Lyng Church of England Primary Academy

School Prospectus 2025-26

https://www.nightingalefed.greenhousecms.co.uk

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Welcome to Lyng Church of England Primary Academy

Dear Families,

Welcome to Lyng Church of England Primary Academy. Our most recent Federation Ofsted Report stated that “pupils enjoy attending this friendly and welcoming school.” This is exactly what we strive for. We aim to nurture curious, happy and engaged children.

We are part of the highly successful Nightingale Federation, where Ofsted has praised the education provided as “top class.” Our pupils achieve exceptionally well across all areas of learning, and we are proud to be regularly in the top 10 per cent nationally by the time pupils leave us.

Positive Christian values are the foundation of all good schools, and they are clearly evident at Lyng. Our core value, “letting your light shine,” underpins everything we do with our pupils and wider community. We maintain high expectations for achievement, behaviour and uniform. Ofsted recognised that “pupils’ behaviour in lessons and around the school is good. They are polite and courteous and show respect to others.”

Our facilities are excellent and continually developing. Indoors, we offer large, airy classrooms and a wide range of resources to enrich learning. Outdoors, our extensive grounds include a vegetable garden, wildlife garden and forest school areas, providing wonderful opportunities for children to connect with and care for the natural world.

As part of the Nightingale Federation, we benefit from shared expertise and facilities across our schools. However, our greatest resource is our people. At Lyng, we are fortunate to have a dedicated and well-trained staff team, including specialist qualified teachers for Music, PE and Forest School, ensuring excellent outcomes and opportunities for all.

Our goal, for both staff and pupils, is to be the best we can be and truly let our light shine.

We warmly welcome visits to our academy, whether in person or virtually. Please explore our website, and if you would like to see us in action, contact the school office to arrange a visit.

Shannon O’Sullivan- Executive Headteacher

Admissions and Starting at Lyng

Which children can attend Lyng?
As a Church of England Primary Academy, admission is determined by the Governors. The admissions criteria are as follows:
First Priority: Looked After Children.
Second Priority: Disabled children living in the parishes of Lyng, Sparham and Elsing,and all other addresses with a Lyng postcode, irrespective of religious affiliation.
Third Priority: All other children living in the parishes of Lyng, Sparham and Elsing, and all other addresses with a Lyng postcode irrespective of religious affiliation.
Fourth Priority: Children who have siblings in attendance at the Academy at time of entry.
Fifth Priority: Children with medical cases with appropriate professional recommendation.
Sixth Priority: Children whose parents supply a supporting statement from a member of the clergy indicating that they are regular worshippers, at least once a month, at a Christian Church within the Parishes of Lyng, Sparham and Elsing, and who are members of Norfolk Churches Together.
Seventh Priority: any remaining places will be allocated to any other parents seeking a place at the school with priority for those living nearest to the school judged on as the crow flies.
In the event of a tiebreak, the criteria for admission will be considered in the order listed above.
Full admissions policy is on our website.
Further information available from the Norfolk Schools Admission:
www.norfolk.gov.uk/admissions

What arrangements are made for my child before starting?

All local transition is well established and very successful. We work closely with the Montessori Nursery next door to the school site, where the majority of our children have attended. We dedicate additional time to help children with specific needs and are in regular contact to discuss ways in which we can work together.

Parents are invited to an afternoon meeting, generally in the summer term, to meet the Headteacher, Leadership Team and Class Teacher, to learn about Lyng and discuss any queries they may have. In the summer term, we offer Stay and Play sessions for our new September starters.

Where does my child go when they leave?

Most children attending Lyng choose to transition to Reepham High School. This school is well respected and offers a high quality level of secondary education.

The transition to high school from year 6 is very successful due to the way in which all Reepham cluster primary schools and academies work with the high school.

Attendance

It is important for us all to understand how much difference good attendance makes. Excellent attendance always leads to improved standards of education for every child. This then leads to an increasingly positive future for the children.

Do I need to inform Lyng if my child is absent?

Yes. Registers are checked daily and school should be notified of reasons for absence by letter or telephone on the first day of absence between 8.15am and 9.20am. If you do not contact us, we will contact you by telephone. Where no explanation is offered, the absence is recorded as an unauthorised absence. Regular absences are reported to the Attendance Service. Parents of children who are persistent absentees will be required to attend an Attendance Panel at school.

What if my child is going to be late or has a medical appointment?

Children who arrive late after the close of the register are marked late unless we are notified of the reason. If you think you are going to be late, please notify the school office as soon as possible so we do not try to contact you. If you need to take your child out of school for any reason, please inform either the school office or their class teacher, either the day before or on the morning. Children can be collected from the office area.

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

Parents should not take their child on holiday during term time. The headteacher is unable to authorise **any** absences (unless medical proof is provided) during term time, unless under special circumstances. Please request a form from the school office. We believe family holidays are important and that they play a significant part in a child's development. It is appreciated that it can be quite challenging organising family holidays during school holiday periods, but advise that serious consideration is given before a request is made.

Any parent/carer taking a child on holiday in term time faces the risk of a fine of £160 per child per parent.

Complaints Procedure

Any problems will be dealt with by the class teacher or the teacher concerned. If this is not resolved, an appointment should be made with the Headteacher. Should parents feel the need to take a complaint further they would need to write to the Chairman of the Governors via the school. A copy of the Complaints Procedure Policy is available in school and on the website.

The Curriculum at Lyng

Education at Lyng aims to be exciting, stimulating and challenging. We strive to provide children with a wide range of learning opportunities based upon the local environment, first hand experiences, observation and problem solving. The teaching and work set is matched to the ability, needs, interests and experience of the children.

The curriculum at Lyng follows the 2014 National Curriculum guidelines, including English, Maths and Science. In addition to this, as a Church Academy, we follow the Norfolk Agreed Syllabus for Religious Education. Parents have the legal right to withdraw their child from Religious Education and Worship.

Sex and Relationship Education is taught at appropriate stages during the children's primary education. Parents do have the right to withdraw their child from these lessons if they wish but not PSE. Please see the website for the full parent advice on this area.

All documentation on the Lyng Curriculum, as well as what each class will learn, is available on the Academy website.

What are the assessment arrangements?

A Foundation Stage Profile Assessment is made during the Reception year. Parents can view this ongoing assessment using Tapestry, an online assessment tool.

It is mandatory for all children in Year 2 and 6 to undertake a Standard Assessment Tests (SATS). These take place during the summer term.

In year 1, children will complete a phonics test. In year 4, children will complete multiplication tests.

The children are assessed in each year group using "Achievement Statements." For more information on assessments and the SATS please visit our website.

Differentiation and High Achieving Children

In order to enable all children to access the curriculum, we take great care in how we support children of different abilities in class. Children can expect to receive different resources and adult support depending on their current level of understanding and can also be challenged and extended through contextualised tasks that encourage children to be creative in using their learning skills in unfamiliar situations. For example, one child might perceive the support of an adult along with concrete / real resources that help them to add two numbers whilst another child might receive a small amount of adult support and be expected to apply their adding skills to calculating the costs of setting up a small business!

We use agile teaching methods with our class teachers supporting and extending all pupils.

Please see the school website for policy documents.

Developing Children's Attitude and Behaviour

The general attitude and behaviour of pupils is a matter of great importance to the well-being of the community and the running of the school. Children and adults are expected to show politeness, respect and thought for others in their dealings with one another. They are encouraged to cultivate the qualities of honesty, kindness and fair dealing and consider our school values at all times through the use of a highly valued reward system.

At Lyng we feel strongly that if children have a positive, determined attitude they will become successful learners. A lot of time, care and attention is given to the children to ensure they feel happy, safe and valued. We encourage children to be responsible for their own behaviour and actions and we treat the children fairly, consistently and positively.

What is bullying?

The DFE (Department for Education) defined bullying as:

'Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. (DSF, 2007)

This definition includes the three key characteristics of bullying i.e. It is:

- Deliberately hurtful (including aggression)
- Repeated often over a period of time
- Difficult for the victim to defend themselves against

Bullying will not be tolerated; we take great care to ensure that this does not happen. We strive to be a listening school and ask children to tell us of any concerns that they may have. We cannot help if we do not know what is happening so, please help us to help your children; if you have any concerns over bullying contact us as soon as possible and we will do all we can to help. To view our full behaviour and reward policy please refer to the policies section of our website.

Diocese of Norwich Education and Academies Trust

Our Academy is part of a growing family of schools who are part of the Diocese of Norwich Education and Academies Trust (DNEAT).

Our funding comes from the Government via DNEAT and we are accountable to the trustees of the DNEAT board.

As an Academy we are allowed to design our own curriculum, however we currently follow the National Curriculum.

We are still inspected by OFSTED and receive support from the educational specialists from DNEAT.

For more information, please go to the below websites:

https://www.nightingalefed.greenhousecms.co.uk

www.dneat.org

The Governing Body

The Governing Body is a small group drawn from the local community, parents, staff and DNEAT, with a wide range of skills and interests and who focus on the best interests of the school.

The Governors are the accountable body to DNEAT, with three core functions:

- To ensure clarity of vision, ethos and strategic direction
- To hold the Headteacher to account for the education performance of the school and pupils, and the performance management of staff
- To oversee the financial performance of the Academy and to ensure its money is well spent

Governors achieve this by regular school visits, interaction with the pupils, staff and parents, dedicated training, liaison with other schools and co-working with other supporting agencies.

Governors are committed 100% to the Academy and will do everything within their powers to ensure it is a safe, happy, thriving and achieving place to learn.

Home/School Relationship

What role can I play as a parent?

Children make the most progress when parents are fully involved in their children's learning and we actively encourage parental involvement. We aim to work in partnership with parents in the education of their children. It is important that children are happy and at ease with the education process. The more aware parents are of the work of the school, the easier it is to develop this.

We provide Open Mornings / Evenings, Parent Consultation evenings and pupils' reports to give parents information and create the opportunity to discuss pupils' development and progress.

Parents are encouraged to join with us in the various celebrations, activities and events that occur throughout the year. Many of these are held in conjunction with our Parish community and this strengthens our spirit of community.

Parents help in many ways including reading, design technology, art and by accompanying groups on visits to name a few.

We operate an open-door policy, so if you would like to chat to any member of staff or any of the school governors please get in touch and we will always do our best to arrange a convenient appointment.

To view our Home Learning Policy in full please refer to the policies section of our website.

How is information communicated to parents?

We understand the importance of working in partnership with the families of our children to ensure that each child receives the best education that the school can offer. Communicating information to parents efficiently and securely is important and we use various ways to keep you informed at all times. Text messaging is mainly used for updates and reminders, for example cancellation of a school club, emergency closures and celebration assemblies. Newsletters and general information letters are sent out by email. To ensure that these services can be of maximum benefit please keep us updated at all times.

What about the Federation website?

We have tried to make our website the first port of call for any questions. It holds all of the key information on the curriculum, academy policies and academy life. It is also regularly updated with photographs and news from the school. Each class has its own dedicated page where you can find out what your child is learning each term and keep up to date with information in our half termly class newsletters.

Learning Environment

We have an inviting modern building, which has been remodelled since it was built in 1978. We have bright and airy classrooms, making it the perfect place for learning.

We also have the benefit of:

- A large hall, used for collective worship and physical education. To the rear is a large kitchen where meals are produced each day.
- A well-stocked library
- I.T resources
- Pupil group learning rooms

Outside of the building, staff and children have been working hard to redevelop our extensive school grounds, which comprise of:

- A separate and secure EYFS outside area.
- A large outdoor area with trim trail. Other resources are available.
- A wildlife garden for enjoyment and contemplation
- A large field used for both sports and break time.
- Woodland area used for Forest School as well as break times.
- Vegetable garden, used and maintained by the children.

Life at Lyng

What are the Academy Times?

School gates open at 8:40am at which point children go straight to their classroom. All children are dropped off at the main gates.

At the end of the day KS1 and KS2 children are collected from outside of the playground gates. Reception Class children are collected directly from Cherry Class, via the playground.

Morning session: 8:45 to 12:00
Lunch: 12:00 to 12:50
Afternoon session: 12:50 to 15:15

More detail on the school day can be found on our website.

Collective Worship

Lyng Church of England Primary Academy maintains strong links with St Margaret's Church, which is located in the village. Collective Worship takes place daily, with the whole academy often joining together in the hall. It is led by either the Headteacher, Deputy Headteacher, Teachers or R.E Leader, with weekly visits from the Rev'd Richard Turk. We believe that this shows our belonging to our Academy family, the Diocesan of Norwich Education and Academies Trust family and the Christian Family.

For special Christian Festivals, such a Harvest, Christmas and Easter, the whole school walks down to St Margaret's Church where we are joined by families to celebrate the occasion. Our Vision and Values below are delivered through Collective Worship.

Vision

'Let your light shine' Matthew 5: 14-16

Our vision is to empower students to let their light shine brightly by accelerating and personalising their learning by enabling them to effectively engage and collaborate with their peers, their community and their environment. We aim for pupils to let their light shine in learning, in outdoor pursuits, in health and sports alongside of through showing care and kindness.

Values and Ethos

At Lyng Primary Academy we are a community of educators who aim for all learning to deliver outstanding understanding and outcomes. Children should thrive in an environment filled with exciting learning, which has a strong foundation in educating with Science, Technology, Engineering, Art, Maths (STEAM) facilities, music, arts, outdoors and stewardship. We strive for all of our pupils to achieve in all areas of our curriculum. We aim for our pupils to have clear values of Generosity, Compassion, Courage, Forgiveness, Friendship, Respect, Thankfulness, Trust, Perseverance, Justice, Service and Truthfulness.

All children at Lyng Primary Academy should understand their personal next steps, have excellent manners and behaviour, enjoy learning, experience daily collective worship, complete homework, read daily and have opportunities for learning through technology with this being integrated into daily lessons.

All children should be exposed to opportunities for learning to be of high quality, engaging and interesting with clear progression through skills and knowledge in Mathematics, English, handwriting, spelling and times-tables skills daily. All children should be given excellent Physical Education, dance, art, music and drama opportunities at our school.

Underpinning this will be:

- outstanding day-to-day assessment and feedback marking of children's work
- first-rate systems for tracking, identifying and celebrating children's progress
- an exciting, relevant and inspiring curriculum
- excellent support for the needs of each child and quick support identified when required
- opportunities afforded to us by our relationship with DNEAT.

Classrooms will have clear Working Walls and link to specific learning, have vibrant and immersive reading and role-play corners, be supportive and welcoming. They will be full of children motivated by positive, well-paced and purposeful lessons. And these lessons will be delivered by staff who are passionate about our children's success.

Every parent/carer/ adult will be able to feel proud of their child's/children's achievements- and will know exactly what these targets and achievements are. Clear guidance will be given about the best ways to support children with learning out of school. All of this will be done because the children and their education is paramount to our schools' success.

Biblical Reference:

In addition, we want out school to become a beacon, to shine our light through our community and further afield.

All of these values are drawn from the Bible. In the gospel of Matthew, Jesus tells his followers:

'*You are the light of the world. A town on a hill cannot be hidden. Neither do people light a lamp and pull it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way,* ***let your light shine*** *before others, that they may see your good deeds and glorify your father in heaven'* **Matthew 5: 14-16**

Educational Trips and School Clubs

What sort of educational trips are available?

We believe that Educational Trips help to support and further develop children's understanding. Examples of this include Gressenhall Museum of Rural Life, Banham Zoo, Pensthorpe Natural Park, Holkham Hall, a week residential in Year 5 or 6 and the Time and Tide Museum.

Extra-Curricular Activities

As well as offering a wide and extensive range of school trips, we also provide a variety of extra-curricular opportunities, from sports to the arts. These include regular after-school, class clubs, run by teachers. These clubs vary each term with examples including singing, gardening, cricket, dance, drama, Lego, Art and football.

Lunchtime Arrangements

Please be aware we are a Nut Free School.

Lunchtime is part of the whole school experience and children are taught to behave with consideration and good manners at all times.

The School Kitchen – provide a healthy hot lunch for those parents who wish their child to receive one. A variety of healthy options are available including a main menu option, a jacket potato with a variety of fillings, sandwiches, or a vegetarian option. These can be ordered in class on a daily basis. From September 2014 the Government introduced free school meals to all children in Reception, Year 1 and Year 2. At present the cost of a school meal is £2.80. Payment is made through our cashless payment system.

Packed Lunches - we encourage parents to provide a packed lunch that is healthy and sensible. Children are asked to take home any uneaten food so that parents will know if their child is eating their lunch.

May my child have a drink and snack at playtime?
All Reception, Year 1 and Year 2 children receive a free piece of fruit each day. All children are allowed to bring a healthy snack for break time and are to bring in water only in a **labelled bottle**. Please do not send chocolate, crisps or sugary treats for snacks.

Other Useful Information

Breakfast and After School Club

We provide wrap around care for our children from Reception to year 6 from 08:00 in the morning and then after school until 17:15. For more details, please contact the school office.

The Friends of Lyng School (FOLS)

We have an active Friends of the School (FOLS) organisation which organises various events and in recent years has helped raise money for the school. This is a long-standing voluntary organisation and is made up of parents whose children attend the school. We are grateful for their support and assistance and trust that this interest and generosity will continue in the future. All parents are invited to attend the meetings and become actively involved. This body is a welcome and vital part of our school life without which the children would not receive as many varied opportunities as they do.

School Transport:

Telephone: 0344 800 8020

Children from the parishes of Elsing, Sparham and Primrose Green are entitled to a free seat on the school bus, from the beginning of the term they start education, in line with County Policy. In case of emergencies the school ensures the bus carries a mobile telephone. If, for any reason, your child will not be travelling home on the school bus, please notify the school. Please use the transport provided. It reduces congestion outside the school and ensures the services remain viable.

Uniform at Lyng

At Lyng there is the expectation that every child will wear the approved uniform. Uniform is available to order for all children from Reception to Year 6. Our approved supplier is Birds of Dereham who have a shop in Dereham or orders can be placed online.

Expected Uniform:

- Jade green school sweatshirt or cardigan, with logo
- White polo shirt, shirt or blouse
- Grey trousers, grey skirt, grey pinafore dress or grey shorts
- Jade green gingham dress/playsuit for summer (with white knee or ankle socks)
- Grey or navy tights or socks
- Black shoes
- Blue, Black or white hair accessories

Not accepted:

- Hoodies, sleeveless tops, leggings
- No slip-on shoes, brightly coloured trainers, open toe sandals, high heels or boots above the ankles
- Nail varnish and make up
- No jewellery – one small stud earring is permitted in each ear

All children who have hair below shoulder length are to have it tied back in school at all times, including PE. During the wet weather, children are allowed to wear wellies or have a change of footwear to wear on the school field which can be left in school.

Please make sure that all uniform and belongings are labelled with your child's name.

We are proud of our uniform. The children look smart and ready to learn. Our logo represents the vibrant, team-based atmosphere that we all experience and it reminds us of our school values.

What should my child wear for P.E.?

Physical Literacy is as important at Lyng as Maths and English. So that all children are able to take part we have the following P.E. Uniform:

P.E Uniform:

Jade green T-shirt only

- Plain black / navy shorts
- Trainers for outdoor lessons
- Plimsolls or clean trainers for indoor lessons
- Black / navy tracksuits are recommended for outdoor lessons in cold weather
- **No patterned items or kit with logos are to be worn.**

Your children will be expected to remove and replace their own earrings during P.E lessons. We would therefore suggest that children wait until the six-week summer holiday before having their ears pierced.

Well-Being Team and Special Needs

What is the Well-Being Team?

The Well-Being Team have the specific task of supporting children who are experiencing social or emotional difficulties. We employ a member of staff who works on a one to one basis with children who need time to talk through problems and work on specific skills such as anger management, confidence or understanding their feelings.

Children are referred to the Well-Being Team as a result of assessments made in every day class teaching. A Universal Entitlement Document, online, describes many of the systems we have in place to support children.

How are Special Education Needs and Disabilities catered for at Lyng?

Inclusion and personal development are an integral part of the spiritual and educational philosophy at Lyng.

Children identified as having special educational needs and disabilities will be allocated support depending on their needs, and will join in activities designed to help their learning. We have a dedicated SEND Governor who monitors all SEND work and related matters. In consultation with the parent/carer, we sometimes seek the help and advice of outside professionals. This can help us access specialist services helping us to provide tailored support for both child and their parent/carer depending on the circumstances. Regardless of the special educational needs of your child we will always talk to both you and your child about what we are doing and what the options are. You will regularly meet with the class teacher for discussions and updates regarding the support your child is receiving.

The key person for SEND at Lyng is Mrs Nicola Smith the SEND Coordinator (SENDCo) who liaises with class teachers and monitors those children who may need help. Norfolk County Council has a local offer which outlines all support for SEND in the area, this can be found here http://www.norfolk.gov.uk/Childrens_services/Special_educational_needs_and_disabilities/index.htm Additionally the school has its own individual SEN Information Report, if you would like a copy of this please ask at the school office.

What is Pupil Premium?

The Pupil Premium is additional funding paid to schools in respect of their disadvantaged pupils. Pupils who fall into this category are children who have been registered for free school meals (FSM) at any point in the last six years, looked after children, English as an additional language (EAL) children and Forces children. Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers.

We target this money in a variety of ways; from training teaching assistants in delivering specific support, to purchasing specific resources and developing our outdoor environment in order to provide children with a wide range of experiences, increase confidence, self- esteem and ultimately enable them to become successful learners.