‘I have come that they may have life, life in all its fullness’
John 10:10

Parent Information

September 2026

All information provided is correct at the time of printing but is subject to change.
Please check the website or contact the office for the latest information.



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Vision and Aims of the School

Our School Vision

‘I have come that they may have life, life in all its fullness’
John 10:10

The atmosphere and ethos of our school reflects that we are a family, who care and believe in each other, the church and a love for learning. Through everything we do, we support our children to live life to its fullest.

Our School Aims

Our school aims to;

RESPECT

We work together to enable learners to respect themselves, one another and the wider community. Children are supported to be kind, compassionate and forgiving towards one another. Always treating others as they themselves would want to be treated. We show respect to all.

ASPIRE

We encourage learners to aspire to be the best they can be, equipping them with knowledge, creativity and life skills. We try to ensure all our children have plenty of opportunities to learn about what they could achieve both within school, and beyond school or later in life.

CHALLENGE

We support, nurture and challenge our learners during their school journey. We enable our children to explore how they could challenge themselves to be better, both academically and personally. We ask how we could be better people and provide the tools to help everyone to achieve this.

SUCCEED

We celebrate when our children succeed and encourage them to be proud of what they achieve as the worldwide family of Christians support one another. We encourage the children to celebrate themselves, and others, and use this enthusiasm to help others to succeed.

Trust Vision

Our School Vision

Holy Cross Church of England Primary School is proud to be part of the Grace Schools Trust.

Welcome to Grace Schools Trust

Our vision is for every child to flourish, to be introduced to the richness of human experience, and to understand, question, and contribute to the world around them.
What more could we want for our children than for them to leave school well educated, confident, and kind, to be able to go forth and succeed in their future choices.

At a Grace Schools Trust school this overarching vision guides our work, supported by the Trust's values of Love, Community, Respect, Trust and Ambition.

We aim to deliver a high quality education, underpinned by our Christian distinctiveness, which follows a set of common principles but delivered in a manner unique to every school. We value the experiences open to every child and are committed to bringing a range of academic, sporting, arts, and community events to our pupils.

Our Promise encompasses providing the best education and life chances we can through nurturing our children's values of Love, Community, Trust, Respect, Ambition.

CEO: Adrian Ball

Chair of Trustees: Helen Jackson

To find out more about the Trust visit the website at https://graceschools.org.uk/

About the School

Holy Cross Church of England Primary School was formed in September 2021, following the merger of Runcton Holme CofE Primary and Wormegay CofE Primary on to the site in Runcton Holme. The school comprises of a Victorian building (with attached school house), an extension to the rear and mobile classroom. These buildings are within a larger site which has a large field and two playgrounds.

The school is split into four classes; each class takes a different name yearly.

EYFS
Pre-school & Reception

Teacher: Mrs Waterson
EYFS Lead Practitioner: Miss Fowler
EYFS Practitioner: Mrs Carter

Year 1 & Year 2

Teacher: Miss Batterham

Year 3 & Year 4

Teacher: Mrs Zeil
HLTA: Miss Thorne

Year 5 & Year 6

Teacher: Mrs Moore
TA: Miss Jupe

Additional Staff

Office Co-ordinator: Mrs Angel-Trueman
Breakfast Club Supervisors: Mrs Cook, Mrs Carter and Miss Fowler
Midday Supervisor: Mrs Carter, Mrs Redding
Wraparound Club Supervisor: Mrs Adams

Equality

Holy Cross Church of England Primary School is committed to ensuring equality of provision throughout the schools' communities. To achieve this, our equality objectives are as follows:

Equality Objectives

- To ensure all pupils in the schools receive learning experiences which will enable them to achieve their potential and enrich their lives.
- To welcome and treat every member of the schools as an individual.
- To encourage pupils to become responsible and independent while preparing them for their role in a wider social context.
- To reduce prejudice and increase understanding of equality and diversity within the school and promote within the wider community.
- To promote spiritual, moral, social and cultural development and understanding through a rich range of experiences both in and beyond the school.

The school's equality statement policy can be found on the website.

Admissions / Appeals

Admission to the pre-school is detailed in the Pre-school admissions policy.

The Trust Admission Policy sets out the admission arrangements for Trust schools. Schools will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions. The school will, through the Trust, consult as may be required and/or necessary.

Reference in the Codes to admission authorities shall be deemed to be references to the Trust Board, the powers and functions of which may be delegated to the head teacher supported by the Local Governing Body (LGB) of the school. All schools in the Trust will participate in coordinated admission arrangements by the Local Authority (LA) in their relevant geographical location and in respect of other arrangements specified in the admissions code. Notwithstanding these arrangements the Secretary of State may direct the Trust school to admit named pupils to a school on application from the LA, before doing so the secretary of state will consult the Trust.

This Church of England Primary School, which is part of the Grace Schools Trust, serves children living within the Parishes of Runcton Holme, Wormegay and Tottenhill. The school admits children in the September before their 5th birthday.
Our admission policy allows children to start school earlier than the law requires. However, the law also allows parents to ask for their child to be admitted while the start date is delayed until later in the school year. Your child must start school by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If you inform us that you wish to delay your child's entry the place will be held and will not be offered to another child.

The planned admissions number into the Reception Year is 10.

Oversubscription Procedures – First Admissions
In the event of over-subscription, the Governors will give priority using the following criteria:-

1. Children for whom their Statement of Special Needs names this school.

2. Children in public care living within the catchment area.

3. Children who live <u>within</u> the catchment area and:

- Have a sibling attending the school at the time of their admission
- Whose parents regularly attend Church (at least twice a month) and express a wish for their child to attend a Church of England School
- Have no sibling attending the school at the time of their admission

Admissions / Appeals

4. Children who live outside the catchment area and:

- Have a sibling attending the school at the time of their admission
- Whose parents regularly attend Church (at least twice a month) and express a wish for their child to attend a Church of England School
- Have no sibling or religious affiliation at the time of admission

In the event of over-subscription the distance from home to school will be measured and the straight line used as the tie-break.

For the purposes of applying the over-subscription criterion, a sibling is here defined as a brother/sister living at the same address including a step brother/sister and children in foster care within a family unit.

Where parents have a shared responsibility for the child, each for part of the week, the home address will be considered to be the address that the child lives at for the majority of the week (including weekends). The school will expect evidence to support this, including the prime contact address held by the current school and which parent receives the child benefit in cases where the child spends an equal proportion of the week with both parents.

Appeals Procedure

If, for any reason, your child has not been offered a place at this school, you may appeal in writing in the first instance to the Governing Body of the school. Further details will be provided at the appropriate time should it be necessary.

Prospective parents are very welcome to make an appointment to visit the school with their child/ren. Parents of accepted children will be notified of an evening meeting where details of the school and sessions when their child/ren can visit the Reception Class prior to entry, will be given. This will also provide an opportunity for parents to meet the Headteacher, Class Teacher and Classroom Assistant.

Additional Information

Additional Information about school admissions can be found at the Norfolk County Council Website: https://www.norfolk.gov.uk/education-and-learning/schools.

Sickness / Absence/ Lateness

Sickness / Absence

Sickness

If your child is unwell and will not be attending school, you must inform the school **before** registration takes place (8:50am) on **every day** they are absent. This can be done by either phoning into the school office or sending a message through the MCAS app.

If no contact has been made, the school will contact parents/ carers via phone and message. All calls and messages sent, along with responses will be logged on to the system. The Headteacher and/or other key staff will be alerted to the absence and any wellbeing issues.

The school will continue to make daily contact until a response is received. We will also make general enquires during this time and try other contact numbers. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

If your child is absent for 3 consecutive days, a home visit may be arranged and medical evidence will need to be provided, even if a reasons for absence have been provided.

Absence

We encourage parents/ carers to make medical appointments outside school hours. Where this is not possible, we advise that you try to arrange the appointment for the start or end of the school day to minimise disruption to your child's learning. We may ask for evidence of the appointment to log on the system.

Lateness

Morning registration will take place at the start of school at 8.50am. The registers will remain open for 10 minutes.

Any child arriving at 9am or later will be marked as having an unauthorised absence unless there is an acceptable explanation. In cases where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Medical evidence will be requested to support the absence.

Administering First Aid / Medicines

All school staff are first aiders, and able to administer first aid if your child has an accident. In the event of a minor accident, this is recorded on Smartlog and you will be notified via email. If your child is involved in an accident that needs further medical attention, then you will be contacted by phone.

No child can be given prescribed medicines or Asthma Inhalers in school unless the parent/guardian gives written consent, and the medicine is in the original container bearing his/her name and the recommended dosage. All medication should be in date. These should be given in at the office, where a consent form can be completed.

First Aid at Work First Aider in Charge

Miss Thorne

Level 3 Paediatric First Aid

Mrs Zeil
Mrs Waterson
Miss Fowler
Miss Batterham
Mrs Carter
Mrs Angel-Trueman

Emergency Paediatric First Aid

Mrs Moore
Mrs Cook
Miss Jupe
Mrs Adams

School Day / Term Dates / School Closures

School Day

A typical school day consists of;

08:00	Breakfast Club Opens
08:20	Daily Mile starts
08:30	Pre-school Opens
08:40 - 08:45	Children arrive in school. EYFS children go through the back gate and into their classes, Class Two and Three go through the gate to the left of the front playground and in through their classroom doors, and Class Four into the mobile.
08:50	All children in class for registration
11:30	Pre-school morning session finishes
12:00 - 12:50	Lunch
12:50	Collective Worship in the school hall and Afternoon Registration
15:20	End of the school day. After School Clubs start. Wraparound Care starts.
15:30	Pre-school afternoon session finishes
16:20	After School Clubs finish
16:30	Wraparound Session 1 finishes, session 2 starts
17:30	Wraparound Session 2 finishes - All children must have left by 17:30

End of school procedures
Children will only be handed over to a parent / carer who has parental responsibility for the child, unless parents have advised that another person will be collecting on a regular basis. If any other adult is collecting a child from the school, the parent / carer must have informed the school either by phone, in person, or in writing prior to the collection time, A password system may be used. Children will not be released to anyone unknown to the school without consent of the parent.

Playtimes
Teachers and TAs for the class are on duty and equipment is available to the children to play with, staff are encouraged to play games with the children.

Wet Playtime
Conducted within classroom

Wet Lunchtime
EYFS in their classroom, Rest of school in the hall.

School Day / Term Dates / School Closures

Term Dates

Term dates are set by the Headteacher, taking into consideration the Norfolk County Council set dates, and INSET dates set by our Academy Trust. These are released prior to the start of the forthcoming Academic Year and can be found on our website.

School Closure

Should the school need to be closed, a notification will be sent via MCAS by the school detailing why and any additional information needed. The school closure is also added to the Norfolk County Council School Closure page.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility.

Safeguarding and promoting the welfare of children is defined by the Department for Education as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Our Child Protection and Safeguarding Policy and procedures are available to all staff and parents via the school website.

Designated Safeguarding Lead

Mrs Zeil

Deputy Designated Safeguarding Leads

Mrs Waterson
Miss Thorne
Miss Fowler
Mrs Adams

Trust Safeguarding Lead

Ms Fitt

Designated Teacher
Looked After Children

Mrs Zeil and Mrs Waterson

If you are concerned about a child's welfare, please get in contact with one of the school safeguarding team.

Behaviour Policy



The school rules are:

Ready, Respect, Safe, First time, every time

The behaviour policy details our approach to behaviour including norms, routines and consequences. It includes a home-school agreement that is shared with all parents as children start at the school. All parents are expected to engage in supporting the school with regards to the expectations included within the home-school agreement.

Response to appropriate behaviour (Rewards)

- Positive Praise
- Children receive a behaviour star for the class on the hall board - termly reward
- In class reward systems
- Headteacher's Awards, learning or behaviour reward.
- Star Learner Awards
- Sticker Charts
- Extra Playtime

Response to inappropriate behaviour (Consequesnces)

- Quiet reminder (individual basis) about non-compliance with the school rules.
- Warning given – reminder about inappropriate behaviour – green cube
- If the behaviour stops, return to step one for any further incidents, however, then next cube given is yellow, and then red.
- If the behaviour continues, escalate through the cubes – if the child reaches a red cube, behaviour star is lost – needs to be recorded on BromCom. If a child loses their behaviour star, Golden time will be lost and the child will spend the time with the Headteacher.
- Any incident after the loss of the behaviour star means a loss of time at a playtime or lunchtime. If behaviour is significant and requires the removal of child from the classroom then child is sent to the Headteacher. (Behaviour recorded on BromCom). Child to work out of the classroom for a period of time.
- Discussion with parents – telephone/ end of day. Pastoral conversation to take place
- Internal exclusions – if working outside of the classroom for a period of half day or more
- External exclusion

Uniform

We are proud of our distinctive school uniform and it is an expectation that all children wear the school uniform as stated below:

- Navy knitted jumper / cardigan with logo, (if you choose to purchase jumpers / cardigans from alternative suppliers these must not be sweatshirts.
- Light blue (not royal or navy) Polo shirts

Boys - grey trousers/ tailored school shorts (no tracksuit bottoms or sports shorts)
Girls - grey skirt / pinafore / trousers or tailored shorts (no leggings), grey tights for the winter. Navy and white checked dresses may be worn in summer.

Footwear should be all black, sensible school shoes/ trainers, and are suitable for the active atmosphere of the school, and wet weather.

P.E. and Games wear -

- School t-shirt (navy) with school logo
- Navy shorts
- Trainers for outdoor games wear
- Draw string kit bag
- Socks
- Navy hoodie with school logo
- Navy tracksuit

All children need to wear PE Kit on the days specific to their class

Pre-school Uniform:

- Navy School Sweatshirt/ Hoodie
- Navy School T-Shirt
- Navy or Grey Trousers/ Tracksuit Bottoms/ Shorts/ Leggings – easy to get on and off.

Pre-school children are able to wear school uniform if they prefer.

Please make sure that your child's name is clearly written in EACH item of school uniform as this allows lost property to be speedily returned to its owner.

Unacceptable school wear including jeans/ leggings or tracksuit bottoms (on days when it is not PE). Nail varnish and jewellery should not be worn. Those children with pierced ears can wear studs only, and these should be removed for safety reasons during P.E. sessions.

Hair must not have extreme styles or colours. Hair should be natural-coloured, with no bright or unnatural colours. Extreme hair styles include, but is not limited to, shaved patterns, shapes, letters or tramlines. Hair accessories should be small and simple in style. Long hair should be tied back, especially for PE.

Watches should be standard watches; smart watches should not be worn. Mobile phones should not be bought into school.

Uniform can be purchased from: https://www.brigade.uk.com/parents/school/RU5509PD/
If you struggle financially with purchasing school uniform, please do come and see us. The Friends of the School also sell high quality second hand uniform to raise money, this is available in the foyer.

Curriculum / Home Learning / Ambassadors

Curriculum

Curriculum Intent

Our curriculum aims to equip our learners with the knowledge and skills they need, enabling them to **aspire** to all they can achieve, within their lives and their community, **challenge** themselves to achieve and these celebrate **success** in a way that demonstrates **respect** for themselves, their family, their friends, their community and the world within which they live.

Being a church school is important to us and Christian values underpin all that we do within both our learning and play. The atmosphere and ethos of the school reflects that it is a family, who care and believe in each other, the church and a love for learning. Children who attend this school are supported to learn so that they can have lead and rich, and full life as they grow. '**I have come that they may have life, life in all its fullness' John 10:10**

Our staff all share a common understanding of what we want our pupils to achieve from our curriculum and how we can go about achieving this. Our curriculum design has been greatly impacted by this. Our long term plan demonstrates a coherent, sequenced, knowledge rich curriculum that builds both within a year and across year groups, starting right from the beginning with our EYFS curriculum that is underpinned by seven key areas of learning and builds broad and solid foundations in preparation for achieving their potential. The KS1 and KS2 curriculum, is primarily based upon the National curriculum and is rich in knowledge of many different aspects of the world around them, and promotes development of skills that they will need to lead a full and active life within the world they live. All children access our curriculum offer, appropriate adaptations are made where needed to enable our children with special educational needs to access every aspect.

Curriculum Implementation

The schools follow a two year rolling programme, with key concepts and knowledge being revisited throughout. Learning is broken down into three phases to ensure progression and development of substantive and disciplinary knowledge and, allowing for previous learning to be built upon when embarking on new areas of learning.

Within each subject we deliver learning using recommended, respected and tested schemes of work, for example: in Maths we use Can Do Maths, for many foundation subjects we use Primary Knowledge Curriculum and in ICT we use Purple Mash.
Whilst children are within the EYFS, teachers plan from the PKC, whose planning is based on the Development Matters Framework, building links with the curriculum being offered at KS1. This enable smooth transition within those year groups, being as they are in one class.

Curriculum / Home Learning / Ambassadors

Curriculum Communication with Parents

Each half term an overview of the learning being covered will be shared with parents, these will cover key facts, questions, vocabulary and learning that the school will cover. It also shares any key information regarding the class, and suggestions of additional home learning activities.

Celebration of Curriculum Achievements
Staff can give Headteacher Awards at any time to children for excellent learning across any areas of the curriculum, this learning can be shared with the Headteacher at any time. At the end of each term, a formal celebration assembly is held where Star Learners are recognised within subject areas, these children receive a certificate and voucher.

Home Learning

There is so much that children can learn from spending time with their families, from others, and from taking part in wider community activities and we encourage parents to do so.

Formal homework will take the form of: weekly Reading, Spellings, Times tables, Phonic/ Word Cards and a task from the class homework grid based on different areas of learning. The expectation is that one box is completed per week. In preparation for Year 6 SATs there will be weekly homework set.

School Ambassadors / Sports Captains

Each class has two class ambassadors. These children are chosen by the staff to represent their class. The school also has four Sports Captains, who support with organising and leading PE and Sport across the school.

These children meet regularly with Mrs Zeil and Miss Thorne, providing feedback from their classes and helping to organise events.

EYFS - Early Years Foundation Stage

Early Years Foundation Stage (Pre-school and Reception)

Here at Holy Cross CofE Primary School we understand what a daunting experience it can be for children and parents at the beginning of primary school, so we ensure we make it a positive a happy start. Every teacher in the school has worked in an EYFS class so we are all familiar with working with young children.

The Early Years Foundation Stage (EYFS) Statutory Framework and the Development Matters Guidance underpin the experiences and learning that we provide. We ensure that there is a daily mix of direct, first-hand experience and play based exploration to prepare our children with the foundation knowledge and skills they will take with them into Key Stage 1 and beyond.

In EYFS we use Tapestry to document your child's journey through EYFS, sharing learning from in school, and welcoming parents to make contributions from home.

Special Educational Needs

If you have concerns relating to special education needs of your child, you should share these concerns with the class teacher in the first instance. The class teacher will then discuss these concerns with the SENDCo and the Headteacher as part of pupil progress meetings. Our SENDCo is Rachael Waterson.

All teachers engage in the Assess, Plan, Do, Review cycle half termly, and meet regularly with the SENDCo to discuss this and then with parents, where provision is shared.

Further information regarding SEND can be found in our SEND Information Report.

Church Distinctiveness

Holy Cross Church of England Primary School is a church school, and as such it is important to us to display and maintain our Christian distinctiveness. However, it is not a faith school, and children of all faiths and no faith can attend the school. Our ethos incorporates many of the Christian values and these run through all that we do in school. Links with the church are established as much as possible.

All children are involved in daily collective worship activity; and are invited to participate in the lunchtime grace and school prayer.

Lunchtime Grace
Thank you God for the food we eat
Thank you God for the friends we meet
Thank you God for the fun we share
Thank you God for your loving care
Amen

School Prayer
Father God,
At Holy Cross we ask that you,
Look after us the whole day through,
Give us the skills to respect each other,
And share our aspirations with one another,
Support us as we rise to the challenges You give,
And thank you for the opportunities we have to grow and live.
Amen

Religious Education

Through the teaching of RE we aim to promote religious literacy. By this we mean that pupils are able to hold balanced and well informed conversations about religion and belief.

- At KS 1 pupils study primarily Christianity and Judaism, with reference made to other principal religions, beliefs and worldviews.
- At KS 2 pupils study primarily Christianity, Islam and Hinduism, with reference made to other principal religions, beliefs and worldview.

In accordance with the Statement of Entitlement (2016), 2/3 curriculum time is allocated to the teaching of Christianity. This entitlement is met both through the weekly teaching of RE, and through additional enrichment days which focus on an aspect of the Christian Faith.

All schools within the Trust are inclusive communities but recognise that parents have the legal right to withdraw their children from Religious Education and Collective Worship on the grounds of conscience. We would ask any parent considering this to contact the Headteacher to discuss any concerns or anxieties about the policy, provision and practice of religious education.

Breakfast Club / Wraparound Care

Breakfast Club

The school's Breakfast Club Leaders: Mrs Cook / Mrs Carter/ Miss Fowler
Operating Hours: 8:00am – 8:50am
Children can arrive up to 8:30am but pay for the whole 50mins.

Breakfast Club takes place in the hall. Breakfast is given up to the hours of 8:30am. Games and activities provided for the children.

Breakfast on offer includes different varieties of cereal, toast with butter/jam or chocolate spread, waffles, fruit and fruit juice/water.

Costs are:

- £3.50 per child per day
- £6.00 for 2 children per day
- £7.50 for 3 children per day.

(prices are subject to change at the discretion of the headteacher)

Breakfast Club must be pre-booked via the MCAS App.

Wraparound Care

The school's Wrapround Care Leader is: Mrs Adams
Operating hours: Monday – Friday, 3.20pm - 5.30pm

Wraparound Care offers our parents/ carers paid childcare for their children after school. It is run by a member of school staff, who will provide the children with a small snack, and different planned and play based activities. It is run in our EYFS classroom, and is available to all children.

Children can attend Wraparound Care, after attending a school club. Wraparound Care needs to be pre-booked via MCAS.

Charges:

- Session 1 - 3:20pm - 4:30pm - £5.50
- Session 2 - 4:30pm - 5:30pm - £5.50
- Both Sessions - 3:20pm - 5:30pm - £11

(prices are subject to change at the discretion of the headteacher)

All Breakfast Club and Wraparound Care hours can be included in pre-school children's funded hours.

After School Clubs / Educational Visits

After School Clubs (Reception – Year 6)

After School Clubs generally run Monday to Friday, 3:20pm – 4:20pm.

We organise a wide range of activities which children can choose to take part in. These can include: Lego Club, Sports Clubs, Healthy Eating Cooking Club and Craft Club. These are run either by members of staff or Sports Coaches. A small non-refundable charge is made for after school clubs but this is kept to a minimum.

After school clubs change each half term. Places are limited and allocated on a first come first served basis. Details will be sent out, detailing the date and time clubs will be available to book through your MCAS at school app.

Educational Visits

At Holy Cross Church of England Primary School, we pride ourselves in the development of the whole child, to this end we endeavour to provide a variety of Extra Curricular and Enhanced activities.

Education Visits are encouraged to support learning in the classroom. All educational visits support learning of the curriculum and are risk assessed appropriately. A voluntary contribution is asked for in most cases, where the costs are not covered it may be necessary to cancel a trip but this is avoided as much as possible.

Two night residential visits take place in Yr3/4 to Hautbois and in Yr5/6 to Norfolk Lakes, where the children take part in a number of different Outdoor and Adventurous Activities.

Communication / Payments

Communication

We are always pleased to welcome parental involvement in your child's education and encourage it. The office is open daily, 8:00am – 1.30pm please do come and see us if you have any questions, or would like to request a meeting to see your child's teacher. If no one is available in the office please email office@hcr.graceschools.org.uk

Every child has a home reading record, please do fill it in when you read with your child, help them work towards their 100READS and gain a new book from Mrs Zeil.

Every month a newsletter is sent home, with updates on what has been happening, or is coming up in the school calendar. It is also an opportunity to share some of the fantastic learning that goes on.

MCAS – All communication will come via the MCAS app. Please ensure you can access it and that you enabled notifications when downloading it.

Celebration assemblies happen on a Friday at 3pm, parents are welcome to attend. A much larger celebration assembly is held at the end of each term, which parents are also welcome to attend.

Payments

All payments must be made via MCAS app. In line with the Trust policy we are unable to accept cash or cheques.

School Meals

Children have the option of a hot school meal or a packed lunch. School meals are cooked at St Martin of Shouldham Primary School and transported in insulated containers to the school.

The menu is on a 3 week rotation and changed for Autumn/ Winter and Spring/ Summer. There is a good choice every day from family favourite hot meals, sandwiches, jacket potatoes and pasta. There is also a vegetarian option available each day.

If your child has an allergy, our catering suppliers will require an allergy form to be completed before any meal can be offered to your child. Medical evidence will need to be seen so that an allergy menu can be created.

The menu choices can be found on the MCAS app and meals need to be ordered there by the Tuesday of the previous week. The cost of school meals are £2.75 per day. Payment will be requested at the time of booking.

Reception, Year 1 & Year 2 are entitled to a Universal Free School Meal.

Children can bring their own packed lunch if preferable, we encourage the children to think about what they bring in their packed lunch and ensure these are part of a healthy balanced diet; sweets/ chocolate bars, fizzy drinks are discouraged.

The children are supervised in the dining hall and afterwards on the playing field or playground by the Midday Supervisor.

We encourage the children to bring to school a drinks bottle, this should preferably be water or flavoured water only.

We do provide fruit for the children; they can bring a healthy alternative for snack if they wish to.

GDPR / E-Safety

The protection of data is taken very seriously across the school. The GDPR policy is available on the website and included in the appendices. When working from the school, all employees must abide to the regulations regarding the sharing of data. Further information can also be found on the the Trust website. Any concerns regarding Data Protection or breaches of Data Protection Regulations should be taken to the Headteacher or the Office Coordinator.

When your child starts school, a number of documents are shared regarding information sharing and data protection. Please ensure you take the time to read these and sign the associated permissions.

Policies

All policies regarding the running of the school are available on the website, or via the Trust website.
Should you require paper-based copies of any of the policies please contact the school office and these will be made available for you.