Whitefriars Church of England Primary Academy

Prospectus for Parents 2025 – 2026

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"The pupils and families are at the heart of this highly inclusive, well-led school"

Ofsted, 2024

Welcome to Whitefriars

Dear Families

I sincerely hope that you and your child find this brochure helpful in providing you with a real sense of the many brilliant things that Whitefriars has to offer.

At Whitefriars we strive to involve all members of our Whitefriars community: children, staff, parents, governors, all working together to achieve a common goal. We encourage parents to work in partnership with us to achieve these ends.

As a Church of England Primary Academy, we have a strong Christian ethos which forms the foundation of all we do. Through the teaching and learning at Whitefriars, we try and help the children to appreciate the awe and wonder in the world around them and to recognise that God is there in everything we do. Our strong religious character is supported by close links with both King's Lynn Minster and All Saints' Church.

Our Whitefriars vision, on display in our entrance area, guides the education and development of all children at Whitefriars and we work towards it through a broad and balanced curriculum which offers a wide range of learning activities and experiences both in and out of the classroom.

Finally, I would like to assure you of our determination to provide your child with every possible opportunity to fulfil his / her potential. If there is anything else you would like to discuss, please don't hesitate to contact me. You are also more than welcome to visit us at your convenience to see first-hand the very high expectations we set for the children at Whitefriars.

M. P. Tuckwood.

Mathew Tuckwood

Headteacher

"The school is calm and nurturing. Leaders have developed a culture where excellent behaviour is an expectation at all times."

Ofsted, 2024

Introduction from the Chair of Governors

Dear Parent/Carer

Welcome to Whitefriars Church of England Primary Academy, "a happy, kind and caring school" and to the journey of education that your child is about to make with us. We hope that your child will thrive here as we promote a strong sense of British values, a Christian ethos and have special links with our local churches and community. We are part of the Diocese of Norwich Education Academies Trust (DNEAT).

As a school, we do everything possible to make the environment for learning a happy, safe, comfortable and inclusive place. We fully support and encourage learning both inside and outside of the classroom and your child will have many opportunities to take part in educational activities in the wider community. We hope we offer an exciting education that will foster a love of life time learning. Our curriculum is strong and rich and includes a wealth of extra-curricular activities.

We encourage you to follow your child's involvement in school life and you are made welcome at plays, Church services, assemblies and meetings to discuss progress, where you will experience much enjoyment and laughter. There is an active PTA who make a difference to the school by raising funds for additional activities.

The Local Governing Body has a task to monitor, evaluate and strategically direct the education of the School. It strives to ensure the best possible education for your child being rigorous in the employment of staff and providing resources of a high quality. There is also a strong School Council made up of pupils in all year groups who promote the pupil voice.

At Whitefriars we uphold a courageous commitment to safeguarding and will endeavour to work alongside you if, or when, your child experiences any difficulties in learning, development or progress. The education of your child is important to us; you are important to us.

Do take time, if you are able, to visit our school website where you will find a wealth of information to help you get to know us better.

Yours sincerely

Jillian Hemmings.

Chair of Governors.

"Trustees and governors provide strong support to the school. They challenge where needed. The trust and governors share the school's ambition that all pupils will learn what is required to succeed."

Ofsted, 2024

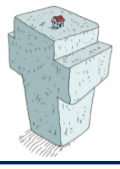
Our Vision

Our Academy aims to preserve and develop its religious character in accordance with the principles of the Church of England. Whitefriars aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

Our School Vision

Building the House on Rock

Whitefriars flourishes by encouraging ambition, growing resilience and making community.



Diocese of Norwich Education and Academies Trust

Our purpose is to offer a broad and balanced education of the highest quality in a happy, stimulating, secure and caring environment based on equal regard for each individual by:-

- Helping the children to develop a life-long love of learning and discovery.
- Developing self-respect and independence in the children whilst building their confidence and sense of achievement.
- Fostering links with the community, the local early years forum, cluster schools/academies, associate churches and to maintain an effective partnership with parents.
- Recognising and responding to the specific needs and abilities of all children as individuals.
- Creating an atmosphere where all staff feel valued and supported and in which appropriate training and resources ensure high quality teaching and learning.

We intend to achieve these aims by:-

- Providing a balanced and broadly-based curriculum incorporating the Early Learning Goals and the National Curriculum, effectively using appropriate resources and suitable learning programmes in order that all children may achieve their potential.
- Developing and maintaining procedures for assessing, monitoring, evaluating and recording the work of the Academy in order to achieve continuity, progression and consistency within and between Key Stages and phases of education.
- Enabling the children to work together in harmony to develop a sense of responsibility, mutual respect and tolerance.
- Providing experiences which will promote children's social, cultural, moral and spiritual development as exemplified by the teachings of the Christian faith, in accordance with the doctrines of the Church of England, whilst having regard for the beliefs of other faiths.
- Helping children to acquire skills, knowledge and understanding and the will to use them.
- Encouraging the development of children who are communicative, articulate and receptive to new ideas

"This inclusive and diverse school promotes a mutually supportive culture of high expectations regardless of need or background."

SIAMS, 2024

Collective Worship

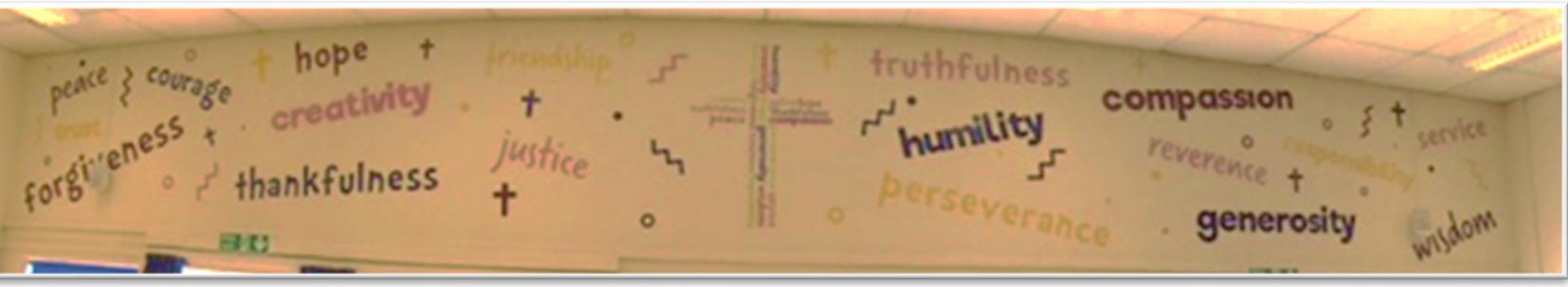
The 1988 Education Reform Act requires that there be a daily act of collective worship for all pupils, which is of a wholly or mainly broadly Christian character. In a Church of England Academy such as ours, the Governors determine the character and content of the collective worship in consultation with the Headteacher and staff.

Collective Worship usually takes place at 2:35pm and we often meet as a whole school to emphasise belonging to an Academy and Christian family. On Wednesdays, we regularly have class assemblies and parents are invited to join us for their own child's class assembly.

As a rule, the act of worship usually takes place in one of the halls but on certain occasions it can be held in other locations. An example of this is when our children, staff, parents and friends are invited to King's Lynn Minster and All Saints' Church to take part in special acts of worship. KS2 regularly attend Mass on Friday mornings. When we visit a church, we expect all those attending to remember we are meeting in a place of worship and to behave with respect and courtesy.

In Year 5 and 6, children are offered the opportunity to take part in a Confirmation Service to confirm promises made on their behalf at their christening. If children have not been christened then they are baptised and confirmed at the same service. Preparation sessions are held at school in the lead up to the service to ensure children understand the commitment they are making.

Some of our Collective Worship themes are thankfulness, compassion, friendship, hope, truthfulness, humility, generosity, respect, reverence, perseverance, wisdom, service, responsibility, courage, creativity, peace, forgiveness and trust.



Environment

Whitefriars provides a well-organised and stimulating learning environment for all children throughout the school. Staff work incredibly hard to ensure the learning environments are well kept and motivate children to learn.

As a school, we have two classes for each year group. Each classroom is well resourced and year groups work collaboratively to provide a consistent approach.

As well as two classrooms per year group, we have lots of other spaces that the children will use during their time at Whitefriars. These include:

- A library where children can choose a book to take home weekly
- Two playgrounds which both have outdoor reading zones, sports zones and a play area
- A large field that is regularly used
- An outdoor classroom
- Outdoor areas for both EYFS and Year 1
- A Forest School area
- A prayer space
- A food technology room
- Picnic areas

Our extensive environment allows us to provide an inspiring curriculum that cultivates learning.
We always welcome tours of our school and if this is of interest to you, please contact the school office.

Curriculum

In keeping with other schools/academies, Whitefriars follows the guidelines of the National Curriculum including English, Maths and Science. We are committed to providing every pupil with a broad and balanced curriculum that meets his/her needs. Furthermore, our curriculum is designed to promote your child's spiritual, moral and cultural development.

As a Church Academy, Christianity underpins the whole curriculum. Religious Education itself is taught according to the Norfolk Agreed Syllabus. Parents have the right to withdraw their children from R.E. and Collective Worship if they wish, but should always discuss this with the Headteacher.

Health Education (including Relationships and Sex Education) is taught at appropriate stages during the children's primary education. You cannot withdraw your child from Relationships Education because it is important that all children receive this content, covering topics such as friendships and how to stay safe. If you do not want your child to take part in some or all of the lessons on Sex Education, you can ask that they are withdrawn. At primary level, the head teacher must grant this request.

Our school curriculum benefits from having outside experts come in to teach specialist subjects. We offer our children: Forest schools, cookery lessons, and our music lessons are led by specialists from the Norfolk Music Service. We also complete mandatory assessments as required by the government. You will be notified of these.

"The curriculum is broad and ambitious. It is delivered by highly skilled teachers who have strong subject knowledge. Pupils confidently learn and apply new content, such as vocabulary. This builds closely on what they have learned previously. As a result, pupils develop detailed and deep knowledge."

Ofsted, 2024

The School Day

What are our Academy times?

Reception	8:40 am – 12:00 pm 12:50 pm – 3:10 pm
KS1 – Years 1 and 2	8:40 am – 12:30 pm 1:15 pm – 3:10 pm
KS2 – Years 3 and 4	8:40 am – 12:05 pm 12:45 pm – 3:15 pm
KS2 – Years 5 and 6	8:40 am – 12:30 pm 1:20 pm – 3:15 pm

Mornings:

The Infant and Junior Playground gates open at 8:30am.

They close at 8:40pm. Registration closes 5 minutes after this.

All children who arrive late must register at the school office.

Regular lateness can result in a fixed penalty fine or court prosecution. All children must arrive at school on time.

Lunchtime Arrangements

All EYFS, Year 1 and Year 2 children are entitled to a FREE hot school dinner and we encourage then to have one each day. For KS2 children, lunch costs £2.70 per day.

- There are a range of options for your child to choose from at lunchtime. Children choose their lunch with the teacher during morning registration.
- The menu runs on a 4-week rota and the menu can be found on Class Dojo. They can choose from:
  -Hot Dinner
  -Vegetarian
  -Jacket Potato
  -School Packed Lunch (KS2 only)
- Children in EYFS and KS1 will get a piece of fruit for break time. Children in KS2 are able to bring a healthy snack to school.
- Every child is given a school water bottle when they start Whitefriars. Please ensure this comes into school each day as we regularly encourage the children to drink. Water bottle replacements are available at a cost of £1.35 through the Arbor app.

Home School Partnership

At Whitefriars, we have worked hard to ensure that we build strong home school partnerships with all families at our school. Everyone is welcoming and happy to support you during your time with us.

To develop this partnership, we include you regularly with your child's journey through Whitefriars. This partnership begins before your child starts Whitefriars as there are many transition events from Nursery, including home visits.

As a school, we hold:

- Parents Evenings

We have two Parents Evenings each year. During these, we share your child's report and discuss their progress with you.

- A Discovery Café

Each year, you will be invited to attend a Discovery Café where you will be able to complete different activities with your child.

- A Class Assembly

Every class does an assembly which you will be invited to watch. Every year group takes part in a service which you will also be able to attend. This could be Harvest Festival or the Christmas Nativity.

Class Dojo

As a school, we use Class Dojo as our communication app. This app allows you to read posts and send messages.

Class Dojo allows you to message your child's class teacher. Teachers will reply to messages when they are able to. You will also be able to see what your child has learned that week and the weekly Values in Action certificate is celebrated on Dojo. School events, celebrations, the newsletter and lots of other communications will be posted on Class Dojo.

"Pupils are polite, articulate and have high levels of self-motivation in learning."

Ofsted, 2024

The Inclusion Team

In common with all schools, Whitefriars have pupils who have specific difficulties. Children may have physical difficulties, speech problems, learning difficulties, etc. Over the years, Whitefriars has earned a high reputation for its ability to help children with additional needs. Our Inclusion team are on hand to provide excellent support to you and your child regarding any Special Educational Needs and Disabilities.

Mrs Rasberry: SENDCo

Mrs Rasberry will be overseeing the SEND provision across our school ensuring that our SEND offer is as strong as possible and ensuring that individual needs are being met.

Mrs Newland: Assistant SENDCo

Mrs Newland is our Assistant SENDCo. She is our EHCP (Education, Health and Care Plan) coordinator. Mrs Newland completes EHCP applications, annual reviews and EHCP progress tracking. Also, she oversees our Dyslexia outreach.

Mrs Ashton: Family Support Worker

Mrs Ashton's main role is to support you to help your child get the most out of school life. Alongside, supporting all of our families, Mrs Ashton will also be focussing on our Looked After Children (LAC) as well as supporting families with children with SEND.

Mrs Sturge: Attendance and Behaviour Champion

Mrs Sturge is our new Attendance and Behaviour Champion. Mrs Sturge will be on the 'Late Door' each morning and will be following up any families with low attendance especially the children whose attendance is below 90%. Also, Mrs Sturge will be supporting any children who are finding it hard to manage their behaviour in school.

"Support for pupils with SEND is exceptional. An expert team has developed clear and robust systems to support these pupils. This ensures staff gain a thorough understanding of pupils' needs. Plans successfully identify adaptations to tasks and the environment that pupils with SEND require."

Ofsted, 2024

Safeguarding and Behaviour

Behaviour

Whitefriars encourages a high standard of conduct and expects all children to behave appropriately. We strongly believe that children have the right to learn in a safe, happy and secure environment.

The Academy has various strategies to help children to manage their behaviour effectively. If inappropriate behaviour occurs, it is taken very seriously and dealt with promptly and appropriately. The Academy's Behaviour Policy is available on our website.

We do not tolerate bullying at Whitefriars and parents should not hesitate to contact us should you have any queries regarding this problem. A copy of our Anti-Bullying policy is available on our website.

Child Welfare/Protection

The Headteacher is always happy to be of assistance to families in any way possible. He is constantly in touch with Social Services, educational welfare and other useful agencies outside the Academy.

If any member of staff, a governor or parent/carer has reason to be concerned about a child's welfare, the Academy's Child Protection Co-ordinator Mr Tuckwood should be alerted. In his absence Mrs Ashton and Mrs Sturge are also trained in Child Protection. The child's interests will be of paramount importance and the procedures recommended in the Norfolk Local Safeguarding Children Board will be followed if necessary. All staff and volunteers are checked using the Disclosure and Barring Service (DBS) check to ensure that they are safe to work with children. For further information, please view our safeguarding and whistle blowing policies on the school website.

Attendance

As a school, we strive for all children to meet our attendance target of 96%.

We understand that children might be absent sometimes. If your child is absent, please inform the school office before 9am (01553761001). You will need to do this each morning your child is absent.

If your child has an appointment, please provide written evidence to the office to enable them to authorise the absence.

What should I do if I wish to take my child on holiday in term time?

Parents should avoid taking their child on holiday during term time. The Headteacher is unable to authorise any absences during term time, unless there are special circumstances or medical evidence is provided. An absence request form must be completed. Your child's class teacher will not set any work for unauthorised absences. If we are not informed about any absence, this will automatically be marked as unauthorised.

There is a single consistent national threshold for when a penalty notice must be considered by all schools in England of 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.

These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10-school week period can span different terms or school years.

First Offence The first time a Penalty Notice is issued for unauthorised absence the amount will be: • £160 per parent, per child paid within 28 days. • Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years) • The Second time a Penalty Notice is issued for unauthorised absence the amount will be: • £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years) • The third time an offence is committed a Penalty Notice will not be issued and the case will be presented straight to the Magistrate's Court. Prosecution can result in criminal records and fines of up to £2,500. • Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to 'failure to safeguard a child's education'.

If you child has 90% attendance over the whole 11 years at school, they will miss more than an entire year of education!

91.1% attendance – missing 17 days of school in one year.

82.1% attendance = missing 34 days of school in one year.

Missing 17 days a year means dropping 1 GCSE grade (on average).

Uniform

Every child is expected to wear our school uniform and PE kit:

School Uniform:

White polo shirt (you can get these with the school logo)

Grey trousers, skirt, pinafore dress or shorts

Pale blue gingham dress for Summer

Grey tights

Black lace up, Velcro or T-bar shoes, plain black ankle boots (Winter only)

Navy blue school sweatshirt or cardigan with school logo to be ordered through Stratfords

White / grey socks

PE Kit:

Navy blue / black shorts

Plain coloured t-shirt according to the child's house colour

Black plimsolls for EYFS – Velcro or slip on only

Trainers for Year 1 – Year 6

Navy or black tracksuits are recommended for outdoor lessons

- Please ensure all uniform and PE kit is clearly named.
- Children in Year 1 to 6 will come to school wearing PE kit. Children in EYFS will keep their PE kit at school and get changed in school.
- Please ensure long hair is tied back.
- We encourage children to use the school book bag in EYFS and KS1 as these fit into our trays and cloakrooms easier.
- We ask that children do not wear jewellery to school. However, if they have their ears pierced, they can wear a small stud. These will need removing for PE lessons.
- KS2 do swimming lessons at some point during the year. They will need a single piece swimming costume or swimming trunks, a towel and a swim hat. Your class teacher will notify you when swimming is happening.

Other Information

- How to make a payment:

Whitefriars is a cashless school (other than for charity fundraising). All payments for trips, clubs, dinners, etc must be made using the Arbor App. There is a parent help sheet displayed in the office and office staff are happy to help with any questions you may have.

The academy reserves the right to ask parents to pay for the cost of repairing breakages or replacing defaced, damaged or lost stock for which your child is responsible.

- Medication:

If your child needs medication during the school day, a medical form (which can be found at the office or on the website), must be completed and signed by a parent. Medication must be handed into the office and collected from there at the end of the day.

Medical forms need filling out for asthma inhalers but these are kept in classrooms.

- Illness:

If your child is taken ill, we will attempt to contact parents via the priority emergency contact sheet. It is important to have as many numbers for you as possible in case of an emergency. It is vital that you keep us up to date will all home, work and mobile telephone numbers. If your child has sickness or diarrhoea, they will need 48 hours out of school to ensure the sickness bug does not come into school.

- Clubs:

As a school, we are able to provide 'wrap around care'. Our breakfast club starts from 7:45am and costs £2. Twilight club runs after school. The first session runs until 4:15pm and the second until 5:30pm where children can be collected from 5pm onwards. Session 1 costs £2 and session 2 costs £5.25.

A range of other clubs including Lego club and dodge ball run termly. You will be notified of which clubs are running on Class Dojo.

All clubs, including breakfast club and twilight club, need booking and paying for on the Arbor app.

"The personal development provision comprehensively considers pupils' needs. It is meticulously planned around the school's vision and values. This helps pupils develop into responsible and respectful citizens."

Ofsted, 2024

Admissions

Parents can apply online or by using a paper-based application form. Completed paper application forms should be returned to: The Admissions Team, Norfolk County Council's Children's Services, County Hall, Martineau Lane, Norwich, NR1 2DH.

You can apply online, and find further information, at:
https://norfolk.gov.uk/admissions

A copy of our current admission policy can be found on our website:

https://whitefriars.norfolk.sch.uk/docs/policies/Admissions_Policy_2025-26__23_1_24.pdf

What arrangements are made for my child before he / she starts at Whitefriars?

The teachers at Whitefriars go to considerable lengths to try and ensure the children's introduction to Whitefriars is as pleasant and enjoyable as possible when joining reception. Children will be invited to visit Whitefriars both with their nursery/playgroup friends and as individuals. The teachers will visit them at their playgroups and will also visit them at home. Parents are invited to an afternoon or evening meeting to meet the staff, to learn about Whitefriars and to discuss any queries they may have. In addition, parents and 'new' children are invited to our school events such as class assemblies, events and sports day (where there are special races for pre-school children) and lots of other exciting events.

Where do children go when they leave Whitefriars at the age of 11?

Under government regulations parents have the right to express a preference as to which Secondary School/Academy to send their child as long as there is sufficient accommodation at the school/academy of their choice. The appropriate information and a form for parents to select their preferred school/academy are issued to all year 6 children in September. The majority of children from Whitefriars transfer to King Edward VII Academy or King's Lynn Academy. The schools/academies meet together to formulate common policies and engage in mutual educational activities. Parents occasionally choose other secondary schools/academies in the area.

Privacy Notices can be found on the website under 'Privacy Notices for DNEAT Parents'.

"Positive relationships contribute towards the creation of a highly safe environment. A typical comment from a pupil was, 'Everyone thrives here with the support they need.'"

Ofsted, 2024

Department for Education Illness Advice

Coughs and colds	It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly.
High temperature	If your child has a high temperature, (38c or more) keep them off school until it goes away.
Chickenpox	If your child has chickenpox, keep them off school until all the spots have crusted over. This is usually about 5 days after the spots first appeared.
Cold sores	There's no need to keep your child off school if they have a cold sore. Encourage them not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels.
Conjunctivitis	You don't need to keep your child away from school if they have conjunctivitis. Do get advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.
COVID-19	If your child has mild symptoms, such as a runny nose, sore throat, or slight cough, and feels well enough, they can go to school. Your child should try to stay at home and avoid contact with other people if they have symptoms of COVID-19 and they either: • have a high temperature • do not feel well enough to go to school or do their normal activities
Ear infection	If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.
Hand, foot and mouth disease	If your child has hand, foot and mouth disease but seems well enough to go to school, there's no need to keep them off. Encourage your child to throw away any used tissues straight away and to wash their hands regularly.
Head lice and nits	There's no need to keep your child off school if they have head lice. You can treat head lice and nits without seeing a GP.
Impetigo	If your child has impetigo, they'll need treatment from a GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.
Ringworm	If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go to school once they have started treatment.
Scarlet fever	If your child has scarlet fever, they'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child can go back to school 24 hours after starting antibiotics.
Slapped cheek syndrome (fifth disease)	You don't need to keep your child off school if they have slapped cheek syndrome because, once the rash appears, they're no longer infectious. But let the school or teacher know if you think your child has slapped cheek syndrome.
Sore throat	You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of tonsillitis.
Threadworms	You don't need to keep your child off school if they have threadworms. Speak to your pharmacist, who can recommend a treatment.
Vomiting and diarrhoea	Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 2 days (48 hours).