



Fakenham Junior School

Be the best YOU can be.



A Community School for children of 7 to 11 years

Prospectus 2023/2024



Part of Synergy Multi Academy Trust, a company limited by guarantee.
Registered in England and Wales company no. 8198980. Registered office: Whitwell Road, Reepham, Norwich, NR10 4JT

Contents

School Staff and Our Vision	3
Local Governing Body	4
School Organisation and Times	4
School Facilities	5-6
Breakfast Club	6
Parents/Carers and the School	7
Health, Welfare, and Pastoral Care	8
School Term Dates	8
Attendance	9
Uniform	9
Lunchtime arrangements	10
Lunchtime and after school activities	10
Transport	11
Home Learning	11
Special Educational Needs and Disabilities	11
The Curriculum	12-15

The information in this brochure is correct as from September 2023.

The Trustees of Synergy MAT are responsible for the overall conduct of the school. The local governing board works with the Executive Head to monitor the standards of curriculum and learning.

The School Staff

Mr A Mason [**Executive Head of Fakenham Primary Federation**]

Senior Leadership Team

Mr T Scannell [Head of Junior Phase]
Ms K Ellington [Federation Business Manager]
Mrs J Bates [SENCo]
Miss T Johnston [Senior Teacher]

Teaching Staff

Mrs J Bates [SENCo]
Mrs S Birkenhead
Ms E Bowie
Mr J Ewart
Miss J Hewson
Miss T Johnston [Senior Teacher]
Mrs LA Kirkby-Stroud
Miss C Marshall
Miss J Petherick
Mrs D Steward
Miss J Tucker

Cover Supervisor

Mrs C Barber

Office Staff

Ms K Ellington [Federation Business Manager]
Mrs A Cooper & Mrs A Neilson [Administrators]

Instructors

Mrs Racheal Rayner [Swimming]

Teaching Assistants

Mrs E Battersby, Mrs S Brierley, Miss K Griffiths,
Mrs AL Belton, Mrs H Tuck, Mrs L Clements,
Mrs D Williamson, Miss C Tuck, Mrs M Denny,
Mrs L Arnold, Mrs N Bywater & Mrs J Ross

Pastoral Support

Mrs J Jones [Pastoral Lead]
Mrs M Denny [Attendance Officer]

School Meals Staff

Mrs V Ambrose [Cook Manager]
Mrs V Bell, Miss K Hunt

Mid-day Supervisors

Mrs H Tuck, Mrs L Clements, Miss C Tuck,
Mrs L Arnold, Mrs J Pope, Mrs R Cullum
& Miss K Coldwell

Breakfast Club Supervisors

Mrs P Bridges, Mrs M Money & Mrs J Ross

Site Staff

Mr R Colman [Caretaker]
Miss K Coldwell [Assistant Caretaker]

Our Vision

- Fakenham Junior School is a vital part of the Fakenham Federation and local community; working with parents/carers, governors, schools and local businesses.
- Through Fakenham Junior School's curriculum and federation, we create a close partnership with families and endeavour to maximise the potential of every child irrespective of gender, race, culture or ability.
- We aim to support, develop and challenge children's learning through relevant and practical experiences.
- We recognise that each child has their individual talents; social, academic, artistic, creative and physical.
- Computing is vital in our society. I.T is an integral part of the curriculum and learning experience at FJS.
- We will give our children the tools to forge ahead in the wider community; the desire to learn, the ability to question and the capacity to solve problems and make a difference.

Local Governing Board - Joint with FINS

- **Adam Mason – Executive Head of Fakenham Primary Federation**
- **Claire Howard (Chair) – Parent governor**
- **Yvonne Langley (Vice chair) – Co-opted governor**
- **Sophie Birkenhead – Staff governor**
- **Emma Cobb – Staff governor**
- **Katy Osborn – Parent governor**
- **Emma Mace – Co-opted governor**
- **Martin Gooderson – Co-opted governor**
- **Nina Shirinian – Co-opted governor**
- **Ed Brookes – Co-opted governor**
- **Trudie Martin – Co-opted governor**
- **Becci Sumner – Co-Opted governor**
- **Catherine Gooderson—Co-opted governor**
- **Debbie Watts – Clerk to governors**

The Governing Body of the Fakenham Primary Federation supports the staff, parents and children from Fakenham Infant and Nursery School and Fakenham Junior School. Some of us are parents and all of us are a part of the local community. We have a broad range of interests, skills and experience in both education and industry.

Our parent governors are an important part of our Governing Body as they enable the parents' voice to be heard by the schools.

We are all volunteers and we meet twice a term to support the Executive Head and the rest of the staff so that together we can all be the best we can be. At our meetings we review data from the school including achievement, attendance, safeguarding and key priorities. We act as a 'critical friend' to help take the schools forward and ensure that they are safe, secure and happy learning environments for the children.

If you would like to contact the Governing Body, this can be done via the Clerk who is based at Fakenham Infant and Nursery School.

School Organisation

Each child is the particular responsibility of the class teacher. Most of the curriculum is taught by this class teacher, who is also the usual contact for children's parents/carers.

The school is organised into single Year Groups. Teachers from each Year Group work together to plan and evaluate learning. Sometimes one teacher will lead work on a particular theme or subject with all the children. In this way children gain the benefits of some specialist teaching. Parallel classes of children from the same year group follow the same aspects of the school curriculum.

The needs of children with different interests and abilities are met by the careful planning of a range of tasks and activities, by group work and by careful grouping to support good teaching and learning.

School Times

School starts at 8.30am

Break is 15 minutes*

Lunch is one hour 12pm-1pm

School finishes at 3.05pm

** The times that break take place are staggered but the duration is as stated above.*

School Facilities

The school is fortunate to have a large site with plenty of facilities.

There is a large school field and playground for a full range of games and athletic activities.



The School Hall provides excellent an space for indoor PE, gymnastics, dance and drama. The school has a specialist Music and DT Room.



The outside Growing Space and Forest School provide great opportunities for learning in the outdoor environment.



The children use the well resourced Accelerated Reader library at lunchtimes and during lessons.



Governors, staff, friends and children are always working together to find ways to improve the site including developing the outdoor environment.



A number of local organisations now use the school's facilities. Please contact the school office if you would like further information.

Before School Club

Before School Club

Before School Club operates from 7.30am to 8.30am each day in the Glaven Block, offering activities & supervision.

We do not provide breakfast but children may bring their own breakfast items with them if they wish.

Club - £2.50 per session

A form can be obtained from the school website or the school office which must be completed before attending. Before School Club must be paid for, in advance, via the school's online payment system.

<http://www.fakenhamjunior.org.uk/for-parents-carers/useful-forms-downloads/>

Parents /Carers and the School

Home School Partnership - A good partnership between home and school depends on a flow of information both ways. Please feel free to email your child's teacher with any queries or concerns during 8.00am & 5.30pm.

We ask all children to come to school equipped with pen, pencil, ruler, crayons and glue stick in a named pencil case.

Communications - Informal contact is welcomed. This can be done any time. First, have a word with the class teacher concerned and share your worry. We will always do our best to iron things out with you. Tom Scannell, the Senior Deputy Headteacher, is available most mornings from 8.50am-9.10am, otherwise please contact the school office for an appointment at a mutually convenient time. In special circumstances a home visit can be arranged.

Website - Our website has lots of information on it, including a calendar of school events/term dates etc. It is designed to be very accessible for parents/carers and can be found at www.fakenhamjuniorschool.org.uk.

Email - We will email letters/flyers wherever we can to keep parents/carers updated about events and important information. Please make sure we have your email address and keep us updated with any changes so you can access these.

End of Week Email from the Leadership Team - An email is sent to all parents/carers at the end of each week with any information about the coming week, any notices/reminders/events and important information.

Text Messaging - We use a text messaging service regularly to keep parents/carers updated about events and important information. Please make sure we have your mobile numbers and keep us updated with any changes so you can access these messages.

Emergency contacts - The School Office maintains the register of emergency contacts for each child's family. It is vital that the school is notified of changes immediately.

Learning Review meetings - These are held in November and July. Parents/carers and pupils are expected to attend the Learning Review meetings to discuss pupil's achievement and targets.

School Reports - In the Spring Term you will receive a full, written report on your child's progress and achievements for the year to date. Then, at the end of the Summer Term, Attendance & Attainment Level reports will be sent. All reports will be sent via e-mail.

Parent Governors - There are Parent Governor places on the Governing Body. We are always looking for parents interested in taking on this important role in school. Please contact the school office for more information.

The **Friends of FJS** are an active parent-led group who contribute a great deal to the life of the school and its pupils. They organise a variety of enjoyable fund-raising events, and donate significant funds to the school each year for extra facilities. We always need members for the committee, or to help with events. Please contact the School Office if you are interested to help, or check the website or their Facebook page for more information.

Site Security - Security is a priority for keeping the children safe. During the school day, access is only available through the front entrance.

Educational Visits

For some activities, designed to enrich the curriculum, a specific voluntary contribution is requested. Visits to places of interest, residential experience, musicians', artists', and actors' visits to school are some examples. Without sufficient voluntary contributions such important events may be cancelled. All schools benefit considerably from the voluntary contributions made by parents.

The school wishes every child to have the same curriculum opportunities. No child will be barred from a curriculum event because of financial circumstances. Pupil Premium is available to support children in this case.

Complaints

If you are unhappy with the way the school has dealt with any issue there is a formal Complaints Procedure which is available on the website or as a hard copy from the School Office.

Health, Welfare and Pastoral Care

Pastoral Care

At school we like to get to know each pupil very well, discovering their interests, hopes and fears. Children are encouraged to manage their own behaviour. The School expects good behaviour from all pupils through the mantra: Be Ready, Be Respectful, Be Safe.

The behaviour policy is based on an expectations, rewards & consequences system – rewards might include house points and good work assemblies which recognise effort and achievement in all aspects of school life. Restorative and logical consequences are also used to address behaviour issues.

All pupils at FJS should be well mannered and polite. As well as a pattern of reward, there is a clear system for consequences which are imposed if poor behaviour becomes a problem. We always try to address these problems in partnership with parents/carers. The full Behaviour Policy is available on the school website.

Health and wellbeing

Minor injuries are dealt with by staff with First Aid Certificates. Parents/Carers will always be contacted for more serious injuries. If a child is too ill to join in class activities he/she will be sent home immediately, for this reason it is vital that the school has up to date contact numbers.

The class teacher is responsible for the children's wellbeing. Further help is available from the Pastoral Support Lead, SENCo and Head of Junior Phase.

First Aid trained members of staff have responsibility for children taking prescribed medication. Please let the school office or your child's class teacher know of any particular difficulty or medical need your child may have. Only prescribed medication can be administered and only with a signed form of parental consent, which can be obtained from the school website or school office.

Safeguarding & Child Protection

All Norfolk schools are required to follow the Norfolk Safeguarding Children Board Guidelines designed to protect children from abuse. Serious concerns for children's well-being and safety will be reported by the Head to the Social Services. A copy of our Safeguarding Policy can be found on our website.

Safeguarding is the responsibility of all staff but it is led by the Executive Head, supported by the DSL Team.

School Term Dates

Autumn Term	Spring Term
Thu. 7 Sept - Wed. 20 Dec 2023	Thu. 4 Jan - Wed. 27 Mar 2024
Half Term	Half Term
Fri. 20 Oct - Fri. 27 Oct 2023	Mon. 19 Feb - Fri. 23 Feb 2024
Summer Term	
Mon. 15 Apr - Fri. 19 Jul 2024	
Half Term	
Mon. 27 May - Fri. 31 May 2024	
May Day: Mon. 1 May 2024 Staff Training Day: Thu. 27 June 2024	

Attendance

If your child is absent we ask you to contact the school on 01328 862188, choosing Option 1, between 8.30am and 9.30am. Messages can be left on the answering machine. If your child is sick, you will need to contact the school for every day that your child is absent. Please state the illness affecting your child and be specific as just 'unwell' is not enough information for our records. The Office Staff will contact any family who have not informed us on the first day of the pupil's absence. Unless we hear from you we have to record absence in the register as "unauthorised". Frequent, lengthy or unexplained absences are followed up by the school attendance team. In more serious cases this will be referred to the Attendance Team and could result in financial penalties being applied for unauthorised absences that breach Norfolk County Council guidelines, which are adopted by the school.

If your child needs to visit **the doctor, dentist, optician or hospital** during school time please ensure that the school office is informed in advance and evidence is provided where possible. We ask you, on these occasions, to collect and return children to the school office, to sign them out/in.

Holidays

These should always be taken during school holidays. If holidays are taken during the school year, these will automatically be unauthorised but the school still requires notification of the leave of absence. Forms are available on the website or from the school office for this purpose. Financial penalties may be applied for unauthorised absences that breach Norfolk County Council guidelines.

School Uniform

PLEASE NAME ALL CLOTHING CLEARLY

All children wear school uniform. This contributes to a feeling of belonging and pride in the school.

Girls select from: Grey pinafore, skirt or grey trousers. White blouse, white or green polo shirt. Green school sweatshirt or cardigan. White socks or grey/green tights. For Summer, green/white check dresses, grey skirt or tailored grey shorts. White blouse, white or green polo shirt, white socks. Black school shoes.

Boys select from: Grey Trousers. White shirt, white or green polo shirt. Green school sweatshirt. Grey or white socks. For Summer, grey trousers or tailored grey shorts. White shirt, white or green polo shirt, grey or white socks. Black shoes.

P.E. Kit Black shorts, 'T' shirt in house colour and plimsolls for P.E. indoors. For outdoor games, a plain black tracksuit or sweatshirt (they can wear their school sweatshirt) and joggers/leggings and a pair of sports trainers. Please make sure that all equipment fits properly and that trainers and plimsolls are not past use. Flapping soles and no laces can be dangerous during P.E. sessions.

PE Kit should be worn to school on PE days.

Swimming Kit Y5: Waterproof bag, towel, swimming hat (available to buy from the office via ParentMail) and a swimming costume. Boys will need swimming trunks or swimming shorts (not baggy or long swimming shorts), and girls to wear swimming costumes (not bikini's). Your child may also bring goggles if they wish.

Jewellery is not appropriate for school. Small stud earrings are acceptable; however children **must** be able to remove these for swimming. They should ideally be removed for PE, they can be taped over but the children must be able to do this for themselves. *We therefore, recommend that all new piercings should be done at the start of the Summer Break allowing 6 weeks for healing and practicing removal.*

Suppliers of uniform

The School Office has supplies of swimming hats. All uniform can be purchased directly from Birds of Dereham via their store at Unit D 13 Yaxham Road Dereham Nr19 1HB, by phone 01362 699130 or online at www.schoolwear-uk.com or you can purchase items locally from Sew Sweet, Fakenham 01328 855172.

Fakenham Charities may be able to offer assistance in purchasing uniform, an application form can be found on our website. <http://www.fakenhamjunior.org.uk/for-parents-carers/useful-forms-downloads/>

Please contact the School Office (01328 862188) for any information.

Protective clothing

Parents/carers are also asked to provide their child with a craft apron, for messy, practical work involving glue and paint. *[A large shirt with shortened sleeves makes an ideal coverall.]*

Lunchtime arrangements

Healthy eating is actively encouraged at Fakenham Junior School. We do not allow sweets in school.

The school cafeteria offers popular hot and cold meal options to purchase for £2.30, this includes desert. A full menu is available on the school website. Water and milk are provided free of charge. All meals must be paid for, in advance, via the school's online payment system.

All pupils are expected to keep the dining area clean and tidy and children take turns to wipe trays.

Children can bring a healthy snack for break-time, this must be fruits/dried fruits or vegetables. No nuts, we are a nut free school.



Children may choose to bring a packed lunch to eat in the School Hall.

Lunchtime supervision in the cafeteria/hall and on the playground/field is provided by a team of mid-day supervisors and senior staff.

Free School Meals

Parents/Carers who have any enquiries about this or any other support can speak, in confidence, to the School Office. You can obtain an application form for Free School Meals from the school office or by downloading a copy from the website (Useful Forms & Downloads), forms should then be returned to the school office. Alternatively you can apply for directly by following the link below:

<https://www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk>

Lunchtime and after school activities

Clubs are held for a range of activities. Clubs take place during lunchtime or after-school. There is a charge for some activities. The list of clubs is available on the website and changes each term.

<http://www.fakenhamjunior.org.uk/for-parents-carers/clubs-activities/>

Emails are sent when new clubs are starting so that you can register for a place. Places are restricted and are allocated according to our 'Extra-Curricular Access Policy'.

<https://www.fakenhamjuniorschool.org.uk/our-school/our-policies>.



Transport

Children who live more than three miles from the school may be entitled to a free bus pass on a Norfolk County Council school bus. Spare places on these school buses may also be purchased by those not eligible for free transport.

Contact the School Transport Section, County Hall, Martineau Lane, Norwich. (Tel. No. 0344 800 8020) email address: information@norfolk.gov.uk

Home Learning

Home Learning helps children to learn more, and raise their achievements.

Parental learning support is vital to children's progress and achievement. Children need to develop a "home learning routine". They benefit from a quiet place to study, unhindered by television or other interruptions. Your parental interest and support will have a direct impact on their progress and achievement!

Home learning will be used to supplement our curriculum. Home Learning may be sent home, set via email or on online platforms. Each year group will organise and communicate arrangements to parents.

Special Educational Needs and Disabilities

Children's needs vary. The school's response is flexible to meet the wide range of needs children have. We support children with educational, medical and behavioural needs, as well as providing challenges for the more able pupils.

We are able to draw on the expertise of a range of services, including doctors, speech therapists, and medical workers. Advice is also taken from an educational psychologist.

So that we can best meet the needs of pupils with special educational needs within each class we work hard to match the work set to the capabilities of all children.

Whenever possible, we use additional adults, teachers and teaching assistants, to work with children in smaller groups. Specific intervention strategies are used to support the learning of children who require additional support.

We endeavour to work closely with parents. Regular parent consultation meetings provide opportunities to talk about pupil passports and to discuss ways parents and school can work together to provide the best education for the children. We endeavour to challenge and support all the children in our care. We value the well being of each child.

It is recognised that children should be educated in a way which enables them to work at the highest level possible with their ability and interest, both for the good of others and for their own satisfaction.

Please see the SEN Report & SEN Local Offer on the school website.

<http://www.fakenhamjunior.org.uk/our-school/send/>

The Curriculum

The curriculum at Fakenham Junior School broadly follows the National Curriculum. The Long-Term Plan ensures that the coverage is broad and balanced. You can find detailed information on the School Website.

At FJS the children's learning is promoted through a variety of subject focussed topics, integrating several aspects of study and introducing diversity of culture, faith and ethnicity. This is underpinned by daily English and Maths lessons. The school is continuing the focus on PHSE, including the statutory Sex and Relationships Education.

First Hand Experience

Children learn best when their attention is caught and their imaginations are stimulated by practical and engaging teaching.

Direct observation leads to questioning and discussion. Children are encouraged to pursue their investigations in the school library, using technology or by other means. In this way, independent and enquiring minds are fostered.

Visits and visitors play an important part. Both local day visits to places of interest, and residential visits further afield are important. There is an opportunity to take part in a residential visit in Year 6.



Caythorpe Court Residential



English

English provides the main framework for learning throughout the curriculum. English taught at FJS is based on the New National Curriculum; this includes reading, writing and spelling, punctuation and grammar.

We aim to develop the children's ability to listen, speak, read and write for a wide range of purposes, using language to learn and communicate ideas, views and feelings. By enabling children to express themselves creatively and imaginatively, they become enthusiastic, inspired and critical readers and writers. Speaking and listening is developed through oral activities such as group/class discussion, presentations and drama.

We promote reading for pleasure across the school, with each class having its own book corner and weekly library slot. Children read a variety of literature at school including plays, poetry, stories and non fiction texts. FJS use Accelerated Reader to help develop reading and comprehension skills, this includes MyOn digital book library. All families are expected to support reading at home.



Maths

Mathematics is a highly valued part of the curriculum at Fakenham Junior School, we use White Rose as a basis of our curriculum. As a result of this, at least an hour a day is dedicated to this subject.

At Fakenham Junior School, we recognise the importance of children being able to use and apply their learning and to solve problems and puzzles in Maths. We take every opportunity to use our maths for practical purposes such as: making lemonade when we are learning about capacity and using our measuring skills when deciding where to plant trees in the school grounds. We place a high emphasis upon children being able to calculate mentally. These skills are taught and rehearsed on a daily basis.

Children will be able to manipulate and experience a variety of models, images and resources to enable them to choose the most suitable representation for each calculation.



Science

Science is a stimulating and exciting part of children's education where they learn how to explore their world.

Throughout the school the children will study a wide range of topics, broadly in line with the National Curriculum, with lots of practical and engaging activities where they will learn that the techniques of scientific investigation are fun! The outdoor environment will be used in the children's learning.

Science teaching also makes an important contribution to the personal and social development of children.

Computing

Our school is very well resourced, allowing all pupils to work on laptops and iPad. Every class is equipped with an Interactive Whiteboard. The children are able to use these resources across the curriculum. The school has a high speed, filtered Internet access that the children can use for safe communication and research. E-safety is an important issue for young people and is taught through Computing lessons, e-safety days and PSHE lessons.

Children develop skills in word processing, emailing, coding, data handling, spreadsheets and work with audio visual projects. They use a variety of programmes and a wide range of hardware which is being developed to meet the needs of the new curriculum. We use Office365, providing the children with a cloud based system allowing access to work and communication wherever the child has internet access. Wherever possible the school chooses software that is available free for use at home or as part of our subscription. This allows children to continue their learning outside the classroom.



PSHE

Personal, Social, Health Education is underpinned by the School's British Values Statement and aims to give pupils the knowledge, skills and understanding they need to be confident, healthy, independent individuals and thoughtful members of society. Children are taught these skills throughout their topic work as well as having planned lessons on key issues and personal issues, informed by child led class councils. Alongside this is the school council. This helps to ensure that the pupils' voice is heard and impacts on both the school and the local community.

The statutory Sex and Relationship Education is taught at FJS as part of the PSHE/Science curriculum. It gives children the opportunity to develop skills such as assertiveness, responsible decision making and self awareness at an age-appropriate level. Parents/carers are invited to view a copy of the Health and Sex Education policy and discuss the matter with the Headteacher.

More detailed information about all curriculum areas is available on the School website.

<http://www.fakenhamjunior.org.uk/our-school/our-curriculum>

Religious Education

Religious Education aims to help pupils to understand what religion is, and to know how different people worship and embrace their religion.

At this school RE is taught in accordance with Norfolk's Agreed Syllabus. The children learn about many religions and practices. They are encouraged to develop an understanding of the beliefs, values and traditions of a range of religions and cultures and further their picture of the faith of the local community and the diversity of others, nationally and internationally.

A copy of the Norfolk Agreed Syllabus can be viewed at the school.

Collective Worship

Collective worship is held daily in a variety of ways; whole school, year group, class. Assemblies are essentially non-denominational. They are led by members of staff and by visitors, including local clergy. Some in person and some virtually.

Families with specific beliefs have the right to withdraw their child from collective worship and/or Religious Education, by prior arrangement with the Executive Head.



**Fakenham Junior School
Queens Road
Fakenham
Norfolk
NR21 8BN
Tel. No. 01328 862188**

e-mail: office@fakenhamjunior.org.uk

website: www.fakenhamjunior.org.uk