School Prospectus
2024-2025

Introduction

Norman Gate is a Primary Community Special School for boys and girls which is maintained by Hampshire County Council. Most children at Norman Gate School have an Education Health Care Plan before they come to the school, very occasionally children may start before the assessment has been completed.

During the assessment of their needs the parents will have talked to a number of people about the best type of school for their child. If it is agreed by everyone that Norman Gate is the right school, then the education department will allocate a place and the school will be named on the child's EHCP. This will be kept under regular review.

At least once a year parents are invited to come to the review meeting. Other professionals may also be invited to the meeting or send a report. We look at the progress the child has made in the key areas of his/her special needs and agree new targets for the next year. We also check on how well the child's special educational needs are being met and may make recommendations to the education department to amend the EHCP. All the children are invited to attend (however briefly!) their review meeting and to contribute in whichever way is appropriate for them. If the progress made suggests that the child may be ready to transfer to mainstream school, then a programme of integration will be discussed with parents and organised. If there is concern about the rate of progress it may be agreed to ask for a new assessment to look more closely at the child's special educational needs.

All of our children have learning difficulties. Some also have an additional difficulty for example language disorder, or they may be on the autistic spectrum.

Our allocated number is 105 which includes 20 part-time nursery places.

Small classes are important, and we try to keep classes with 12 or fewer children. Each class has a teacher and support assistants (the number depends on the size of the class and the needs of the children).

Children come to the school from a wide geographical area. We are able to offer them the support of being a member of a small class group with a differentiated curriculum. If it is appropriate, we use our links with local schools for children to undertake some activities with their mainstream peers.

This school has no religious affiliation.

Safeguarding

Norman Gate School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school has one Designated Safeguarding Lead (DSL), Clare Powell and 3 safeguarding deputies, Lisa Collins, and Kay Barnikel to whom any concerns are reported and will be dealt with appropriately.

We keep children safe through:

- Security such as codes on doors, fences and signing in systems
- Recruitment and vetting – checking all staff and volunteers for suitability to work with children
- Curriculum – teaching children how to keep safe physically, emotionally and with technology
- Policies, systems, and protocols. Staff are aware of signs of abuse, radicalisation and other causes for concern and know our systems and procedures to ensure children are safeguarded
- We will ensure that all our recruitment and selection practices reflect this commitment.
- Most importantly through our culture and ethos which is one of providing a safe environment where children feel able to talk to adults and know adults will listen

Values

NORMAN GATE School Values

 Teamwork **A1 - Team Work** Is helping one another Is working together Is working together to reach a goal Is looking after myself, other people and our environment Is wanting the best for myself and others Is accepting help when I need it	 Positivity **A2 - Positivity** Is feeling happy and enjoying what I do Is noticing what is happening now and feeling happy about today Is helping other people to be positive Is having positive attitudes towards yourself, others and the environment Is staying calm	 Respect **Sp1 - Respect** Is being polite Is liking who I am Is being kind to myself, other people and our environment Is knowing that everyone is unique and valuable
 Curiosity **Sp2 - Curiosity** Is exploring the world around me Is wanting to know more Is asking questions Is an eagerness to learn Is applying what we know to new situations Is considering how others may think or feel	 Independence **Su1 - Independence** Is having a go Is being able to do something on my own Is learning something new Is knowing what to do when I need help Is doing my best Is accepting responsibility	 Courage **Su2 - Courage** Is trying new things Is feeling the fear and doing it anyway Is asking for help Is overcoming difficulties and disabilities Is doing and standing up for what is right even when this is hard Is thinking about mistakes and learning from them

Working Together and Keeping in Touch

We believe that parents play a very important part in the education of their children, and we encourage parents of our children to see themselves as part of the school. There are lots of ways in which we can work together. We feel it is important to share good news and work out ways in which we can help overcome difficulties.

Earwig is our school assessment system; teachers will also add examples of the children's work to Earwig so that it can be celebrated at home. At times class teachers may telephone if there is something special they would like to share with parents. Teachers post weekly comments/photos about learning.

Parents are also encouraged to add photos or examples of children's learning at home to their child's Earwig page so that we can celebrate it in school too. Teachers will be able to respond and give feedback to parents' comments on Earwig.

If parents have a message to pass on to class teachers, they can telephone or email the school office and the message will be forwarded to the correct person.

Parents are welcome to come up to school at any time. If you would like to talk to a particular member of staff it is helpful if you can let us know in advance so that we can arrange a convenient time. If you have any concerns, please come and talk about them rather than worry at home.

Parents' Meetings

We hold a parent conversation afternoon/evening in the Autumn and Spring terms. On Parent Conversation Day you will have 10 minutes to discuss your child's learning and targets. Parent can attend the weekly pop in sessions on Tuesday mornings throughout the year.

There are parent meet and greet workshop sessions held once a month. These are bookable workshops with key themes such as sleep eating and managing behaviour. Please book sessions with the reception team.

We have a celebratory parents evening in the summer term. Please bring your child so we can celebrate together. Parents are also invited to come to special events throughout the year. The children love to see you in school so please do come if you can.

Class Dojo

Class Dojo is an app which allows parents to see class stories and announcements. It keeps you connected with your child's activity at school and also with the school community. Parents are sent an invitation to join Class Dojo when their child starts at Norman Gate. We use Class Dojo to facilitate most school communication so it is important that you check regularly the home-school link.

Teachers add timetables and the key learning each half term.

Earwig

Earwig is a website or app that is used at Norman Gate to assess and record observations. Photos are added weekly of children's learning so that you can see the progress your child is making at school. Parents are sent an invitation to join Earwig when their child starts at Norman Gate.

Reviews

We try to hold a review in the first few months of your child starting nursery or school. This is an opportunity to make sure everything is going well for your child.
If your child has an Education Health Care Plan (EHCP) this will be reviewed annually. Parents and other professionals involved are invited.

In Year 5 we will ask you to consider secondary placement and will support you in this decision-making process. If your child is in Nursery and we think an EHCP would assist them we will discuss this with you.

The School Day

The gate opens at 8.30am it is the parents/carers responsibility to look after your child until the doors are opened at 8.50 am. Parents are asked to wait with their children until the door is opened. At the end of the day the gate will be unlocked at 2.55pm to allow parents to collect from their child's class at 3pm

Mid-morning break time

It is helpful if children only bring in one snack item, for example a piece of fruit or bread sticks.
Fruit is provided for children in years R, 1 and 2.
We do not allow sweets, crisps, or chocolate at snack time, as we encourage healthy eating. Children have access to cooled water throughout the day so there is no need to send in any drinks.

Lunchtime Arrangements

Children may bring a healthy packed lunch or have a cooked meal. Children eat together in the hall,

Meals are cooked in the kitchen at Knights Enham School and transported to us in heated trolleys. Hampshire Caterers provide a meal which is good value and the children can choose from a main course and pudding.

Please remember this when sending in snacks/packed lunches. We do not allow crisps or similar snacks, chocolate or sweets or fizzy drinks. Children can bring one chocolate biscuit. Please ask school if you are unsure.

Norman Gate is a nut free school so please do not send in any foods that contain nuts.

Paid Meals

A school meal costs £3.15 a day. Should you wish your child to have school meals. It is more convenient to you can pay online, please contact the office who can arrange this for you, or you can send the correct amount of money in a named envelope on a weekly basis.

Free Meals

All children in KS1 are entitled to a free school meal and in KS2 families on certain benefits. Parents may also apply for free meals if their income is very low. You can apply online via http://www3.hants.gov.uk/caterers/hc3s-freeschoolmeals.htm or see Miss Frost in the office who will be happy to apply on your behalf.

Snacks

Key Stage 1
Norman Gate School is part of the Government's Healthy Eating drive and all children in Foundation Stage/Key Stage 1 are provided with a piece of fruit/veg each day.

At Norman Gate encourage children to eat healthily and take regular exercise.

Key Stage 2
Children have a snack time mid-morning, please send in one healthy snack for your child. This could be a piece or fruit, some vegetable sticks, crackers or breadsticks.

Children have access to cold water whenever they need it. Please do not send in any other water bottles except as part of a packed lunch.

Lunchtime

At lunchtime, dinner is served across two sittings: 12-12.30pm and 12.30-1pm.

Lunchtime Play

Lunchtime play Is at 12-12.30pm or 12.30-1pm depending on which sitting your child is allocates.
There are two playgrounds. The older children play on the main playground and field, which has been fenced to provide a safe playing area and has play equipment. The younger children have a safe enclosed play area which is supervised by staff. As their confidence grows, they can spend time in the bigger playground.

The Taught Day

9 – 12.30 (3 hours 20 minutes.) 1 – 3 p.m. = 2 hours. 5 hours 30 minutes x 5 = 27 hours 20 minutes.

Take away –
Registration 50 minutes.
15 minute break x 5 = 1 hour 15 minutes
Assembly 20 minutes x 2 = 40 minutes
Additional Acts of Collective Worship 5 minutes x 3 = 15 minutes.

Total taught time 23 hours 40 minutes.

Attendance

It is vital that children attend school unless they are ill
to get the most out of their education. It is a statutory requirement.
If your child is ill, it is important that you let the school know the reason why he/she is away from school. This allows us to be extra vigilant with other children particularly if the illness is contagious.
If a child is ill it is helpful if the parent can telephone the school office, speak to the bus escort or send a note.
If we do not hear from you, we will try to contact you.

Missing School means…….

1/2 day a week absence
= 20 days a year
= 140 days in Primary School
= more than one year!

Holiday

Family holidays must be taken in school holidays. Authorisation for holidays in term time will only be given in **exceptional** circumstances. Please ask to see the Headteacher if there are exceptional circumstances leading you to make this request.
There is also guidance for parents on the Hampshire County Council website.

School Transport

If you live more than 2 miles (3 miles for aged 8 and over) or have another child of primary school age attending their catchment school and Norman Gate s is your local special school your child will be brought to school on the school bus or in a taxi. Pick up points for the bus are made at the nearest bus stop close to the child's home as possible and parents are told individually the time at which their child will be picked up in the morning and dropped off in the evening. Most buses/taxis have an escort, especially for younger children.

Escorts cannot leave the bus/taxi when picking up or dropping off the children near their homes. Parents are responsible for the safety of their children whilst waiting for the bus and once they have been dropped off.
Sometimes, if there is a vacant space on transport, parents can buy a place. Please contact the office if you are interested.

School transport is NOT the responsibility of the school. Any concerns you have relating to transport should in the first instance be addressed to Student Transport Dept, Tel no: 01962 845970.

Parking

For safety reasons parents are not permitted to park on site

School Uniform – This is compulsory at Norman Gate School

We ask parents to make sure that their children come to school in clothes that are suitable for the weather and are clean, neat, and **NAMED.** If your child does not come in school uniform, they will be asked to change into spare.

Black trousers, skirt, or dress,
Red polo shirt
Norman Gate red sweatshirt or cardigan
All Black shoes/trainers

In the summer term
Shorts
Red and white check only

Crocks, multi coloured shoes/trainers, open toe sandals and sling backs are not permitted.

P.E. clothing

Children will need black shorts, black tracksuit trousers, red t-shirt and plimsolls or trainers.

Please ensure everything is named clearly.

Uniform is available from **Stich a Logo** www.stitch-a-logo.co.uk
They also sell hats and reversible jackets.

Jewellery is **not** to be worn in school as this can be dangerous, particularly during physical activities. Children with pierced ears may wear studs. During PE these will have a plaster put over them to conform to Health & Safety regulations. It is also expected that children will not wear make-up, nail varnish, or bring any cosmetics into school.
Hairbands. If children have long hair, it is often a good idea for it to be tied back or in a headband at school. Please make sure they are plain and suitable for school.

How Parents And Carers Can Communicate With The School

How you can communicate with us:			
Means of communication	**When**	**Reason**	**Our response time**
Visit the school office	Monday to Friday, within term time 8.00 – 4.00	**For example:** Bringing in medication during the day: delivering forgotten equipment (lunch boxes, P.E. kit etc.); collection/returning forms; dropping a child off after registration has closed; requesting paper copies of letters or information from Class Dojo, email or the website.	Same day, *where possible*.
Phoning the school office 01264 323423	Monday to Friday, within term time 8.00 – 4.00	**For example**: Requesting an appointment for a telephone call or meeting with a member of staff; Informing school of your child's absence, appointment or an injury sustained outside of school. *If the phone is not answered you can leave a short message on the answer phone.*	Within two working days, Monday to Friday, within term time, 8.00 – 4.30.
Email via adminoffice@normangate.hants.sch.uk	Anytime	**For example**: Requesting an appointment for a telephone call or meeting with a member of staff; Informing school of your child's absence or appointment.	Email checked daily through the working week; response aim is three working days.
Earwig	Anytime	**For example**: Commenting on observations of your child's learning. Sharing learning that happens at home. This could include sport activities, independence skills, new communication or any new learning achievements or experiences that you would like to share.	Staff will respond within a week. This will either be liking the post or a short comment.
Class Dojo, via your child's portfolio or the class / whole school story. ***The messages section will not be used by class teachers.***	Any time	**For example**: Sharing positive comments on whole school or class messages.	Within two working days, Monday to Friday, within term time, 8.00 – 4.30
Website	Anytime	**For example**: Looking at the school calendar, key polices, information about the curriculum.	N/A

Who should I contact?

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email adminoffice@normangate.hants.sch.uk or call the school office on 01264 323423
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line (for emails)
- We will forward your request on to the relevant member of staff

Remember: check our website and Class Dojo first, much of the information you need is posted there. We aim to respond to all emails within 3 school days.

I HAVE A QUESTION ABOUT…	WHO YOU NEED TO TALK TO
My child's learning/class activities	Contact the School Admin office to arrange to speak to your child's class teacher
My children EHCPs	Contact the School Admin office to arrange to speak to Deputy Headteacher/SENCo: Sophie Durbajlo
My child's wellbeing/pastoral support at school	Contact the School Admin office to arrange to speak to your child's class teacher initially and then the Deputy Headteacher if further support is required
My child's wellbeing/pastoral support at home	Contact the School Admin office to arrange to speak to the Home School Support Co-ordinator: Kay Barnikel
Payments	School Admin office
School trips	School Admin office
Uniform/lost and found	School Admin office
Attendance and absence requests	For daily absence information speak to the admin office. For absence requests contact the School Admin office to arrange to speak to Headteacher, Lisa Collins
Bullying and behavior	Contact the School Admin office to arrange to speak to either Sophie Durbajlo or Lisa Collins
Notifying the school of an injury sustained outside of school.	School Admin office or a member of the safeguarding team; Lisa Collins, Sophie Durbajlo or Kay Barnikel.
School events/the school calendar	School Admin office
The PTA	School Admin office
The governing board	School Admin office
Catering/meals	School Admin office

Complaints: If you would like to file a formal complaint, please follow the procedure set out in our complaints policy. Our complaints policy can be found on our school website: Complaints Policy - Norman Gate School.

The information contained in this booklet is intended for parents of the children who will be entering Norman Gate School. It was correct at the time of going to press but Government legislation, County Council policy and the particular circumstances of the school might create the need for some organisational changes and adjustments of policy