parents together and are a good way to get to know other parents.

Chair – Mrs Liz Nugent – 07831 109876  
Treasurer – Mrs Rachel McDonald – 01379 643210  
Secretary – Mrs Leighan Rackham – 01379 644134

## **Admissions**

The Local Authority (LA) deals with all admissions to schools in Suffolk. Parents must apply for a place to the Area Office (see address below).

The closing date for applications for places in 2011-2012 is Friday 14 January 2011.

The LA will inform you of the offer of a school place on Tuesday 19 April 2011 (if applications were received on time).

Clapham House, Clapham Road,  
Lowestoft, NR32 1QX  
Phone: 0845 600 0981 (local rate)  
Fax: 01502 519956  
Email: [admissions.north@csduk.com](mailto:admissions.north@csduk.com)

## **Arrangements for New Entrants**

There is an informal meeting in the summer term for parents and the children who are due to start in the reception class in September. This is an opportunity to meet the teacher and the team of staff that work along side her and discuss any concerns.

To help pupils settle into the school and make a smooth transition from playgroup to school, we offer some morning 'taster' sessions in the second half of the summer term before they start in the September.

If a pupil starts at the school part way through an academic year, we liaise with the previous school to obtain assessment and progress data in order to assist in pupil in settling into a new school.

Parents are invited to make an appointment to visit the school to meet the Head and look around prior to starting school.

## **Attendance**

When children miss school, their education is interrupted and progress is affected. We therefore ask parents to organise holidays in school holiday time.

The Education Welfare Office work closely with the school to encourage full attendance and the County Council sets targets for each year.

Our school's attendance was 2009/10 93.6%  
Our target for 2010/2011 is 96%

Children are encouraged to be regular and punctual in attendance. Absence from school due to illness should be notified immediately by telephoning after 8.40am or sending a message on the first day of illness. When your child returns we will require written confirmation of absence or a personal visit to the office to put into the school's records.

## **Partnership With Parents**

The school actively promotes a good working relationship with its parents, and encourages parents to express any concerns they have about their child's learning and progress. Parents are encouraged to get involved and share in their child's learning experiences. There is a sharing assembly every Friday at 9.05am, when we share the work from that school week and celebrate achievement.

Every term, there is a parents' forum, which enables parents to ask questions and raise concerns with the Headteacher and governors.

Curriculum evenings are organised on an annual basis to inform parents about subjects taught in school and the teaching methods used.

A parent questionnaire is circulated to all parents annually (usually in February) to help us assess our performance.

Parents and other friends of the school are welcomed into the school to help classes on a regular basis with many activities and events. If you are willing to help in any way we shall be delighted to hear from you.

## Homework

		Maximum Total Time
Yr R/1	Sharing books for 10 minutes a day (Mon to Fri) Sound books Occasional maths and English	1 hour per week
Yr 2	Reading for 10 minutes a day (Mon to Fri) English Maths (including multiplication tables)	1 ½ hours per week
Yr 3/4	Reading for 15 minutes a day (Mon to Fri) English Maths (including multiplication tables) Occasional topic work	2 hours per week
Yr 5/6	Reading for 15 minutes a day (Mon to Fri) English Maths (including multiplication tables) Project and topic work (will replace Maths or English)	2 ½ hours per week

There may be occasions, especially in Years 5 and 6 when extra homework may be given in support of the work in class and we ask for parents to support us in this.

## The School Week

The school week is 21 hours 30 minutes for Key Stage 1 and 23 hours for Key Stage 2 including RE but excluding the statutory act of worship, registration, lunch and break.

## The School Day

A member of staff is on duty from 8.45am each morning and we encourage parents to arrive between this time and 8.50am. If it is raining heavily the member of staff on duty will send children into the classrooms.

The school session times are as follows:-

Mornings:- 8.55am to 12.05 midday

Afternoons:- 1.15pm to 3.15pm

The day is further broken down into the following areas:-

8.55am to 10.30am	Registration and first session
10.30am to 10.45am	Break
10.45am to 12.05am	Second morning session
12.05pm to 1.15pm 12.10pm to 1.15pm 12.15pm to 1.15pm	Lunch Break (Class lunch breaks are staggered)
1.15pm to 3.15pm	Afternoon Session

2.30pm to 2.45pm                      Class 1 afternoon break

There is a timetabled Collective Worship each day.  
Parents are encouraged to join us for Sharing Assembly on a Friday at 9.05am. This is an opportunity for the children to share the work they have completed during the school week and to celebrate achievement.

## **Early Years**

The Early Years Foundation Stage (EYFS) is the period of education from birth to five. The last year of the EYFS is often described as the reception year, since most children are admitted to the reception class of a primary school. During their reception year at school, the children will work towards the Early Learning Goals. Most children are expected to achieve the early learning goals by the end of the Foundation Stage.

Well-planned play is a key way in which children learn with enjoyment and challenge during their early years. Children further their understanding by talking, observing, planning, questioning, experimenting, testing, reporting, reflecting and responding to adults and to each other. The EYFS prepares children for learning in Key Stage One when National Curriculum programmes are taught.

The Early Years are very important as they provide the learning patterns for every child's future. Parents of children starting school are invited in to meet staff and find out about the Early Years Curriculum and how Class 1 works and plays. It is an important step in a child and parent's life and we want everyone to be happy and secure in their first class.

## **Curriculum**

The curriculum is everything that happens in a school that enables the child to develop his/her full potential intellectually, emotionally, socially, spiritually and physically. The curriculum, therefore, encompasses lessons, other activities and the general atmosphere of the school. This is the whole curriculum. The curriculum has been developed to be broad, balanced, relevant.

The subjects in the National Curriculum are divided into two sections:-

1. Core Subjects:                      English  
    Mathematics  
    Science  
    ICT
  
2. Foundation Subjects:              Design & Technology  
    History  
    Geography  
    Art  
    Music  
    Physical Education  
    Personal, Social and Health Education  
    Religious Education  
    Modern Foreign Language

## **English**

At Palgrave, we believe that the development of the skills of reading, writing, speaking and listening are fundamental to all learning, and that the ability to communicate effectively in speech and writing is a necessary skill for life. We aim to foster a lifelong love of reading through all its different forms.

We follow the National Primary Framework for Literacy.

Literacy is taught both as a discrete subject and through cross- curricular topics. This helps children to appreciate the relevance of their literacy learning. Increasingly, ICT is becoming a key component of literacy, so that your children are equipped to be 21<sup>st</sup> century learners.

A wide range of activities, along with an emphasis on phonics is used to teach children to read, and as soon as they can read with a degree of fluency, they are encouraged to read from as wide a range of texts as possible. It is recommended that children read and share books for ten minutes per day in Keystage 1. It is just as important for children to talk about the text as it is for them to read it fluently.

## **Mathematics**

We aim to develop confidence in mental calculation skills providing children with a range of mathematical strategies and understanding necessary for life.

We follow the National Numeracy Framework.

Throughout our maths we concentrate on ensuring children understand how maths works and the development of a good understanding of number. Number facts such as number bonds, multiplication tables and doubling are practised and developed at school and at home. We place emphasis on investigation and practical activities working on exploration of number, shape, space, measurement and data handling. Homework reinforces objectives from the lesson and provides opportunities to practise key skills. Links are made across the curriculum wherever possible to enhance the children's understanding of mathematics.

## **Science**

We believe that children are naturally curious and in science we aim to channel their curiosity about the world. Children are encouraged to find answers to their questions in a scientific manner.

They are taught to investigate, observe, develop fair tests, record systematically and to make simple conclusions through practical activities and investigations.

## **I.C.T.**

ICT is an important area of the curriculum, which helps equip children with skills for later life. We have up to date computers in the ICT suite. All classrooms have an interactive whiteboard. We also ensure a range of coverage in the use of other forms of communication technology. The ICT curriculum is split between specific skills lessons and applying these skills in other curriculum areas.

## **Art**

From Early Years onwards pupils are encouraged to try out different mediums in various contexts, interpreting the world around them through colour symbols and materials. Whilst being taught techniques and styles, pupils refer to the works of well-known artists. Art is not just a stand alone subject but is often linked to other subjects or topics. ICT plays an important role in the children's experiences.

We use local artists to work with us to enhance the children's experience of art.

## **Music**

In music lessons children enjoy a wide variety of appreciating, composing and performing activities. They are encouraged to co-operate in groups to produce quality work. All children are involved in a yearly music and drama performance. Specialist music teachers work with the children each week in addition to class music. The school currently funds half the cost of brass instruments tuition.

## **History**

Pupils are given the opportunity to develop an awareness of the past and how it may be different from the present. They investigate local history and are taught how to use primary historical sources such as documents, photographs, artifacts and old maps. Visits to places in the village, historical sites and museums enhance the children's understanding of events and people from the past, locally, nationally and internationally. British History together with European and Non-European ancient civilizations are studied.

## **Geography**

Children cover a wide variety of geographical themes in which they learn about local, national and international places. We place much importance on the geographical skills needed to study these places, for example, mapping skills. Children also look at issues within the news, increasing their knowledge through using real life case studies.

## **P.E. & Swimming**

Our Physical Education curriculum develops the children's strength, stamina and co-ordination. We encourage positive attitudes to personal health, sportsmanship and emphasise safety issues. These activities include gymnastics, games, athletics, dance and swimming. We support inter-schools sports events e.g. hockey, cross-country, rounders, swimming and netball.

## **Personal, Social and Health Education (Including Sex Education)**

Through P.S.H.E. children explore the themes of rules, ourselves, feelings, communities, citizenship and global issues. As well as being a taught subject, P.S.H.E. forms the foundations of school life where pupils take on responsibilities and make decisions

through roles they engage in, for example, monitors, school councillors, team captains, club leaders and members. They are encouraged to bring their own experiences to learning and help mould our learning communities.

This is a subject that continually evolves with new government initiatives and the development of wider community links and our federation.

The Governing Body's policy on Personal, Social and Health Education is available from the school, on request.

## **Religious Education**

In this Voluntary Controlled School, religious education is in accordance with the Suffolk Agreed Syllabus.

Parents may, if they so wish, withdraw their child/ren from religious education, but are encouraged to speak to the Headteacher about their concerns.

## **Design Technology**

Design Technology provides opportunities for all pupils to apply and use a range of concepts in different media. Pupils will be encouraged to use a variety of tools and equipment to produce quality products. They will be expected to evaluate their designing and making, to judge their own performance and to identify ways in which they can improve their work.

## **Modern Foreign Languages**

French is now taught throughout the school. Class 1 learn numbers, colours etc which are reinforced throughout the day. Classes 2 and 3 work with the new 'Rigolo' programme, which is an interactive language course which combines a variety of new and traditional media. Children learn to read and write French in a fun way, as well as singing songs and playacting with puppets. We have a partnership with a school in France and this November the Year 5 and Year 6 pupils are travelling to France to visit the school and meeting the pupils.

## **Collective Worship**

As a Church of England school our daily acts of worship are Christian. Parents may withdraw their child from the daily act of worship but are encouraged to discuss this with the Headteacher.

## **Special Educational Needs**

We aim to meet the needs of all children irrespective of whether they have physical, sensory, emotional/behavioural, specific or general learning needs. Parents who are concerned about aspects of their child's progress are encouraged to discuss these first with the class teacher and then the SEN co-ordinator and the Headteacher. Children who have Special Educational Needs will generally have their needs supported within the classroom. They will each have an individual education plan tailored to their needs and will receive extra support from a trained member of staff. They may occasionally be withdrawn for individual tuition. If the need arises, we can call on a wide range of specialist advisors.

Parents will be involved in discussions from the outset and will work with the staff enabling children to succeed. The children's progress will be reviewed regularly so that Individual Education Plans and support can be amended when necessary.

A copy of the school's SEN policy is available in the school for inspection by any interested parent.

The school is well adapted to welcome anyone with disabilities and we would support the needs of any child on roll.

## **School Visits**

All children are offered a range of visits connected with the ongoing work in the class. They give enjoyment and extend the children's interest and knowledge. We ask parents for voluntary contributions towards the cost of these visits. However, without these contributions some of the visits cannot take place. We appreciate this may sometimes be difficult for some families. If parents experience any difficulty in funding trips, they should in the first instance speak to the Headteacher. These discussions will be dealt with in strict confidence.

School trips are often linked to topics we are covering, last year Class 3 pupils went on a Tudor day to Kentwell Hall. Class 2 studied Saxons and visited West Stowe Saxon Village. Activity days with other schools within the Hartismere pyramid are arranged for each year group and pupils in Year 6 have the opportunity to take part in a residential trip to Aylmerton Field Study Centre in Norfolk.

Trips to London and the pantomime have been arranged in previous years and during the summer term the school enters sports teams into many area competitions.

## **Extra Curricular Activities**

The school tries to offer a variety of activities across the year according to strengths and interests, these are run at lunchtime or after school. We invite other organisations to provide activities after school. A letter usually goes out at the start of term when clubs are about to begin. If parents are interested in running a club please contact the school.

Current School Clubs included: Cookery, Football, and Sports Club.

## **Links With Hartismere School**

Pupils generally choose to transfer to Hartismere School in Eye with whom we have close links. Hartismere is an outstanding high school with specialisms in Sports, Music and humanities. There is a programme of liaison with the other 9 Primary Schools that feed into Hartismere. The children in Year 6 spend time together at the Aylmerton Field Study Centre and visit Hartismere during the year, spending a day there in the summer term.

## **School Behaviour**

We encourage all children to have consideration for others and to be polite and courteous at all times. We use a positive approach to behaviour, recognising and praising consideration for others. We have rules of conduct and maintain a policy for implementing those. Misconduct is corrected and the code of good behaviour is reiterated. If any behaviour continues to give concern then parents are contacted. Allegations of bullying are taken seriously by staff and are dealt with immediately.

A copy of the Behaviour Policy is available on request.

## **Welfare**

The School Nurse provides a 'drop in' service for parents each term, this is an opportunity to discuss any concerns confidentially with a trained school nurse. All reception pupils are seen by the school nurse during their first term at school.

The government currently collect data on the height and weigh of pupils in Year 6 and reception. Parents can request that this is not carried out.

The Educational Welfare Officer is always available to discuss problems and can be contacted through the school or by telephoning the Area Education Office. Tel 01502 405000.

Children who are ill and unfit for school should, generally speaking, remain at home, but occasions do arise where requests are made for medicines to be administered in school. It is the school policy not to administer medicines in school. If your child requires medication we ask a parent or guardian to come and administer it.

The exception to this is inhalers for asthma – please label them clearly and give it, with instructions, to your child's teacher.

## **Emergencies**

In all cases of emergency a member of staff will get in touch with the parents of the child involved, however, if the concern is for a medical emergency the staff will contact the appropriate emergency services.

## **Complaints Procedure**

If parents are worried or have concerns regarding any aspect of their child's education please talk to class teachers after school or make an appointment via the office. If the concerns remain or is a wider school issue please make an appointment to see the Headteacher as soon as possible.

If you believe that your concerns have not been effectively dealt with please let us know, by contacting the Headteacher. At this stage a formal letter should be written to the Headteacher.

If concerns remain and you believe the school has not handled the situation appropriately then, under Section 23 of the Education Reform Act, you will need to use the Local Education Authority complaints procedure (details are available in the office or on the Suffolk County Council website).

## **Healthy Schools and School Meals**

Healthier children do better in learning and in life. We link good health, behaviour and achievement through a whole school approach. The children are encouraged to develop good eating habits, which will benefit them now and in the future.

Children under five receive free school milk and children between the age of 4 and 7 are entitled to a free portion of fruit or vegetables each day.

All children are encouraged to bring a water bottle to school and have access to drinking water during the school day.

The school dinners are freshly cooked on site every day. The current cost of a meal is £2.00, this includes a choice of main meals and a dessert. We can cater for children with allergies and intolerances. If your child has specific dietary requirements please inform the school.

School dinner money is paid in advance; weekly, monthly or termly. The cash or cheque payment can be sent into school in a named envelope.

Children who do not wish to have a school lunch are encouraged to bring a healthy packed lunch. The following websites contain ideas for healthy packed lunches.  
<http://www.schoolfoodtrust.org.uk/schools/projects/packed-lunches/packed-lunch-ideas>

<http://www.eatwell.gov.uk/agesandstages/teens/packedlunches/>

If your family qualifies for free school meals please complete an application form, available from the school office.

## **School Uniform**

We strongly encourage you to ensure that your child wears school uniform from R – Y6 as it contributes to our ethos, identity and discipline. The colour for basic outerwear is navy blue.

### **Girls Uniform**

grey or black skirt, pinafore or trousers  
Royal blue\* or white polo shirt or blouse

Royal blue sweatshirt with logo\*

Black or grey tights or socks

Summer – blue and white dresses

White socks

School Book Bag with logo\*

### **Boys Uniform**

grey or black trousers

Royal blue \* or white polo shirt or shirt

Royal blue sweatshirt with logo\*

Black or grey socks

Summer – grey or black shorts

School Book Bag with logo\*

P.E. Plimsolls for indoor P.E. (please check with your child's teacher)  
Trainers for outdoor P.E.  
Pair of blue shorts  
t-shirt with school logo\*  
Pair of socks  
PE kit bag with school logo \*

**\* items are available from the school office and are printed with the school logo;**

Art/Design and Technology	Overall (or old shirt) to protect clothing
Swimming	Swimsuit/trunks (a one-piece is preferable for girls and short trunks for boys) Towel Swim cap Swim bag Goggles with parents' written permission

Children will need a pair of **indoor** and **outdoor** shoes.

Indoor shoes will be worn at all times in school and can be shoes, trainers, slippers, plimsolls etc.

Children will change into outdoor shoes each playtime or whenever they go out. These can be shoes, trainers, Wellington boots, boots etc

Outdoor and indoor shoes must be separate to those worn for indoor and outdoor PE.

High heeled shoes should not be worn at school as they can be dangerous in the playground.

All items of clothing from underclothes to top clothes should be clearly marked with your child's name.

Parents in receipt of Income Support/Family Credit are entitled to a grant to help cover the cost of initial school uniform. Application forms are available from the school office and are treated confidentially.

Earrings must be removed for P.E. lessons. Teachers are not allowed to remove earrings so if your child cannot do it themselves please send them to school without earrings on P.E. and swimming days.

The wearing of other jewellery at school is not allowed. If the wearing of jewellery is part of your cultural heritage, please discuss this with the Headteacher.

Please note that the school will take no responsibility for items brought to school that are subsequently lost or damaged. This includes wrist watches.

## The School Year 2011– 2012

Autumn Term: 5th September 2011  
to 16th December 2011  
Half Term week commencing 24th October 2011

Spring Term 3rd January 2012  
to 30<sup>th</sup> March 2012  
Half Term week commencing 13th February 2012

Summer Term 2<sup>nd</sup> April 2012  
to 23<sup>rd</sup> July 2012  
Half Term week commencing 4<sup>th</sup> June 2012

Professional Development Days are still to be decided. Each school pyramid will identify five days within the general term dates as professional development, (non-pupil) days.

PALGRAVE CHURCH OF ENGLAND VOLUNTARY CONTROLLED  
PRIMARY SCHOOL

The Green  
Palgrave  
DISS  
Norfolk  
IP22 1AG

Tel: (01379) 642507

Email: [ad.palgrave.p@talk21.com](mailto:ad.palgrave.p@talk21.com)

Chair of Governors : Kit Well  
Head Teacher: Mr Andrew Berry

Suffolk County Council  
Education Committee

Simon White  
Director for Children and Young People  
Endeavour House  
8 Russell Road  
IPSWICH  
IP1 2BX

Tel: (01473) 264000

Mrs S Boardman  
Area Education Manager  
Northern Area Education Office  
Adrian House  
Alexandra Road  
LOWESTOFT  
NR32 1PL  
Tel: (01502) 405000