Parent Handbook

Cromer Junior School

Broadening Horizons

2025 - 2026

(also available at https://www.cromerjunior.org.uk/ *)*

synergy MULTI-ACADEMY TRUST

RENAISSANCE Champion School

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Welcome to Cromer Junior School

Cromer Junior School is a happy place with cheerful, friendly children learning together. We have a deeply inclusive ethos, valuing the contribution each one of us adds to the school community. Visitors comment on the calm environment, created to nurture and support our pupils. Our ASD Specialist Resource Base (SRB) is a valuable asset.



Teachers at Cromer Junior School teach really engaging lessons that stimulate a desire to find out more. Children are taught to relish difficult problems – encouraging a 'can-do' attitude to their learning. Whilst there is a strong emphasis on academic success, we provide a rich and varied curriculum.

Reading is high on our agenda with considerable investment in the library including having a librarian! Children are encouraged to read often and enjoy stories shared with them.

Our children are independent and creative. They run clubs for other pupils; publish a newspaper and organise popular fundraising events.



Situated on the beautiful North Norfolk coast, we make good use of the beach to enrich our learning. Day visits and a residential are a highlight of each school year.

We're all proud of our school and our many achievements.

Support for Parents:

Emma Ryman provides Parent Support; she is able to offer support for families in a number of different ways: liaising with the council; application for grants; basic behaviour support; basic nutrition advice and support for attendance. This could be informal discussion or a more detailed Early help assessment and plan (EHAP). Emma can be contacted via the school office.

Emma Ryman provides emotional and mental health/well-being support for pupils, working alongside parents. Referrals for support can be requested by either school or parents. Sarah Walker and Yvonne Rolland are trained Mental Health Champions.

Broadening Horizons

At Cromer Junior School we develop resilient, curious children with a thirst for learning, a sense of fairness and high hopes for the future.

We believe that the relationships we build with parents, pupils and the wider community are the foundations for our happy and effective school.
The curriculum and ethos of Cromer Junior School offers broad experiences and a rich knowledge of the world around us. Alongside teaching knowledge and skills, we provide a range of activities and opportunities to inspire our children and equip them for the next steps in their lives.



Colin and Jason from the East of England Ambulance Service with Eden and Alana from Y5. We learnt about the equipment carried in an ambulance used to save lives.

Teaching Staff (As expected for September 2025):

Senior Leadership Team:

Headteacher: Mr Whilhelm de Neve

Deputy/(SENDCO)**:** Mrs Sarah Walker

Other Senior Leaders: Mrs Emma Harding & Mrs Emma Petersen

Y3	Mr Charlie Hield	3H
	Mrs Emma Harding/ Mrs Lauren McManus	3MH
Y4	Mrs Tara Fletcher	4F
	Mrs Sally Minister/Mrs Lauren McManus	4M
Y5	Mrs Rachel Cliffe/Mrs Amy Gill	5CG
	Mrs Emma Petersen	5P
Y6	Miss Olivia Charman	6C
	Mr Richard Player	6P

In addition:

Mrs Yvonne Rolland (ASD Base Manager)

Miss Rosie Church (Art Workshops)

Mrs Emma Ryman (Emotional Support Professional)

Mrs Laura Tapper (Librarian)

Miss Tori Johnson (Sports Coach)

Support Staff

School Secretary: Mrs Christine Dancaster

Teaching Assistants:

Mrs Moira Barratt (ASD Base)

Miss Ebony Fuller Y3

Mr Steven Pegg Y5

Mr Guy Sanders (ASD Base)

Miss Maddie Borley (ASD Base)

Mrs Leanne Seymour (ASD Base)

Miss Sharon Pearce Y5

Miss Chloe Sanders Y3

Mrs Tina Tucker Y4

Mrs Karen Wright Y4

Miss Donna Cook Y5

Mrs Hannah Bamford (Specialist Support)

Miss Nita Breeze (Specialist Support)

Miss Nicki Fowler (Specialist Support)

Miss Rebecca Kavanagh (Specialist Support)

Mrs Gaynor Platt (Specialist Support)

Miss Nicole Davies (Specialist Support)

Mrs Victoria Wright (Specialist Support)

Miss Kayleigh Gowers (Specialist Support)

Mr Nathan Adams (Specialist Support)

Mrs Molly Hield Y6

Miss Zoe Bradley Y4/Y6

Violin Teaching: Mr Keith Hobday

Piano Teaching: Mrs Charlotte Sayer

Midday Supervisory Assistants:

Mrs Tessa Lawrence

Mrs Gerry Sewell

Miss Kerri-Jane Welsh

Mrs Sarah Woods

Mrs Sam Welch

Caretaker: Mrs Carrie Gilbey

Kitchen: Mrs Lizzy Sadler, Mrs Debra Hayes

Road Crossing: Miss Kerri-Jane Welsh

Communication with School:



We believe most strongly that close contacts between home and school are beneficial to our children and we strive to maintain strong and purposeful links with parents and the wider community. You will be kept up to date mainly by text message, email and https://www.cromerjunior.org.uk/ .

Communicating with parents is an important part of what we do, making sure you get the correct information about activities, events and things that really matter is something we care about. We use Arbor to communicate with parents. The Arbor App will be beneficial to you because you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Top up dinner money or pay for schools trips/items in just a few taps.
- Give consent/permissions for clubs & trips.
- Keep on top of school meetings and events.
- Book parents' evening appointments.

A note from a parent is needed if a child is to be excused from swimming, games or PE.

There are two parents' evenings to discuss children's progress, in the Autumn and Spring term. Parents are encouraged to make appointments to discuss the annual report, at the end of term, if they wish.

By making an appointment, we can be available to talk to at any mutually convenient time (8.00 to 8.45am is the **most difficult** time for teachers).

Helping Your Child:

- Ensuring that your child comes to school on time
- Encourage a positive attitude to school
- Show an interest in their work and value what they do
- Hear your child read and/or talk about the content of reading completed
- Talk to them about topic work and encourage research
- Provide a settled environment and offer support with home learning
- Ensure your child is properly equipped with named belongings and uniform
- Create and maintain a consistent bedtime routine
- If children have access to social media, please monitor posts regularly

Being A Friend:

In school you may wish to be a helper by supporting activities both in school and out.

As a member of the Friends of Cromer Junior School you could work with like-minded parents and staff to help run social and fund-raising events for the benefit of the children. Parents are also welcomed if they offer to hear readers or help out on school trips.

Concerns:

There are times when you may have a concern. In matters of immediate concern, please contact the class teacher via the school office. An appointment will be made quickly. If your concern is unresolved, please make an appointment to talk to the Headteacher or Deputy. Alternatively, you may contact a parent governor who is your representative on the Governing Body. Please do not air your concerns via social media (Facebook etc.). The school has no 'right to reply' and, because we are a relatively small community, unsettling damage is done immediately to the good reputation of your school.

Complaints:

If you would like to make a complaint following discussion with your child's class teacher, you should raise this with the head teacher. If you feel the matter still hasn't been resolved, you may contact the Chair of Governors. The school uses the Synergy Complaints Policy which will ensure that the matter is dealt with effectively.

Safeguarding:

Cromer Junior School is committed to promoting the health, safety and welfare of all pupils.

If we ever need to contact you with this in mind, please understand that it is our professional duty to take every concern seriously.

All safeguarding concerns are dealt with urgently. Sometimes the school will need to contact Children's Services for advice and this may lead to further action.

We follow the government's PREVENT strategy, to safeguard against radicalisation and extremism.

The school's Designated Safeguarding Lead (DSL) is Whilhelm de Neve and in his absence, Sarah Walker, Emma Harding or Emma Ryman.

The school follows safer recruitment procedures.

Operation Encompass

At Cromer Junior School we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-agency Safeguarding Hub will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the '*Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools*'. We will record this information and store this information in acco record keeping procedures outlined in our Safeguarding Policy.

Whil de Neve is a trained Domestic Abuse Awareness Champion.

Absences:



It is a regulation that we have to report the number of absences your child has in a year. It is therefore really important that you inform the school daily, by phone, note, email or 'Arbor' giving the reason for absence. The school is striving to achieve an attendance rate of 97% or above. It is therefore important that you try to keep your child's absence to a minimum in order to give them the maximum opportunity in school. CJS will contact you if there is an unexplained absence.

Children who have been sick (vomiting) will not be expected back at school for a period of 48 hours.

The DFE no longer expects Headteachers to authorize holidays during term time. If you do however, have a planned absence you should complete the form available from reception.

New regulations around Fixed Penalty Notices came into effect in August 2024.

Clothing:

All pupils are expected to wear school uniform as agreed by the Governing Body.

A navy sweatshirt, light blue polo shirt, grey or black trousers or skirt, black 'school shoes' (not high heels, platforms or obvious trainers). In Summer, tailored grey shorts and blue gingham dresses/black shorts with suitable shoes/sandals can be worn. Please ensure all clothing is named so that it can be returned in the event of loss.

For indoor games, children need black PE shorts, white T-shirt and plimsolls. For outdoor games, children need PE shorts, T-shirt, trainers and, in colder weather, track suits.

For swimming (Y5), children need trunks/costume, hat and towel. No jewellery is allowed for swimming.

Sweatshirts, fleeces, polo shirts and PE t-shirts with a school logo are available to buy online at www.pbuniform-online.co.uk/cromerjunior. They also have grey trousers, shorts, skirts, dresses, lunchbags, socks and plimsolls available to purchase. No profit is made from sales of school uniform.

The school also sells donated second hand school uniform with all proceeds going to The Friends of Cromer Junior School.

For Art and other 'messy' activities, the children need an old shirt or apron to cover their clothing.

The school provides clean aprons for activities such as cooking.

Studs are acceptable earrings and appropriate bracelets will be allowed. Inappropriate hair dye, nail varnish and other make-up will also be challenged.

If lost-property is un-named it will be kept in the medical room. At the end of each school year any un-named clothing is donated to charity.









The School Day:

Teachers in classrooms, doors open, pupils enter	8.45 am to 9.00am
School begins	9.00 am
Morning Break	10.30 am
Lunch Time	12.15pm – 1.15pm
End of school	3.20 pm

Children must not arrive at school before 8.45am unless they are coming to breakfast club (starts at 8am). All children will enter school in the morning through the main entrance regardless of which gate they use. Children line up on the playground at the end of the day before being released.

Breakfast Club:

Greggs Foundation sponsor our Breakfast Club and we are happy to offer a healthy breakfast to our children, we would welcome your child to join us for a great start to the day.

Breakfast Club starts at 8am, offering bagels, cereal, fruit, and fruit juice. Please ask at the school office for details.

Look out for the 'Bagel Station' at the school entrance every morning, before school!

School also runs cookery, arts and crafts, sports and homework clubs after school.

Healthy Eating:

The school kitchen provides an excellent, varied menu – please ensure that some thought is given to making the best choices in packed lunches.

Packed lunch advice:
The UK government produced packed lunch guidance to support the implementation of new school food standards for school lunches and ensure that all children benefit from eating quality food during the school day.

The guidelines are:

- One portion of fruit and one portion of vegetable or salad every day to be included in packed lunches
- Meat, fish or another source of non-dairy protein should be included every day. Non dairy sources of protein include lentils, kidney beans, chickpeas, hummus, peanut butter and falafel
- An oily fish, such as salmon, should be included at least once every three weeks

- A starchy food, such as bread or pasta, rice, couscous, noodles, potatoes or other cereals, should be included every day
- A dairy food, such as semi-skimmed or skimmed milk, cheese, yoghurt, fromage frais or custard should be included every day
- Free, fresh drinking water should be available at all times
- Include only water, still or sparkling, fruit juice, semi-skimmed or skimmed milk, yoghurt or milk drinks and smoothies



- Snacks such as crisps **should not** be included every day. Instead, include seeds, vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or breadsticks served with fruit, vegetables or dairy food are also a good choice
- Confectionery such as chocolate bars and sweets **should not** be routinely included. Cakes and biscuits *(approved list!)* are allowed but these should be part of a balanced meal
- Meat products such as sausage rolls, individual pies corned meat and sausages / chipolatas should be included **only occasionally**

Lunchtime:

Your child can go home (*this is very, very rarely the case*) for lunch or stay at school with a choice between having a school dinner and bringing a packed lunch. From September, £2.60 will purchase a two course hot meal. The kitchen will make to order: a jacket potato, or a school packed lunch. Pudding choice includes yoghurts, fruit, low fat/sugar biscuits and milk. A menu is sent home at time of publishing and added to the school website. Lunches can be booked and paid for using Arbor.

Water:

We encourage the drinking of water throughout the day. Please supply a clear, named, plastic container. These containers can be re-filled using filtered, chilled water at appropriate times. **Squash, fruit juice or fizzy drink** is **not** allowed in the classroom.

Parking:



Parents are not allowed to park on site unless they have prior permission.
Our car park is simply too small to have open access to parking. Vehicle access is controlled by the use of automatic gates for increased safety. For large events we will try to have the playground open for parking. Breakfast club is an exception for dropping off in the school carpark. Please do not drop off by car on the school site or at the entrance at any other time. All drivers must adhere to the 5mph speed limit and give way at both marked crossings.

Departure:

School finishes at 3.20pm. Children are released by their class-teacher from the fire assembly points on the playground. There is a minibus and several taxis that drive into school at this time. This makes the driveway and parking area very crowded. Please consider safety when parking near the school. Thank you for your co-operation.

Equipment:

School provides basics at the start of a year or term (pencils, pens, rulers and rubbers). Children are best organized with a pencil case that can be restocked throughout the year. In Y3 and Y4 pens are provided if children have a handwriting licence; children are welcome to bring their own (black ink) pens if this is the case.

Valuables:

Valuables should not be brought to school. Mobile phones, tablets etc. are not allowed in school generally; however, if they are brought for the journey, they **must** be handed in to the office or class-teacher on arrival. Money should be kept in a named wallet or purse. Lost property of this kind will be stored for a period of no longer than one school year. Named property will be returned to the owner. All children are provided with a locker that will hold a cycle helmet, a coat, a reasonable sized bag and kit.

Bicycles/Scooters:

Children may cycle or 'scoot' to school. This journey, and the bike or scooter, remains a parental responsibility. We would always like to see children wearing cycle helmets. Bikes and scooters can be locked in the cycle shed. This privilege will be removed if there are safety concerns. Children mustn't ride their bikes on the playground or school pavement.

Medicines:

It is important that you let the teacher know of any medical problems your child may have, either temporary or long term. If at all possible, we ask that medicines are given by the parent at home. On the rare occasion that medicines have to be brought into school, please follow these procedures:

- All medicines, including inhalers, should be clearly labelled with name, number and frequency of doses.
- All medicines should be handed to the school office along with a completed and **signed** 'administering medicines' form.

If medication is needed for long-term conditions a named adult will be the point of contact. Most medicines (except for epi-pens) will be stored in a locked cupboard in the medical room and a record kept.

Children should not have cough sweets or similar without written permission.

First Aid:



Many adults have Emergency First Aid qualifications with 3 members having a higher First Aid at Work certificate.

As a matter of course, we always phone home to inform parents that first aid has been given. The choice is then the parent's with regard to further medical attention.

Extra Help:

At some time within school life, many children will need some kind of additional support. Where necessary, children with recognised Special Education Needs will receive specialist help from their teacher, a Teaching Assistant (TA), the Special Educational Needs Co-ordinators (SENCOs) or other support agencies including our own Specialist Support teacher, the Area Educational Psychologist and the Sensory Support Unit. At all times, Cromer Junior School will endeavour to work with parents when a Special Need is identified. Children with a formal level of support have an Individual Education Plan (IEP). You will be invited for input and review meetings throughout the duration of this plan. This is a formal process which involves the child, the parent, the teacher and the support staff. Emma Ryman is also available for emotional welfare support.

Books:



Year 3 home reading is similar to how it was as Year 2 at Suffield Park Infant and Nursery. Accelerated Reader (AR) is used to 'level' most of the fiction books in the library. A Star Test determines the level that each child starts at. Every child reads for 30 minutes 2 days per week (during school time) and completes an online quiz for each completed book. AR books should also be taken home to read. Parents can access their child's AR records at home. Children with a reading ability below that catered for by AR have a structured reading programme and are expected to read regularly at home. Teachers will not write comments in reading diaries.

Libresoft is used for stock control. Older pupils assist the librarian with keeping the library tidy and well displayed.

Behaviour:

Our general expectation is that children behave with respect and care towards other people and property. We aim to establish a sense of community where every member has a duty and responsibility to treat others in a sensitive and unselfish way. There are specific rules which all children are expected to follow: not fighting; not upsetting other children; not using bad language; interrupting learning or interfering with the property of others'. Those children who show a lack of respect or care, or break school rules, will be dealt with firmly but fairly. Should this not produce improved behaviour, parents will be involved in the next steps. If the school has any concerns about your child's behaviour we will contact you.

The school behaviour and anti-bullying policy is available for all parents.

In short:

All children are considered to be at level 0. Great - keep it up!

A pupil being watched more closely becomes Level 1. Parents will be informed by text. This level is not too serious but raises awareness of a concern.

At Level 2, parents are informed; pupils meet a named adult on a daily basis and have a behaviour support *target card*. This operates as an individual behaviour plan.

At Level 3, the same happens as at level 2, BUT there is now a serious risk of at least fixed term exclusion. The pupil now meets with the Headteacher or Deputy several times a day.

At Level 4, similar to level 3, but the child has already been excluded for a fixed period and now meets with the Headteacher or Deputy several times a day with internal exclusion a likely consequence of unacceptable behaviour.

The final step is *permanent exclusion* which, sadly (but rarely), has been used by the Headteacher.

Please understand the policy is designed to support children. Achievable targets are set to ensure regular success. Parents are informed when moving to a lower level following regular 4 weekly reviews.

Effort levels are also issued with an identical procedure.

Bullying is not tolerated. We investigate all suggestions of bullying quickly and thoroughly. A **Daily Events Diary** is used to track and correct incidents promptly.

Rewards:

The school is keen to recognise success.

Children are given stickers for particular successes. These are used to collect larger certificates. 5 large certificates lead to the award of an item of Cromer Junior School stationery. 5 stationery choices are rewarded with a badge, followed by a series of coloured stars. Presentations are made in front of the whole school in Friday assemblies.

Charging for School Activities:

Synergy has an agreed policy on charging for school activities. In summary, charges may be made for:

a) special events within school

b) specialist music tuition

c) some craft materials and ingredients

d) certain residential and non-residential activities

e) non-accidental breakages and damage or loss of property eg books

Sometimes we will ask for a contribution towards the cost of travel and entry fees for school trips. The school has a Charging and Remission policy which may be viewed on request (on school website).

Admissions:

Transfer/Admissions criteria in order of priority:

Children with an Education and Health Plan naming this school.

Children who reside within the designated area and:

a) have a sibling at the school at the time of their admission

b) have no sibling connection with the school

Children who reside outside the designated area and:

a) have a sibling at the school at the time of their admission

b) have no sibling connection with the school

In the event of over subscription in any of these criteria, then those living closest to the school will be given priority.

In the Summer Term each year, there are induction visits for pupils who are to start in the following September. There is also an evening meeting for the parents of those children. In addition, the Headteacher will be happy to see any parent regarding admission throughout the year. Please note that the ASD Base has its own admissions policy agreed by the Local Authority's SEND commissioning service.

The Governing Body:

Chair	Mr John Sansby
	Mr Adrian Woods
	Mr Nigel Hunt
	Mrs Jo Prior
Teaching	Miss Olivia Charman
Head	Mr Whilhelm de Neve
Clerk	Mrs Christine Dancaster

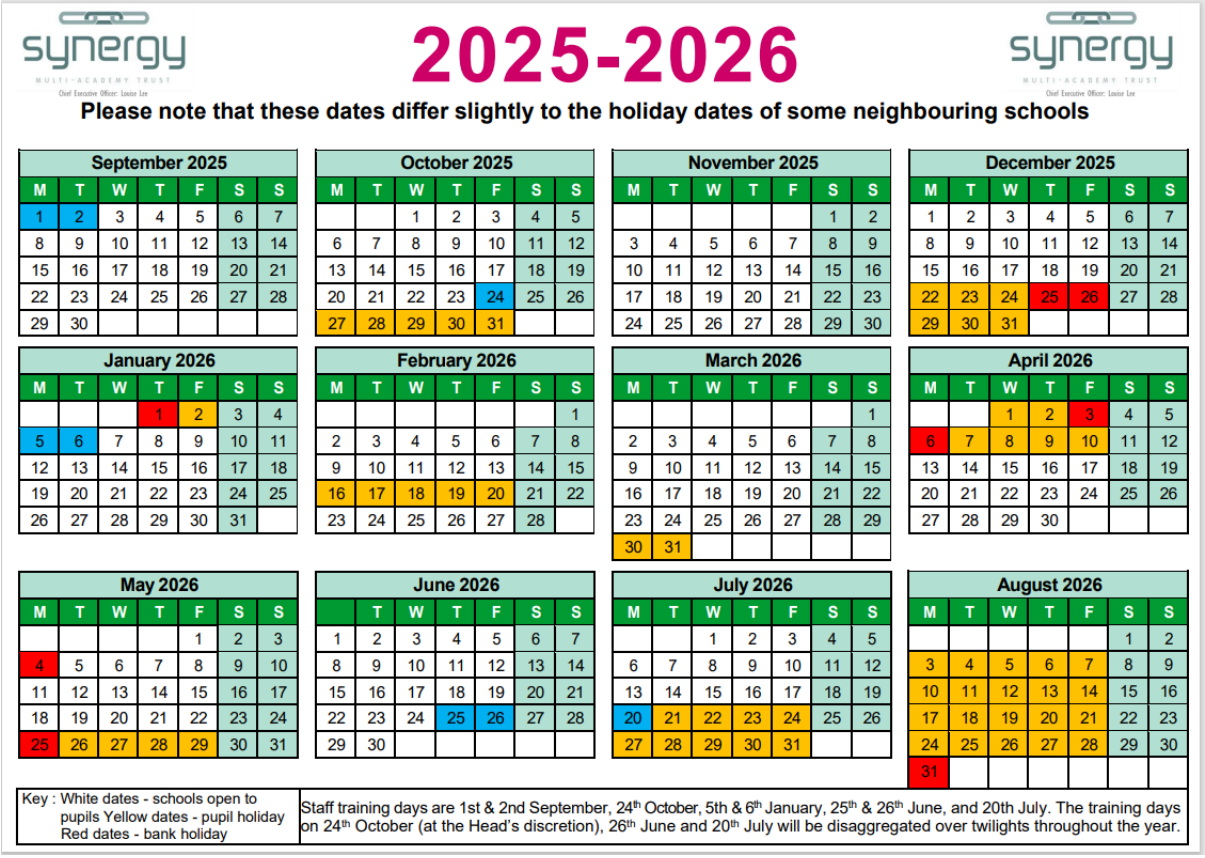
2025-26:



Staff Development Days:

All staff development days are included within holiday dates below:

Please note these dates differ slightly to the holiday dates of some neighbouring schools.



synergy MULTI-ACADEMY TRUST Chief Executive Officer: Louise Lee

2025-2026

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Please note that these dates differ slightly to the holiday dates of some neighbouring schools

September 2025

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2025

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2025

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2025

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2026

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2026

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2026

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2026

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2026

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2026

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2026

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2026

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Key : White dates - schools open to pupils Yellow dates - pupil holiday Red dates - bank holiday	Staff training days are 1st & 2nd September, 24th October, 5th & 6th January, 25th & 26th June, and 20th July. The training days on 24th October (at the Head's discretion), 26th June and 20th July will be disaggregated over twilights throughout the year.

Key:
White date - school open to pupils
Yellow dates - holidays
Blue dates - pupil holidays/Teacher training days
Red dates - bank holidays

SATs

Y6 tests will take place in May 2025. It is extremely important that children are not away from school for anything other than illness during testing week.