



School Prospectus 2021-2022

In July 2017, July 2013 and July 2010 Norman Gate School was deemed to be OUTSTANDING by Ofsted.

To read the report please go to the Ofsted website www.ofsted.gov.uk

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. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant employment checks.

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



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.

At the Year 5 review meeting parents can consider the options available to them for secondary school at Year 7.

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 110 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.

Outreach Support

Norman Gate School receives funding to support pupils with moderate learning difficulties and social pragmatic language disorder/autism in mainstream schools. We also offer training for staff in mainstream schools.

Our TOP service supports children on the Autistic Spectrum in pre-schools and their transition to mainstream school.

Safeguarding

Safeguarding is very important. Children's safety in every sense is paramount.

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
- 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

School Charter

All children, wherever they are, have certain rights.

- 1 All children should be safe from harm
- 2 All children have a right to learn
- 3 All children have a right to a clean environment
- 4 All children should be allowed to relax and play
- 5 All children should be listened to and be able to say what they think about things

At Norman Gate we all try to show respect by:

- 1 Treating each other fairly and kindly
- 2 Helping ourselves and each other to learn
- 3 Looking after our school and keeping it tidy
- 4 Doing all we can to make everyone's playtime happy
- 5 Listening and trying to understand each other

If any of the children feel that someone is being unkind to them either by teasing or by physically hurting them they are encouraged to ask an adult for help and we will talk to all the children involved. If a parent is concerned about their own child we would like to be told so that we can find out exactly what is happening.

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.

We use Class Dojo to facilitate the home-school link. Teachers will post minimally, weekly comments about the learning in their class.

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.

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 offices 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 day in the Autumn and Spring terms. On Parent Conversation day you will have 20 minutes to discuss your child's learning and we will set targets together.

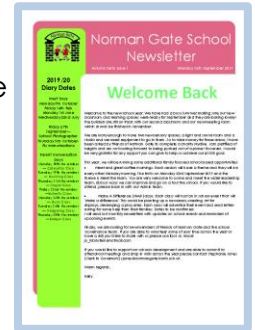
There are parent meet and greet workshop sessions held once a month. These are bookable workshops with key themes such as sleep eating and managing behaviour. Please book sessions with the reception team.

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.

News

Every term you will receive a class topic flyer telling you all about the topic, planned learning activities, trips that are linked to it and ways you can support your child's learning at home. Each fortnight there is an issue of the Norman Gate News which keeps you up to date with events in school and a class showcase. The Nursery News is every month. If you feel you would like to write something for the Newsletter please let us know.

A parent may contact the school at any time and ask to come to look around and talk to the Headteacher. There are also monthly meet and greets on a Monday that families are welcome to book onto.



Year R children find school quite tiring so they may start on a part time basis and gradually build up to full time. This is organised as flexibly as possible to meet everyone's needs.

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.

Earwig

Class Dojo 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 Class Dojo when their child starts at Norman Gate.

Text Messaging

We have a text messaging service so we can send parents messages to remind them about inset days and activities that are coming up.

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.

Norman Gate Nursery

Children are allocated a place in the nursery by the Local Authority. All children have 5 sessions of 3 hours each per week, either morning or afternoon. Children can start in the nursery from 2 years 9 months. Children will be assessed and if it is thought appropriate statutory assessment will be applied for. If the LA agree a child needs an EHCP you will be fully involved.

We work closely with other professionals to ensure children's needs are met.

On leaving the Nursery children may go to a mainstream school, a different special school or remain at Norman Gate.

Home School Agreement

Norman Gate Home School Agreement

Respect, Responsibility, Resilience, Resourcefulness, Reflectivity, Relationships

General Principles:

The relationship between school and home is vital and the more we can work in partnership the more our pupils will benefit.

Children spend 1/6th of their time in school and 5/6th under their parents/carers control, so the influence of parents/carers cannot be underestimated.

As a school, we want to promote a life - long love of learning, maximum effort and achievement and socially appropriate behaviour in all our pupils. To achieve this we need to work together.

Rights

- Every child has a right to a broad, balanced curriculum, which will help them develop dispositions, knowledge and skills to help them in the next stage of education and into adulthood.
- Every person has the right to be treated with respect.
- Every child has a right to a clean, safe environment.
- Every parent/carer has the right to be kept fully informed of their child's achievements and be notified of any problems as soon as they arise.
- Every parent/carer has the right to be invited to parent conversation days, parents' evenings and annual reviews/EHCP reviews.
- Every parent has the right to complain through the school complaints procedure.

Responsibilities

- Parents have the responsibility to ensure their child attends school unless they are ill.
- Parents have the responsibility to support their child's learning at school and home.
- Everyone has a responsibility to treat others with respect.
- Parents have a responsibility to send children to school clean, fed and ready to learn.
- Parents have the responsibility to notify school of anything which may affect their child's behaviour or learning e.g.: health issues, changes at home. School will support parents wherever possible and put them in touch with any other relevant agencies.
- Parents/carers have a responsibility to attend meetings, events.
- School has a responsibility to respond fairly and professionally.

We will assume you agree to comply with the Home School Agreement, unless you specify otherwise.

The School Day

The doors to school are opened at 8.50 a.m. Parents are asked to wait with the children until the gate is opened

Escorts are asked to wait on the transport until a member of staff collects the children. The school day runs from 9am to 3pm. Registers are taken at 9am and 1pm. There is a morning break of 15 minutes.

Mid-morning break time

It is helpful if children only bring in one snack item, for example a piece of fruit or bread sticks.

We do not allow sweets 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, typically in the hall. Children sit in small groups and an adult sits at most of the tables. Some of the older children like to sit with the younger children to help them. Children all have a target at this time.

Meals are cooked in the kitchen at Vigo School and brought across in heated trolleys. Hampshire Caterers provide a meal which is good value and the children can choose from a main course and pudding. Parents are welcome to come up to school to talk to the school cook and look at the menus which are planned on a 3 weekly cycle.



Paid Meals

A school meal costs £2.60 a day. Should you wish your child to have school meals please send the correct amount of money in a named purse or envelope on a **Monday morning**. If it is more convenient to you can pay online. Please contact the office who can arrange this for you.

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.

Healthy Schools

We encourage children to eat healthily and take regular exercise.

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.

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.

Fruit

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. The fruit/veg on offer includes bananas, satsumas, apples, tomatoes, carrots, cucumbers and strawberries.



We have found that children who are reluctant fruit/vegetable eaters at home will eat it when they see their friends doing so. Sometimes the fruit is made into a smoothie. Nursery and Reception children have milk.

Birthdays

It is nice for children to celebrate their birthday at school and you are welcome to send in a cake (no nuts or matches please).

Please do not send in sweets to distribute.



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 allocated.

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.



Assemblies

There is an assembly for upper school every Monday morning and praise assemblies on a Friday – one for lower school and one for upper (20 minutes each).

On the other days each class has a collective act of worship.

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.

23 hours 30 minutes is the recommended taught time for junior age children.

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

Some children live nearby and can walk to school with their parents.

If you live more than 2 miles (3 miles for aged 8 and over) and this 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 as 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.

If you live nearer than 2 miles away from the school you may not be eligible for transport. However you can make out a special case and the education department will consider whether to provide transport. 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

Homework

We encourage parents to take an interest in their child's learning. There are lots of ways in which you can help but we like to keep the learning fun. The children are always told that they can take books home and we would encourage you to share these with them. Talking to your child and sharing books is always helpful. You can help with number skills by letting your child count out everyday objects around the home. If you would like some ideas which will be helpful to your child, the teacher will be happy to suggest some activities. Topic fliers are sent home half termly to tell you what the children will be doing in each topic. These include ideas for activities you can do at home with your child if you would like to. Year 6 children are asked to find out information etc. as homework.

We encourage children to be independent so please encourage your child to carry their own bags. If you bring your child to school let them hang their own coat up and go into class independently.

We are keen to start the children on their learning activities in the morning so this is not an ideal time for class staff to have long discussions. If you have a concern please ask to talk to the Head teacher or Assistant Headteacher

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.

Girls

Black trousers, skirt or dress,
Norman Gate red polo shirt
Norman Gate red sweatshirt or cardigan
All Black shoes/trainers
Red and white check only summer dress

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 Skoolkit (<https://www.skoolkit.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 or sleepers. During PE these will have a plaster put over them in order 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 girls 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.

The Curriculum

The curriculum at Norman Gate School is similar to any primary school. All children follow a broad and balanced curriculum which includes all the subjects of the Early Years Foundation Stage or National Curriculum. The work is carefully planned to allow every child to join in at his/her own rate and have success. We want children to have fun in their learning and to learn to work together. As they get older we want the children to be able to work more independently and set themselves high goals. We teach children how to learn so they can become lifelong learners. We want all our children to be successful learners, confident individuals and responsible citizens. For more information see our Curriculum policy and our Thinking, Teaching and Learning policy on the school website.

Children have an Individual Education Programme which is planned from the overall objectives specified in the EHCP or annual review report. It identifies learning objectives in the key areas in which your child is having greatest difficulty.

The programme records your child's progress in small steps and is reviewed regularly. The objectives within the IEP are reported on in the annual review report with a comment about the progress made in each area. We believe children need to be confident, independent and able to communicate to ensure the best quality of life.

English and Mathematics

These are very important subjects for our children and we aim to help all children to become competent readers who enjoy looking at books. We want them to be good listeners and communicators using spoken language, symbols or signs and, if possible, to be able to write a simple story on their own. We spend a lot of time teaching children basic number skills and functional maths such as time and money skills. Each child works on an individual programme which is carefully graded to help him/her make progress.

We use the Letters and Sounds programme to teach phonics. Most literacy is taught in a functional way through topics and much of the Maths curriculum is taught in a practical, functional way.

Social Communication is an important area for many of our children and all classes have social communication groups.



Computing

ICT is used to help the children communicate their ideas and is a very motivating way to learn about other things. All the children learn how to use a computer and an iPad and learn about other ways in which information is recorded. Children learn about programming in a relevant way. They are helped to remember important events by taking photographs and using the digital camera. All classes have an interactive white board.

Topic work

Pupils build on learning and topic themes throughout their time at Norman Gate. Engaging in more challenging learning outcomes as they progress through the school so learning is embedded through repetition, generalisation and greater independence of skills and knowledge.

Cycle 1						
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Caterpillar and Duckling.	This is me	Celebration	Story Time	Meet the animals	Bob the builder	Fun in the sun
Hoglet and (Kit)	All about me	Celebration	Toy story	On the farm	Homes	Splish Splash
Butterfly and Duck	Super me	Let's celebrate	Old and new	Mini-beasts	Building it up	The Seaside
Hedgehog and Badger	We are the champions	World Celebrations	Egyptians	Paws and Claws	Professor Norman Gate Investigates	Our future, my rights

	Cycle 2					
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Caterpillar and Duckling,	Heads, shoulders, knees and toys	Celebration	Story time	The wheels on the bus	Food	Button up
Hoglet and (Kit)	All about me	Celebration	Once upon a time	Magical journeys	Jack and the beanstalk	Weather watch
Butterfly and Duck	Marvellous Me	Let's celebrate	London's burning	Out and about (local study)	One the Farm	People who help us
Hedgehog and Badger	There's no one quite like me	World Celebrations	Vikings	Planes, trains and automobiles	Fantastic Forests	The Working World

PE and Outdoor Education

Our PE programme is wide and varied giving children opportunities to try a range of activities and see what they like and develop a range of skills. Children in year 6 have the chance to learn to swim. The aim is to help children become confident in the water. In the upper school the children go swimming for 10 weeks. Children are taught by a qualified swimming teacher, along with the support of their class teaching team. Children have an opportunity to access gymnastics at Andover Gym Club. Children in the upper school access sport facilities in the community and at Mark Way. Some children have a weekly horse-riding session during the more clement times of the year.

Outdoor Learning

We believe outdoor learning is very important for our children. Children who learn outside are 80% more likely to remember their learning. We have excellent outdoor facilities with a bike tack, trim trail, woodland walk, solardome, forest school type area and a field. We use the local community facilities where possible.

Children in Upper School also have the opportunity to attend regular Forest School sessions, led by a qualified Forest School practitioner.



Art, Music and Dance

Art, music and dance are important parts of the Curriculum and are generally taught through topics. For music, the children come together for a Lower or Upper School singing assembly. Sometimes we have visits from professional artists and crafts people who come and work with the children. Music and dance play an important part in our whole school celebrations such as Harvest and Christmas.

PSE (Personal and Social Education) and Citizenship

Personal, social and health education and citizenship are, we believe, of particular relevance and importance to our children and underpin all spheres of work and play at Norman Gate. They are the means by which we aspire to teach children many vital life skills necessary to lead a happy, healthy and useful life through and beyond their childhood years.

We endeavour to promote an ethos which gives children every opportunity to develop positive values about themselves within their personal relationships and in regard to the wider world.

Specific elements of the school's Health Education curriculum are taught through our topic programmes. Topics, for example, based around the theme of 'Ourselves' offer opportunities for work on Sex and Relationships Education, Drugs Education, Personal Hygiene etc. Many of these subject areas 'overlap' significantly with the Science National Curriculum programme of study.

The governors in consultation with the teaching staff, parents and other professional agencies have decided that sex education should form part of the whole curriculum in order to prepare children as fully as possible for adult life. Parents are welcome to come to school to look through the teaching materials which we use.

If a parent has any questions about the programme or any concerns about the way in which sex education is taught within the school it would be helpful if they could come to school to discuss it. Their concerns will be passed on to the governors.

Our curriculum aims to help children to understand how they and others can live happily, harmoniously and usefully as part of a wider society. It introduces themes such as families, homes, co-operation and diversity. Themes are explored in the context of the UN Convention of Rights of the Child and emphasise children's circumstances in different cultures and countries throughout the world. The programme highlights the inter relationship between children's universal basic rights and the responsibilities that are wedded to these rights.

Religious Education and Collective Worship

The school has no religious affiliation.

RE is taught as a topic subject and we follow the same programme as all other schools in Hampshire – this is taken from "Living Difference III".

Living Difference III offers an educative approach to religious education, emphasising a process of enquiry and exploration into concepts. Children and young people have the opportunity to respond from their own experience before being introduced to the way other people appreciate things.

We teach RE through concepts which are familiar to the children and then relate them to a context within religion.

Upper school comes together for collective worship twice a week. Once a week we have an Upper / Lower school singing time which ends in a collective worship. On other days children stay in their own class groups for a quiet reflective time.

Parents may withdraw their children from RE and collective worship. To do so they must write to the Headteacher saying that they do not wish their child to join in these activities.

Parents may see copies of all curriculum documents and all policies at the school.

SMSC

We believe it is important to develop the social, moral, spiritual and cultural awareness of each child and we do this through our ethos, values and teaching.

British Values

We promote British Values in a context of understanding the world.

Equality and Diversity

We are committed to creating a community that recognises and celebrates differences within a culture of respect and cooperation to promote a positive environment and shared sense of belonging for all who work, learn or use the services of our school.

We ask you to respect this while you are here and abide by our ethos.

If you feel you encounter any discrimination please inform the office.

Equality Objectives

- To develop children's understanding of equality, diversity and discrimination through the curriculum.
- To continue to have a nil response from staff on exit questionnaires when asked if they have ever felt discriminated against.
- To regularly discuss equality, diversity and discrimination through staff meetings and Governor meetings.

Relationships and Interaction

We have a positive, proactive approach to behaviour management and work closely with parents to enable children to take responsibility for their actions. Please see the Behaviour for Learning policy on the website for more information.

Complaints

If a parent is concerned about the curriculum we would like them to discuss their

concerns with us. If they feel after this that they are still unhappy they can write formally to the Headteacher and if they are not satisfied with the response they can then write to the Chair of Governors or to the education department explaining their complaint. Copies of the LA's arrangements for dealing with complaints are held at the school. (Staged Approach to Handling Complaints see sheet on next page.) For complaints not relating to the curriculum see over page.

Activities outside school

The school has its own mini-bus which enables us to take children out into the environment and to participate in a range of activities off the school site.

Children's records

Records are kept for each area of the curriculum. Throughout the year the teacher keeps teaching plans and some examples of the child's work in the file. We keep some examples of work to show progress. When children leave the school their file is sent to their new school.

Curriculum Reports

Near the end of the summer term parents receive a written report on their child's progress in all areas of the curriculum. The report also includes information on any special achievements. The report is sent home and then parents are invited to come up to school to discuss it with their child's teacher at the parents' evening in the summer term. At the same time they can look at the work their child has done over the year.

Year R children have an electronic learning journal through Tapestry.

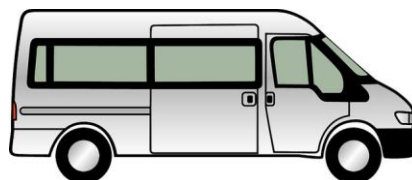
National Curriculum Tests

When children reach the end of KS2 the teacher will assess their achievements and decide if any children will take part in the End of Key Stage Tests. As the children all have significant learning difficulties the levels they achieve in the National Curriculum are lower than children in mainstream schools.

Information on the levels of achievement attained last year for all children nationally is held in the school and is available to you on request.

Children in Year 1 /2 may take the phonics screening chart.

School mini-bus



The mini-bus is fitted with seat belts on all seats. The school is covered by MIDAS (Minibus Initiative Driver Awareness Scheme). This is a county council scheme which requires all drivers to have reached a certain standard. All our drivers have been assessed for their driving skills in the mini-bus and have passed the MIDAS standard.

Charging Policy

There are no compulsory charges for any aspect of the main school curriculum. The school mini-bus is paid for through school funds and there is no extra cost for the short trips out to places of interest in the community. Where there is a cost involved, for example the entrance fee for the trip to the zoo, parents are asked to make a voluntary contribution towards the cost. This enables us to take the children on a number of trips to places on interest. If parents are unable to pay the school will consider paying any additional costs. Please discuss this with us. If we do not have sufficient funds a trip may be cancelled.

Secondary School

Decisions about a child's next school are made in discussion with the parents. They will first be discussed at the annual review meeting when the child is in Year 5. Once a decision has been made about the next school, a transition plan will be drawn up and implemented. Most children go to The Mark Way School which is on this campus. We have a special leavers' assembly in July each year.

Medicals

Year R and Year 6 have a medical each year as part of the annual review process. If you would like to see the Doctor please let us know and we can arrange for her to see your child when she visits. She will contact your own doctor if there is something she feels needs attention. You will always be informed if your child is due to see the Doctor and invited to attend.

The school dental service visits the school every year and will check the health of the children's teeth, with your permission.

Speech and Language Therapist (SALT)

The Speech Therapists come to school each week. They work closely with the school staff and set programmes which the classroom staff carry out on a daily basis. There

are a small number of children whom will be seen more regularly in class. We are supported by SALT from NHS and SALT funded by the LA.

Educational Psychologist

We may request support from an educational psychologist who advise the teachers. Sometimes they will work with an individual child to carry out an assessment. Parents will always be informed if this is happening. The EP may come to a child's annual review meeting if it is thought to be appropriate.

Physiotherapist

The Physiotherapist comes to school to support children on an individual basis as needed. They work directly with the children and leave programmes to be carried out by school staff. The Physio is happy to liaise with parents.

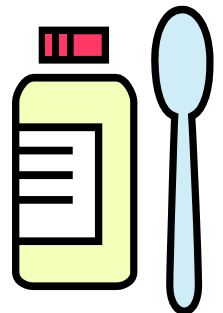
Occupational Therapist

We privately fund an OT who works with children either directly or by setting programmes for school staff to carry out if the child's need cannot be met through the rainbow road programme. We may also refer to NHS for OT.

Medicines

Some children need regular medication during the day. Parents are asked to let the school know in writing what medicine the child needs to take and if there are any special instructions. We also need to know of any medication given at home in case of an emergency. If a child is well enough to come to school, but has been given some medicine by the doctor then this should be sent into school with a written note.

All medication must be in a box/bottle with the pharmacy label clearly showing the child's name and the dose.



If it is at all possible medication should be given at home.

If your child is clearly unwell and particularly if they have suffered diarrhoea or vomiting – please keep them home for at least 48 hours after the last episode of sickness/diarrhoea and 48 hours in the nursery. This will help us ensure illness does not spread rapidly throughout the school. A child needs to be at home for 48 hours if they have norovirus.

If a child is ill or hurts themselves whilst at school the parents will be informed. We have qualified First Aiders on the staff who will see to any child who becomes ill or hurts themselves.

If the First Aider thinks the child should go to hospital, an ambulance is called and the parents are contacted. In all cases a member of staff will go to the hospital with the child and wait until the parent is able to come. In the event of a serious medical concern affecting the school e.g. Meningitis, the Headteacher will take advice from the Community Health Team about how best to manage the incident/concern. In these situations the medical authorities decision will be followed by the Headteacher.

If you would like to see a copy of the policy for medical needs please ask in the office.

School Governors

Mr Drew	Chair person
	Co-opted
	Headteacher
Mr Nulty	Co-opted
Miss Hayter	Teacher Representative
Mr Thompson	LA
Mrs Buckner	Parent Representative
Mr Buckner	Parent Representative
Mrs Jones	Non-Governor - Clerk

Elections for Chairperson, Vice Chairperson and elections will take place at the first meeting of the Autumn term.

Norman Gate Friends Association

Introduction

Norman Gate Friends Association is a registered charity that seeks to support the school to further enrich the educational experience for the children.

Our committee consists of three officers: Chair, Vice Chair and Secretary.

Over the last few years, we have provided the school with the exercise equipment at the top of the field, all the groundwork that went with it and we have big plans for the future. We would like to help Norman Gate expand the outdoor learning spaces further.

We usually meet about once a month at the school when we discuss/organise events and fundraising and have an informal chat. All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. All families are automatically members of NGFA when their child joins our school.

NGFA is conscious of the ethos and diversity of our school and we try very hard when organising and planning events to respect this. It is not all about fundraising, for example the Summer Fair did raise lots of money but the children, parents and carers all had a lovely afternoon and we raised awareness of our wonderful school in the local community too. You may have even seen us in the local paper.

We are always eager for new members to join us and it doesn't matter how much time you can dedicate, everything is appreciated. It may be offering to help before events or clearing up after, or wrapping gifts, preparing raffle tickets, gardening etc.

It does not matter if you cannot help on a regular basis, or even if you cannot come into school. There are always jobs that can be done from home if you have half an hour to spare, all time is valuable to us.

Do you shop online? Do it through [easyfundraising.org.uk](https://www.easyfundraising.org.uk) and raise a free donation for Norman Gate School Friends Association every time you shop!

<https://www.easyfundraising.org.uk/causes/normangateschoolfriends/Contact us>.

Thank you.

Useful names and addresses

The Education Department

General queries about the education service

Headquarters

Mr Steve Crocker
Director of Children's Services

Test Valley Area

SEN Service Manager
Hampshire County Council
1st Floor, Ashburton Court East
Winchester SO23 8UG
tel: (01962) 847495

Queries about your child's statement

Mr Nick Mann

Senior Special Needs Officer
Hampshire County Council
1st Floor, Ashburton Court East
Winchester SO23 8UG
tel: (01962) 847495

Support4SEND is there to support you in dealing with issues such as placement, complaints and queries about your child's education:

Support4SEND
Hampshire County Council
Children's Services
The Castle
Winchester
SO23 8UG
tel: (01962) 845870

Queries about transport

School Transport Dept.
The Castle
Winchester SO23 8UD
tel: (01962) 845970

Social Care Department

General queries about support from the social care department

Duty Officer for

Children & Families Services
Beech Hurst
Weyhill Road
Andover SP10 3AJ
tel: (01264) 387401

Privacy Notice (How we use personal information)

Why do we collect and use personal information?

We collect and use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and how well our school is doing
- Statistical forecasting and planning
- to comply with the law (including legal requirements to share data with the local authority and Department of Education)
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attend) and exclusions
- Assessment information
- Modes of travel
- Relevant medical, special educational needs and behavioural information
- Post 16 learning information
- Safeguarding information (such as court orders and professional involvement)

Legal Basis for Processing

The General Data Protection Regulation allows us to collect and use pupil information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data where complying with a legal requirement includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Collecting personal information

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your consent you may ask us to stop processing this personal information at any time.

Storing personal data

We hold pupil data for / in accordance with our retention schedule *which is available on our school website*.

Who do we share pupil information with?

We routinely share pupil information with:

- schools
- local authorities
- the Department for Education (DfE)
- Medical professionals

Why we share pupil information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) or the Department for Education (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of

this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

Requesting access to your personal data

Under the General Data Protection Regulation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact [schools to include contact details of their Data Protection Officer]

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and


- a right to seek redress, either through the ICO or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Stephanie Jones, Data Protection Officer.



What our children
say about
Norman Gate . . .

'School trips are really fun and we learn lots.'

'In Norman Gate we learn lots from being outside. We have some amazing outdoor areas such as: the playground, Barley hill, the woodland walk, the field and lots of amazing exercise equipment.'

**What parents
say about
Norman Gate . . .**

'We think it is brilliant, efficiently run, caring staff and a great start to the learning journey for children. If only X's older brother could come too!'

'Really pleased with the progress my son has made, the school has done amazing work.'

'what (the school) offers to children who are struggling in a variety of ways is unbelievable. Each child is valued for his/her own differences and attributes'

'X is always happy to come to school and I am always happy to leave him there. They are fantastic teachers.'

**What our staff
say about
Norman Gate . . .**

'I am proud to work in a school that meets high challenge with high expectations and standards.'

'There are high standards of physical safety including secure boundaries, children are supported to feel emotionally safe and safeguarding is at the top of everyone's priorities.'

'Staff are well trained and constantly exhibit good examples of behaviour management even in the most challenging of circumstances.'

'Everybody at this school is polite and cheerful and do everything in their power to ensure pupil happiness and well-being.'

The information contained in this booklet is intended for parents of the children who will be entering between September 2020 and July 2021. 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

The school website can be found at
www.normangate.hants.sch.uk

for more information or copies of policies or to arrange a visit please contact
Mrs Stephanie Jones Admin Manager 01264 323423
Or email s.jones@normangate.hants.sch.uk