

Bure Valley School

Care, Creativity, Challenge



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Headteacher : Mr. J. Starling

Chair Governors: Mr T. Gentry

Dear Parents and Carers,

This brochure is designed to give some of the basic information you need as your child starts with us. Please visit our website which will offer you far more detail. Or, of course, contact me.

I believe it is the highest privilege to be given the opportunity to teach your children; young minds are eager to learn and explore the world around them. I am constantly surprised and delighted by the ideas and insights that your children choose to share with me.

Children have just one chance to grow and learn; their time at school is precious. They deserve to enjoy their learning in a positive, safe and caring environment. I will constantly strive to ensure your child maintains and develops the love of learning with which all children are born. I will, through calmness, firmness and by taking time to listen, strive to ensure your child learns to be calm, thoughtful and caring.

John Starling

Mission Statement

Care, Creativity, Challenge

To inspire and support pupils to achieve their best, personally, socially and academically.

To use a creative approach to teaching, encourage independent learning, develop pupil's individual talents and celebrate success.

To encourage staff, pupils and parents to work together in making the school a warm and friendly learning environment.

Together we aim to achieve the best in everything we do.

The School Day

The times of the current school sessions for pupils are as follows.

Bell:	8:30	Playground supervision begins
	8:45	Classroom doors open
	8:50 - 9:00	Registration
	9:00 - 9:15	Morning assembly
	9:15 - 10:15	Session 1
	10:15 -10:30	Morning break
	10:30 -11:30	Session 2
	11:30 -12:15	Session 3
	12:15 -1:15	Lunch Break
	1:15 - 2:15	Session 4
	2:15 - 3:15	Session 5
	3:15	Home Time.

N.B. The lunch break is not considered part of the school session.

Teaching Staff

Year 3	-	Mrs. A. Lee	
	-	Mrs. H. Pope	(assistant head)
		Mrs H. Oakden	(deputy head)
Year 4	-	Miss A. Lowe	
		Miss N. Beevor	
		Mrs. M. Cogley	
Year 5	-	Mr. N. Baldwin	(senior teacher)
		Miss. L. Newark	
Year 6	-	Miss S. Dorling	
		Mrs R. Abramson	
		Mrs. J. Walker	
Headteacher	-	Mr. J. Starling	

Support Staff

Secretary	-	Mrs. C. Medler Mrs D. Hill
Teaching Assistants		
PE and Games	-	Mrs. C. Gay Mr G Pope Mrs. M. Moll
Year 3		Mrs F. Small Mrs P Gentry Mrs L. Pusey Miss L. Chamberlain
Year 4		Ms. S. Fox Mrs R. Tappin
Year 5		Mrs. S. Little Mrs. A. Wright
Year 6		Mrs. L. Holmes Mrs. A. Yaxley
Mid Day Supervisors (in additional to teaching assistants)	-	Mrs. J. Mason Mrs C. Rose
Caretaker	-	Mr. D. Sadler
Cook	-	Mrs. D. Sadler
Assistant Cooks	-	Mrs N. McKeown Mrs. S. Coe
Road Crossing Patrols	-	Mrs. J. Collins Mr D. Sadler Mr. R. Kerrison
Cleaners (N.C.S)	-	Mr. D. Bayle

School Governors

Mr Tony Gentry	-	Chair of Governors - Parent Governor
Mr G. Miall	-	Vice Chair - Local Authority Governor
Ms S. Nunes Vaz	-	Community Governor
Mr A. Morton	-	Community Governor
Mr D. Waller	-	Trust Governor
Miss A. Lowe	-	Staff Governor
Mrs C. Gay	-	Staff Governor
Mrs P. Fearn	-	Local Authority Governor
Mr M. Martin	-	Local Authority Governor
Mrs S. McCann	-	Parent Governor
Mr N. Tappin	-	Parent Governor
Mrs V. Shaw	-	Clerk

The Friends of Bure Valley School (FOBS)

The Friends of Bure Valley School Association was set up during the Autumn Term of 2001, and membership of this Association is automatic for all parents and teachers of the school, and is open to members of the local Aylsham community who might wish to join the Association.

The objectives of the Association are to advance the education of the Pupils of the School by providing and assisting in the provision of facilities for Education at the School (not normally provided by the Local Education Authority) as ancillary thereto and in furtherance of this objective the Association may:

- Foster more extended relationships between Staff, Parents and others
- Engage in activities, which support the School and advance the education of the pupils attending it.

Various 'Friends' events are arranged throughout the year. These can include Christmas plays, music concerts, sports day, book fairs and Christmas/Easter events.

The A.G.M. of the Friends of Bure Valley School Association for this year will be held early in the Autumn Term. If you have an interest in helping to support the pupils of the school please come along and join the committee.

A little history

The school opened in 1971 (for 7-11 year olds) and had a major building addition in 1978 when it became a Middle School catering for boys and girls in the 8-12 age range. Due to reorganisation by the LEA the school reverted back to a Junior School in September 2001.

Traditionally constructed, it had five classrooms in the main building plus used for the upper school and ICT suite. The lower school is divided into two open plan areas in which pairs of classes are taught together.

Currently, whilst the building programme takes place, the four mobile classrooms house part of the school. The Music and Drama room is temporarily unavailable whilst the build progresses. Our builders, Kier took possession of the office block (up to but not including the hall) and the car park in June, so that children entered via the infant school.

During the Summer break Kier take possession of the hall. By September 2011, Kier return the car park, hall and offices to the school so that year 3 enter via the main entrance whilst years 4, 5 and 6 go around the school as they did in the first half of the Summer term.

In January 2012 Kier hand over the new year three and five areas, two classrooms for year six, and the new staff room and office areas. Kier move into the central area to demolish it and build the new year four area. Year four classes move into the mobiles.

In June 2012: Kier complete the build and return the all remaining areas of the school.

Home-School Links

The School staff wishes to work in close harmony with parents in order to assist their children in every way. In addition to my open invitation to visit the school whenever there is a problem there are other regular occasions when parents are invited to visit the school.

Parent - Teacher Consultations

Autumn Term

We will discuss the settling in process and general progress of all pupils.

Spring Term

There will be a parents meeting for all parents, and an additional meeting for Year 6 parents to inform parents to inform parent about test procedures.

Coffee Mornings

The school runs informal coffee mornings on a regular basis following Monday's celebration assembly. It is a time to share with other parents and also to talk with the headteacher about general or indeed specific questions you may have.

School Meals

Children are able to purchase a school meal on a daily basis. The school operates a "Children's Choice" service where the pupil chooses a meat, vegetarian set meal or a snack pack. Alternatively the children can bring a packed lunch at mid-day. The charge for a main meal and sweet is £2.10 (the value for a free meal token dinner).

If, as sometimes occurs, a child forgets his/her lunch, or the money, the school will provide a dinner on the understanding that reimbursement will be made the next day.

Attendance

One of the key features in the success of a child's education is good attendance. However, from time to time your child may not be well enough to attend school. When this is the case it is important to keep the school informed by letter/pupil planner as well as by phone. You may also e mail the school office at office@burevalley.norfolk.sch.uk if it is easier.

Absence for illness can only be authorised by the school.

Lateness and absence unsupported by a note or phone call will be recorded as unauthorised absence.

If your child becomes ill during the school day, you will be contacted and asked to take your child home. It is therefore essential that school always has a current contact number where you can be reached.

Absence	School			Norfolk			National		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
% Total Absence (3 term)	4.3	4.7	4.8	5.3	5.2	5.2	5.3	5.3	5.2
% UnAuth Absence (3 term)	0.1	0	0.1	0.5	0.5	0.5	0.6	0.6	0.7

Holiday Leave of Absence

We are very keen that our pupils attend school regularly and punctually. With the demands placed on schools for target setting and raising standards any time missed may cause pupils to fall behind with their work.

However, under current regulations 8(3) and 8 (4) of the Education (Pupils Registration) Regulations (SI 1995/2089) Parents may make a request to the Headteacher for leave of absence for their child for an annual holiday or other purposes (in exceptional circumstances) The above document states:

4. Save in exceptional circumstances, a pupil shall not in pursuance of paragraph (3) be granted more than 10 days leave of absence in any school year.

If you need to make a request for leave of absence please complete and return to the office the **Leave of Absence** request form, available from school office. Forms should not be submitted earlier than 4 weeks prior to leave. Leave of absence will be authorised if their attendance is above 96%.

When your child reaches Year 6 please try to avoid holidays during the **National Testing Week**, generally in mid May. You will receive dates about this on the Newsletters that your child brings home.

School Uniform

We like all the children of Bure Valley School to wear a uniform, as detailed below, and I hope I may encourage you, as parents, to buy this, little by little if necessary. We always carry a stock of good used items.

BOYS

Black or Grey Trousers (not track suits please)

(Black or Grey Shorts - Summer)

White Shirt or School Polo Shirt

Scarlet Sweatshirt, jumper or cardigan

(printed school LOGO available from local shop)

Black shoes (**not trainers**)

GIRLS

Black or Grey Skirt or Trousers

White Blouse or School Polo Shirt

Scarlet Sweatshirt, jumper or cardigan

(printed school LOGO available from local shop)

Summer - red/white checked or striped dress

Flat-heeled black shoes. (**not trainers or open toed sandals**)

Plain grey, blue, black socks or tights

All children must have black/Navy shorts (boys) Black/navy gym pants or shorts (girls), scarlet or white tee or polo shirt and plimsolls for P.E., drama and movement lessons. Children need a change of top for their PE and games lessons.

Training shoes are not suitable for P.E. work in the hall as they give children little feel of apparatus and may be dangerous. Football boots/training shoes (boys or girls) are required for outdoor games in the winter. All children should have a 'slipper bag' at school each day into which they can put their P.E./Games kit and plimsolls - all items must be named.

For both boys and girls it is suggested that a sweater or tracksuit is available for use when the temperature may be low. A change of socks for sports activities is desirable.

Kayes Uniform Shop

'Kayes' at 21, Red Lion Street stock Bure Valley LOGO'd uniform uniform. Sweatshirts with LOGOs and white PE shirts with the logo are available alongside other items such as PE shorts, trousers and skirts, but may be be purchased from supermarkets and other retail outlets of your choice. 'Kays' is closed on Wednesdays. Phone number is 01263 734423 if you require any further information.

Basic Equipment

Each new child will be given a **Handwriting Pen** and an HB pencil during their first year. When these have worn out or if they become lost they should be replaced from home. We advise the use of a handwriting pen or a good fountain pen. We do not permit the use of biro or ballpoint pens for the pupils.

Other equipment that your child will find useful

- Calculator (solar powered)
- 30 cm ruler
- Eraser
- Set of coloured pencils (not felt pens)
- Pencil sharpener
- Geometry set - year 6
- Pencil case
- Some name labels.

Rewarding Positive Attitudes and Behaviour

Children receive stars in their work, these merits build up to certificates handed out in assemblies for 2, 5, 10, 15 merits for sustained good work. Additionally, exceptional work is sent to me for the "Gold Book" and shown in assembly.

Children receive "House points" (counters) whenever we notice them being positive - settling quickly to work, helping one another etc. Every month a ribbon in the colour of the winning house is added to the JK Elphick trophy. Each week a child is chosen as the "Pupil of the Week" and handed the P Simmonds trophy. Names of past winners are displayed in the foyer.

At lunchtimes and occasionally other times, teachers may "lend their credit card", the "Privilege" card, to children. Children are able to work or play in a place of their choosing without direct supervision. This is a considerable statement of trust. In year six some children earn the right to carry their own card, bronze, silver or gold allowing steadily increasing independence around the school.

The Governors Award is given to the senior pupil who most reflects the ethos of the school. Our expectations are high and these awards are given for work, attitude and behaviour over and above that normally expected during the school day and they are not achieved easily.

The School Curriculum

We have adopted a Literacy and Numeracy session each day for our pupils. We will continue to offer a curriculum that is broad, balanced, relevant and differentiated. The principles of our curriculum will relate to the development of skills, knowledge, concepts, values and attitudes.

Our work is embodied in the National Curriculum. Children study English, (including Drama), Mathematics, Science and Technology, Historical, Geographical and Social understanding, the Arts, Physical development, health and well-being (including games and swimming). Information Technology is taught across the curriculum,

Aspects of health education are taught to all children incidentally on a day-to-day basis. Sex Education is often linked to the teaching of Science.

When specific Sex Education lessons are taught, parents of children in these year groups are notified of these talks and given the opportunity to withdraw their children from them. Parents are invited to come to these sessions if they so wish.

Religious Education and Worship

Religious Education and Worship is given in accordance with the Norfolk Agreed Syllabus, a copy of which may be viewed at the school on request. Parents wishing to withdraw their child from Religious Education or the devotional part of morning assembly are invited to discuss the matter with the Headteacher.

Swimming

We seek to ensure that all children are swimmers by the time they leave the school. Hence we focus on children achieving their first swimming certificates, through mixed age classes according to need. The children will travel by coach. All children are required to wear swimming hats in the pool.

This swimming period is considered to be a necessary part of each child's educational development, especially with the easy access to coastal and inland waterways within the locality. I would ask for your co-operation in making sure that your child takes advantage of this lesson as often as possible. Parents will be notified if and when their child is chosen for swimming lessons. Notes from parents are needed if P.E., games or swimming lessons are to be missed.

Special Educational Needs

Pupils (**with Special Educational Needs**) in reading, maths and allied subjects may be withdrawn from class or receive support within the classroom. Continuous assessment and help is given by the member of staff responsible for special educational needs within the school, and the Learning Support Team. When a child has a 'statement' or is 'audited' for specific learning difficulties the Local Authority may provide extra funds which could be used to provide teaching support depending on the child's individual need.

Parents whose children have S.E.N. individual education plans (I.E.P.s) should use the consultation evening to discuss them with the SEN teacher OR at any other time when necessary.

Gifted and Talented

We seek to identify gifted and talented pupils within Bure Valley School in order to ensure that we can more aptly meet their needs as learners and thus help/enable them to maximise their potential whilst in our care.

Homework

Our philosophy regarding additional work and activities outside of school hours is that: we encourage all pupils to develop new skills, interests by participating in as wide a range of activities as possible; this may be in the form of clubs, visits as well as more formal tasks. We also encourage the children to develop good, independent working habits that enhance the powers of concentration and application. We do this by providing a wide range of clubs and activities for the children during and after school hours, encouraging children to join in community activities and through a progressive homework timetable at the upper end of the school. We are acutely aware of the pressures faced by many children today and we want the children of Bure Valley School to enjoy the learning process and enjoy their all too short childhood. Our homework policy reflects the guidelines produced by the DFES for junior school pupils. We will provide and expect the children to keep and use a home - school planner for this purpose.

BVS Homework Policy.

- Year 3 & 4**
- Friday weekly topic based homework
 - Reading of between 15 - 20 minutes 3 times per week maintaining a basic home reading record.
 - A weekly fun based maths activity
 - Occasional finishing off activities
- Year 5**
- Friday weekly topic based homework
 - Reading of between 20 - 30 minutes 3 times per week maintaining a basic home reading record in the daily planners
 - A weekly fun based maths activity
 - Occasional finishing off activities
- Year 6**
- Friday weekly topic based homework
 - Reading/English Activity of between 15 - 20 minutes 3 times per week maintaining a basic home reading record.
 - A weekly fun based maths activity
 - A science based research/data collection activity
 - Occasional finishing off activities.

Educational Visits

We all understand and support the social and educational value of school trips and there are many visits off the school site during the year in all year groups. Where we are able to run extended visits these are likely to be for Year 4 and Year 6 pupils. Those children remaining behind have a modified timetable in keeping with the activities of those children who are attending the visit. A full programme of other shorter visits designed to enhance the school's curriculum supports this. All visits rely on the VOLUNTARY CONTRIBUTIONS of parents to run. Each trip is carefully costed and the cost is divided by the number of pupil places available. Parents are asked to make a contribution based on this figure. Without sufficient contributions trips will not run

Extended Schools

Bure Valley School has a new and thriving range of Active and Creative Zone clubs. Currently all pupils have the opportunity to join an Active or a Creative club, after school, on every day of the week. A small charge is made for this provision. Activities open to our pupils after school are complimented by gym and tennis clubs offered by external professionals and by free clubs such as football and orchestra. Activities will change each half term but the majority of the clubs currently running will be on offer throughout the year.

Additionally, all children at Bure Valley School receive a passport for the Norfolk Children's University and achieve credits towards Norfolk and National awards. Children receive certificates from Norfolk Children's University and can graduate from the National Children's University through the University of East Anglia.

Clothing & Jewellery in General

Please see that all items of clothing are named clearly so that they may be returned in case of loss.

For safety reasons **no jewellery** should be worn in school. If children have pierced ears, stud earrings (a maximum of one in each ear only) are acceptable only if parents accept responsibility for these. **They must be removed for P.E., Games, and swimming lessons.** If you are considering having your child's ears pierced please do so at the beginning of the summer holiday. If a watch is worn, please ensure that it is named or can be identified.

- **Mobile phones should not be brought into school.**
- **We do not permit nail varnish and other make up to be worn at school.**

Important Safety Information

The school follows health and safety procedures set out by the LEA and, for P.E./games, the Health and Safety Guidelines for Physical Education that is supported by BAALPE. In addition, the school carries out regular risk assessments in all areas of the school.

Whilst we do all that we can to ensure that pupils enjoy safe and challenging activities, we cannot guarantee that from time to time accidents at school won't happen. For this reason some parents have sought to insure their child against injury at school through their home insurance policies, particularly in regard to physical activities at school. [If you would like to discuss this area further please contact the Headteacher at school.]

There are many products on the market to help protect your child during school activities i.e. shin pads for football/hockey and gum shields for hockey. Although Health and Safety guidelines do not state that these items are compulsory we support parents who would like their children to wear them for games activities.

Medical and Medicines

The administration of medicines to children is the responsibility of parents, and staff cannot be required to do so.

It is preferable for parents to give the medicine, so the children may need to go home to lunch or the parent to visit the school. However, there are circumstances when the Headteacher will consider a request for medication to be taken at school:

- When a child is well enough to return to school but must finish a course of the prescribed medicine such as antibiotics.
- Where this is not practicable for parents to get into school or for the child to leave in order to have the medicine,

Parents **MUST** make a request in writing for their child to take medication at school, using the tear-off slip on the medical form, which can be obtained from Mrs Medler or Mrs Hill in the school office.

The medicine should be delivered to school by the parent and handed to Mr. Starling. It should be just one dose in a small container clearly labelled with the contents, child's name and dosage. Parents should also make sure that the child is able to take the medicine him/herself under adult supervision. If this procedure is not followed we regret that we will not permit and medication to be taken.

Medical/Dental Appointments in School Time

If you require your child to leave school during the school day to attend an appointment you must arrange to collect them from school and sign them in and out.

Children will not be allowed to leave school premises during the school day without a parent/carer.

Current Admissions and Transfer Policy

Children are admitted to Bure Valley School at the beginning of the academic year in which they become 7 years old (Year 3).

Parents who are considering sending their children to this school are very welcome, and are encouraged, to come and look around the school and talk to the Headteacher.

Admission forms are available from the school office or parents/carers may apply on line at www.norfolk.gov.uk and follow the links to School Admissions.

A meeting, in the Summer Term, is arranged for the parents of pupils joining the school in September. The new children have the opportunity to visit the school on two occasions in the Summer Term to acquaint themselves with the surroundings and to meet their new teachers.

If the school is over-subscribed, preference will be given using the following criteria: -

- 1. Children living within the designated area served by the school.**
- 2. Children living outside this designated area who already have brothers or sisters attending the school.**
- 3. Those living outside the designated area who have medical or similar reasons for attending the school.**
- 4. Those living outside the area IF space permits**

Most children transfer to Aylsham High School at the beginning of the Autumn Term following their 11th birthday at the end of Year 6. Every effort is made to liaise with the High School staff to ensure that the children continue to feel confident, happy and secure as they move from one school to another.

Charging and Remissions Policy.

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils of the school and as additional optional activities.

Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Norfolk County Council has adopted a policy, which it recommends to governors, but it is for governors of schools to decide whether or not to follow the policy. The School's charging policy must be described in its brochure, which can be obtained from the school.

If your son's or daughter's school governors follow the County Council's charging policy, these are the activities and materials for which you will be charged:

- **Music tuition:** individual tuition in playing a musical instrument, which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum. Schools may charge for instrumental tuition given to groups of no more than four pupils.
- **Ingredients and materials:** ingredients and materials for practical subjects where parents have indicated in advance that they wish to receive the finished articles.
- **Travel:** the cost of travel when a pupil makes use of transport not provided by the authority or school, to travel direct from home to an activity approved of, but not provided by, the authority or school.
- **Board and lodging:** board and lodging will be charged in all cases where a school activity involves pupils in nights away from home.

Curriculum activities outside school hours

A charge will be made for all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Residential trips outside school hours - a residential trip is deemed to take place outside school hours if the number of "missed" school sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.

Public Examinations - charges are made for the entry of a pupil for a prescribed examination for which he/she has not been prepared by the school, or where the pupil entered for examinations in the same subject with two examination boards.

Remission of charges - only parents who are in receipt of Income Support, Income Based Job Seeker's Allowance, Support under Part VI of the Immigration and Asylum Act 1999 and Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £14,155 or the Guarantee Element of the State Pension Credit are eligible for remission of charges. Remission of charges only applies to board and lodgings charges which are levied directly by the LEA or the school and where they relate to activities deemed to take place wholly or partly in school hours.

Remission will not apply to such charges when they relate to activities wholly outside school hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the Headteacher.

Complaints Policy

Complaints procedures. Any problem or complaint should be discussed informally at the school in the hope that it may be resolved there as quickly as possible. If this course of action is not successful the complaint may be addressed in writing to the Chair of the Governors or to the Local Education Authority. For more information please refer to the Complaints Policy attached.

General Comments

- 1.1 All complaints will be dealt with as quickly as possible.
- 1.2 All complaints will be treated confidentially, and in an atmosphere of equality of opportunity and regard.
- 1.3 Certain categories of complaint must be dealt with by procedures laid down by law, as follows:
 - i. Curriculum, Religious Worship and Exclusions
 - ii. Admissions and Special Educational Needs
 - iii. Educational Support Services
 - iv. Racism or Racist Incidents
 - v. Misconduct or Lack of Capability of Staff

Guidelines have been issued by the LEA for dealing with complaints in these areas. Please see below.

Procedure

- 2.1 Complaints relating to classroom strategies or subject areas should, in the first instance, be dealt with by class or subject teachers where possible.
- 2.2 In cases where a parent is dissatisfied with the answers given by a class or subject teacher, or where the complaint is of a more serious nature, the matter should be referred to the Headteacher.
- 2.3. In the event of the governors receiving a complaint first, the parents should be encouraged to make an appointment to discuss the matter directly with the Headteacher.
- 2.4 The Headteacher should arrange a private interview with the parent at the earliest opportunity. A note should be kept of all matters raised.
- 2.5 The Headteacher should carry out a thorough but discreet investigation of the complaint, interviewing all persons necessary, including pupils in the presence of a parent or guardian, where the complaint warrants such action. Notes should be kept of all interviews.
- 2.6 The Headteacher should report back to the parent, in private, as soon as possible, and not later than seven school days following the initial meeting. Notes should be taken of the result of this meeting.
- 2.7 At this second interview the parent should be informed of their right to take the complaint to the Chair of Governors if dissatisfied in any way with the result of the Headteachers' investigations.
- 2.8 Upon receiving a referred complaint the Chair will acknowledge this in writing. The Chair will speak to the Headteacher and carry out any further investigations necessary, and will communicate with the parent within seven school days, with the aim of resolving the issue. The Chair shall not interview pupils.

- 2.9 If this process fails, arrangements should be made for a Committee of three governors to consider the complaint at the next meeting or at a special meeting if the ordinary meeting does not fall within ten school days. The parent will be allowed to make representations directly to the Committee, and be accompanied by a friend if they wish. Copies of the complaint should be provided for all Committee members, the Headteacher, and the Senior Education Officer (Information, Marketing and Special Projects) at County Hall seven school days in advance of the meeting.
- 2.10 The decision of the Committee should be communicated in writing to the parent within seven school days following the meeting.
- 2.11 Where the initial complaint is about the Headteacher, steps 2.3, 2.4, and 2.8 should be followed. If, during his/her discussions and investigations, the Chair remains concerned then the matter should be discussed with a Senior Officer of the LEA
- 3. Procedure to be adopted by a Governors' Committee hearing a complaint.**
- Guidelines for this procedure have been issued by the LEA. The governors have agreed to adopt those guidelines. Please see below.
- 4. Advice to a parent of a pupil wishing to make a complaint**
- Guidelines offering advice have been issued by the LEA. The governors have agreed to adopt those guidelines.
- 5. Racism or a racist incident**
- Principles and guidelines for dealing with these matters have been issued by the LEA. The governors have agreed to adopt those guidelines. Please see below.
- 6. Guidelines**
- 6.1 The Guidelines referred to in this document are contained within the LEA Document on Management Information, entitled "Complaints Procedure", REF: M194/93, Published September 1993, and 'The Personnel Handbook' for Locally Managed Schools.
- 6.2 Availability of documents. The following documents may be viewed at the school on request to the Headteacher:
- The L.E.A's statement of curriculum policy.
 - Statutory Instruments relating to the Education Reform Act.
 - H.M.I. reports relating to the school.
 - Syllabuses (subject policies and schemes of work) followed by the school.

Assessment and Testing

Assessment is an integral part of the teaching and learning process at Bure Valley School. It is essential to the learning process and provides feedback to the teacher and learner on the progress being made and possible problems as they develop. It also enables the teacher to reflect on the teaching process and amend or develop teaching strategies to suit the needs of the pupil.

Assessment at Bure Valley School comes in a variety of ways. Observations, marking pupils' work (the process and on completion) interaction and discussion (teacher and pupil), practical tasks, oral tasks, written tasks, simulations, memory tasks. Throughout key stage 2 at Bure Valley School the children will be given assistance, as a normal part of their work, with the skills and concepts necessary to help them attempt any of the above assessments with confidence and to the best of their ability. In support of normal classroom assessment and testing Year 3, 4, 5 pupils take a standardised bench mark test (QCA) in mathematics, English and science in the early part of the Summer Term and Year 6 pupils sit **National End of Key Stage 2 Tests** in May of their final year at the school.

The results from such tests, combined with the results from normal classroom assessments:

- inform the teacher about the progress and development of each pupil
- help set the agenda for future lesson planning
- enable the teacher and pupil to decide upon teaching and learning targets
- enable the school to chart the development of pupils throughout their class, year group and Key Stage
- enable the school to set realistic and worthwhile targets to raise standards for all pupils in the school.

In this way, through a combination of assessment procedures, the school is able to continue to evolve and develop and meet the individual needs of pupils.

Key Stage 2 SATs Results 2009

Assessment Results	School				Norfolk			National		
	2007	2008	2009	2010	2008	2009	2010	2008	2009	2010
KS2 English (%L4+)	83	84	84	85	79	78	74	81	80	81
KS2 English (%L5+)	28	36	36	39	25	25	27	29	29	33
KS2 Reading (%L4+)	90	88	88	92	86	85	80	87	86	84
KS2 Reading (%L5+)	55	50	50	66	46	45	46	49	47	51
KS2 Writing (%L4+)	73	74	74	66	63	63	63	68	67	71
KS2 Writing (%L5+)	22	23	23	20	15	16	15	20	19	20
KS2 Maths (%L4+)	75	77	77	75	75	76	75	79	79	80
KS2 Maths (%L5+)	23	49	49	34	28	31	30	31	34	34
KS2 ICT (%L4+)		92	97	93	81	85	79			
KS2 ICT (%L5+)		38	36	40	24	26	26			