West Lynn Primary School

SCHOOL PROSPECTUS 2026 to 2027

West Lynn Primary School,
St Peters Road,
West Lynn,
KING'S LYNN,
Norfolk,
PE34 3JL

Telephone: 01553 772330
E-mail: office@westlynnprimary.co.uk
Website: www.westlynnprimary.co.uk

Dear Parents and Carers,

I would like to welcome you and your child to West Lynn Primary School.
I really hope that you will enjoy being part of our special school community and that your child will remember their days with us with pleasure and affection.

This prospectus is designed to give you an idea of the way the school is run and to give you information about the curriculum. I hope that you will find it useful, but it does not attempt to take the place of the vital personal contact between school and parents, which is essential for effective relationships to develop.

At West Lynn, staff and governors are committed to a partnership between home and school. We aim to create a stimulating and supportive environment, so that children are able to develop to the full extent of their ability. We all look forward to working with you.

Ms Joanne Borley
Executive Head Teacher

We work together to learn together!

Our Vision for Education:

At West Lynn Primary School, we will work together to learn together through providing a safe, supportive and stimulating home from home, where children can develop their full potential in an inclusive, active, fun and loving environment.

West Lynn Primary School works within the West Norfolk Academies Trust. This means our students benefit from working in a close, mutually beneficial partnership with: Clenchwarton Primary, Walpole Cross Keys Primary, Snettisham Primary, Gaywood Primary School, Heacham Infant School and Heacham Junior School as well as Springwood, Marshland, and Smithdon High Schools and our main feeder High School - St. Clements High School. The trust has a clear, strategic vision for the future, based on four key areas;

- World class standards of student achievement
- Strong community engagement
- Excellent standards of Teaching and Learning
- World Class resources for our school community

Working in partnership with parents, we will provide the very best start in life, encouraging respect and curiosity to develop confident learners, who are ready to meet the future challenges of education, work and life.

Our School Values

At our school we…

- Promote the development of the whole child and prepare them for life in an environment where safeguarding is taken seriously.
- Foster self-respect and encourage respect for other people.
- Provide all pupils with a broad and balanced curriculum.
- Encourage pupils to fulfil their potential and strive for high standards in all they do.
- Ensure pupil's progress is monitored and made available to parents, governors etc.
- Encourage the varied involvement of parents and other members of the community in the educational, cultural and social development of the pupils.

About Us

West Lynn Primary School was established over 100 years ago. The school, built 1904 was extensively modernised in 1969 and extended in 1972, 2009 and in 2017. As a Primary School, it caters for children between the ages of four and eleven years.

There are seven multi-purpose classrooms, with two classrooms in a state of the art modular building, and a large hall. The hall is equipped with a climbing frame; it is used for indoor P.E. activities, music, drama, assembly and lunch. We also have a well-equipped and new library which we are very proud of.

The school has two large playgrounds and an outdoor area attached to the reception class. There is a large tree-lined field, which is used for outdoor games, athletics, environmental studies and playtime in better weather and there is an adventure playground to the side of the field. In addition to this we have an outdoor gym, trim trail and astroturf.

The School Day

Children may arrive at school from 8.35am, however teaching staff are not on playground duty until 8.40am. A member of staff is also on playground duty at the end of the day.

School begins: 8.45am
Morning break: 10.30 am – 10.45 am
Lunch break: 12.00 pm – 12.50 pm
Afternoon break: 2.15 pm – 2.30 pm (KS1 and Reception only)
School ends: 3.15 pm

Admissions

By law children must start statutory education full time at the beginning of the term following their fifth birthday. All children will be offered full-time positions in our Reception class. Should parents not feel that their child is ready for full-time education at this time, they should contact the Head Teacher as soon as possible. The School's admission limit in our Reception Class and Key Stage 1 is 30 and 32 in our Key Stage 2 classes.

Admissions to the school are handled by the Local Authority Admissions department.

In the event of over subscription the priority is:
1. Children with an Educational Healthcare Plan naming the school,
2. Children in public care who live in the area served by the school,
3. Children who live within the catchment area and have a brother or sister attending the school at the time of their admission,
4. Children who live within the catchment area,
5. Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission.

Parents of children not offered a place at the school have the right of appeal to the Local Authority.

Attendance

Registers are completed every day at 8.45am; any child arriving after this time will be marked as late. If your child arrives after 9.15am, the mark will be noted as an unauthorised late arrival. This is also applicable if your child arrives back late after lunch.

If your child is absent it is essential that you contact the school by 9am to inform the school of the reason for the absence every day of the absence. If we have not heard from you, we will either attempt to contact you by phone, text or email.

We have a responsibility to ensure that you and your children are safe, therefore if we cannot get a response from you by 1pm, we will arrange for two members of our staff to call around to your house. This is a safeguarding measure in line with our trust guidelines

The National Curriculum

Curriculum requirements for all subjects are delivered through the new Primary National Curriculum (2014).

Mathematics
Maths is taught on a daily basis. We aim to ensure that all our pupils are confident with all aspects of maths. Significant importance is placed on developing the ability to use maths in everyday situations. Children are taught to use and apply mental and practical strategies to solve problems that they may

face in day-to-day life. We aim to make maths as practical and fun as possible, using it in other areas of the curriculum as appropriate.

English

In daily lessons children are taught skills in reading and writing through a range of planned activities. Scaffolded tasks support the less able and extend the more able pupils. Skills and techniques are demonstrated and shared by the teacher through role modelling, shared class work, group and individual activities. Regular guided group work in reading and writing is led by the teacher or another adult in the classroom, including the use of the Read Write Inc programme in the Foundation Stage and Key Stage 1. Speaking and listening skills are taught through circle time activities and developed across the curriculum. The school teaches phonics through the Read Write Inc scheme.

Science

Essentially science is about exploring, investigating and discovering things to gain knowledge and understanding about the world we live in. We aim to provide children with the skills needed to investigate and explore ideas independently. As science is such a practical subject it is taught using a hands-on approach wherever possible. Consequently, we have built up a full range of equipment and resources for children to use.

Knowledge Based Curriculum

Our School has introduced an innovative new curriculum based on the Core Knowledge sequence. The idea behind it is that all children should complete their primary education with a storehouse of general knowledge, along with self-confidence and skills to use it. The Primary Knowledge Curriculum at our school prepares pupils for moving on to secondary schools and for leading their lives as citizens in modern Britain.

Extra-Curricular Opportunities

A number of clubs are held each week to allow children to follow particular interests and develop skills, including Football and Music. Voluntary activities are an important part of school life and encourage involvement and commitment on the part of children, staff and parents. All classes take part in regular curriculum linked school trips. Full risk assessments are carried out for all school trips and visits – and only take place when approved by the Head Teacher and the Local Authority. Trained first aiders are always in attendance on all school trips and visits.

School Uniform

School uniform is now sold at Stratfords in King's Lynn.
Phone: 01553 772043
To order uniform from Stratfords, you will need the password: WES0001
The school uniform is compulsory and consists of the following items:

Boys
Grey trousers (optional shorts in summer)
Navy school sweatshirt / jumper
White Polo shirts or White or blue shirts
Traditional black school shoes

Girls
Grey skirts / trousers (opt. shorts in summer)
Navy school sweatshirt, jumper or cardigan.
White or blue blouse or white polo shirt
Blue or blue/white checked dress (summer)
Traditional black school shoes

PE and Games

Children will need black shorts, a white t-shirt and plimsolls/trainers. Children will also need black or navy tracksuits and trainers for outdoor games. Children who go swimming will need a costume, hat and towel clearly named.

Book bags, swimming hats and water bottles can be purchased from the office.

School Meals
Our school dinners are cooked off site. Children having school dinners pay the standard county charge each day for their meal with the exception of all children in Reception, Year 1 and Year 2 who are entitled to free school meals. All school meals should be ordered by midnight on Sunday for the week via 'My Child at School'. Children may bring a packed lunch and should have their food in a named lunch box and a drink in a named and leak-proof container. Cans and glass bottles are not permitted. Children can bring their own healthy food for break time.

Home-School Communication
A school newsletter is produced and distributed via email to parents every week, published on the website and school Facebook page. Paper copies are available via the office. Class curriculum presentations are given by all teachers in September and a letter is published in the spring and summer terms giving information about the term's topic, homework and planned trips. We have a Facebook page, please just search for West Lynn Primary School. We use Class Dojo as a means of communication between the class teacher and parents. The teacher will use this to send messages or upload homework and general communication. Details of how to sign up will be sent to you when you join us.

Jewellery, Games and Toys
Children are encouraged to dress appropriately for school and avoid extremes of fashion, especially footwear that can be dangerous and/or impractical at school! Stud earrings and watches are the only jewellery permitted. Toys or games should not be brought into school. Any pupil who requires a fidget toy will be provided one by the school and in agreement with the SEND team. Older children who travel to and from school on their own are permitted to have mobile phones in school, but these must always be handed in at the main school office and left their during the school day. All other children are not permitted to bring mobile phones to school. Children and parents can always use the school telephone system to leave essential messages.

Special Educational Needs (SEN)
Children are described as having Special Educational Needs when they have difficulties that affect their learning. SEN needs may range from relatively minor needs which may involve additional support from outside school to more serious concerns that may require an Educational Health Care Plan (ECHP). Regardless of the severity of the need, the children's progress is recorded and monitored throughout the school. At present many outside agencies visit the school e.g. Educational Psychologist and staff from the Learning Support Services. They may be called on to help children and give advice to staff. The school employs Teaching Assistants who work with SEN children and the child's class teacher. The school has an SEN team to oversee the running of the school's policy and ensure it is up to date and effective. We actively work towards an inclusive education for all our pupils.

Assessment, Recording and Reporting
Teachers regularly assess all children through daily live marking as this ensures that work appropriate to the child's ability is planned. Children's progress is tracked throughout their school life. Formally, children will be assessed with National Baseline assessment in EYFS and then by using The EYFS Profile in Reception class. In Yr 4 the National Multiplication Test is delivered to assess time table knowledge and in Year 6 (11 years of age) pupils have statutory tests in reading, maths, grammar, spelling and punctuation. The results of SATs are published each year. Parents receive a written report on their child's progress in July each year and a pupil attainment profile in July. Parents are given the opportunity to meet teachers throughout the year to discuss their child's progress.

Medicines at School
Our school policy allows staff to administer prescribed medication to children with written permission from parents/carers. Each class teacher has a file with copies of permission forms. Children who have inhalers should be able to administer their own medication, inhalers may be kept in school in an agreed place, with the knowledge of the class teacher and Head Teacher. Parents may come into school to give medicine to their children, but parents must report to the School Office first. In the event of illness or accident, parents will be contacted and asked to collect their children from the school office. It is therefore vital that we always have up to date contact details. An accident/incident report form is always completed after each accident/incident and a copy sent home listing full details of the accident/incident and the action taken. If a child bumps their head during the school day a phone call or text to the parent/carer will be made.

School Security
All visitors to the school should report to the main office, sign in and wear a visitor's badge whilst in school. Anyone collecting a child during the day for any reason should notify the office staff of their presence and intentions. All staff are alert to the need to report any person or occurrence which may pose a danger to our children.

Behaviour and Bullying
West Lynn Primary School have embraced 'Restorative Practices' when dealing with behaviour issues. We have done this as a means of empowering all members of our school community to be successful and become aspirational, motivated and responsible learners. Restorative Justice is about encouraging offenders to be accountable for actions and to take responsibility for repairing the harm caused. Restorative Practice is an ethos which must be fully embraced by children, staff and parents in order to work, however please be assured that serious incidents will of course be dealt with outside of this practice as necessary. Please see our Behaviour Policy on website for more details.

Our School Rules:

We are polite and helpful.

We listen carefully and follow instructions.

We walk sensibly and safely around the school.

We are kind, honest and respectful to others.

We always try our best.

We are proud of our school and ourselves.

Charging Policy
Under the terms of the 1981 Education Act the school makes no charge towards educational activities, materials or transport (other than overnight accommodation). However, the school does not have sufficient funds to cover the cost of all trips, outings or school journey, and therefore must ask for voluntary contributions in order for these activities to take place. Parents may be asked to pay for materials used in cooking and certain crafts, if they agree in advance that they wish to own the finished product.

Complaints
Any concerns or worries about the curriculum, children in the school or the workings of the school or staff, should in the first instance, be taken to the class teacher. Many of our school policies are available online through our school website, however you are welcome to request to see policies by appointment.

If you feel your concerns have not been addressed or you have a complaint about the Head Teacher, this should be taken to the Clerk of the Trustees.

Friends of West Lynn Primary

The school has a 'Friends Association' who actively raise funds for the school. Events are organised for the children, parents and local community. A wide variety of events take place throughout the year including Bingo events, Quiz Night, discos, Christmas and summer fayres. The Friends give up their time freely to organise these events and enhance the quality of provision in the school. Over the years they have raised money to purchase a climbing wall, computer equipment, to help pay for school trips and lots more. The Friends meet once a term to organise events and meet with the management team of the school.

For more information about the Friends of West Lynn Primary, please contact the main office.

West Lynn Primary School - Basic Information

Name of school:	**West Lynn Primary School**
Type of school:	**Primary**
Status:	**Academy**
Age range of pupils:	**5 to 11 years**
Executive Head Teacher:	**Ms J. Borley**
Address of school:	**St Peters Road, West Lynn, King's Lynn, Norfolk, PE34 3JL.**
Telephone & Fax:	**01553 772330**
Email:	**office@westlynnprimary.co.uk**
Website address:	www.westlynnprimary.co.uk
Chair of Governors:	**Mr. R. Wenn**
Local Authority:	**Norfolk**
Number on roll:	**150 (April 2026)**
Cost of school lunch:	**£2.80 (Free for children of YR, 1 and 2)**
School Day Begins:	**8.45 am**
School Day Ends:	**3.15 pm**

We run 'My Child At School' (MCAS) - a service where parents can order and pay for their children's school meals from home. For additional information about this service, please see the school receptionist.

School Term Dates 2026 to 2027 Please see the sheet below for school term dates. 1st/2nd September 2026, 4th January 2027 and 12th April 2027, children do not attend on these days. Additional dates/ information regarding school INSET Days and additional school holiday days are given in our weekly newsletter.

West Norfolk Academies Trust

Term Dates 2026-2027 – Primary and Secondary Schools

September 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				

October 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	

November 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						

December 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			

January 2027

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 2027

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 2027

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 2027

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	

May 2027

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 2027

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 2027

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 2027

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 – school open to pupils
Orange dates – pupil holidays
Purple dates – staff training days
Red dates – bank holidays

Staff training days are – Tuesday 1 September, Wednesday 2 September, Monday 4 January and Monday 12 April as whole training days.
Friday, 23 October 2026 is disaggregated.

School Staff

Leadership Team
Ms J. Borley – Executive Head Teacher
Mr D. Ryan – Assistant Head Teacher

SEN
Ms Rachel Bazeley-Smith- Trust SENCo
Mr D. Furzey- SENCo Assistant

Pastoral & Attendance Officer
Gail Scott

Teaching Staff
Mr D. Ryan
Mrs L. Bailey
Mrs S. Fleming
Miss C. Cooper (On Maternity Leave until September 2027)
Mrs C. Jones
Mrs C. Cousins
Mrs R. Dexter

Higher Level Teaching Assistant
Mrs J. Grimmer

Cover Supervisor
Mrs. R. Hurn

Teaching Assistants
Mrs A. Harris, Mrs K. Howells, Mrs I. Khatri, Miss L. Swallow, Miss C. Watkins, Miss N. Hill, Mrs K. Cheetham, Mrs S. Fakenbridge, Mrs N.Upton, Miss A. Lightfoot and Mrs S.James

Administration
Mrs M. Adams *(School Receptionist)*
Mrs H. Mann *(PA to the Executive Head)*

Site Management
Mrs K. Bullock
Mrs K. Greenacre

Mealtime Supervisors
Mrs A. Harris, Miss L. Swallow, Miss N. Hill, Mrs. Cheetham, Mrs S. Fakenbridge, Mrs K. Howells and Mrs R. Sands

Safeguarding Statement

At our school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. We are committed to safeguarding and promoting the welfare of children and young people and all staff, volunteers, visitors and outside agencies are expected to share this commitment and report any concerns to one of our Designated Safeguarding Leads. If we have any concerns about a child, we will (in most cases) talk to parents/carers in the first place. If we feel we need to seek further professional advice, we will explain that we would like to make a referral to the Children's Advice and Duty Service (CADS). This service is manned by a multi-agency team and will help the school get the right advice and support in regards to any next steps. We will always work closely with parents/carers to ensure that the children are getting the most appropriate support and help. Parents may seek advice and guidance from the Designated Safeguarding Lead or CADS directly. Our Safeguarding Policy is available on our website or from the office on request.

Our school is also part of Operation Encompass. Operation Encompass is a national scheme that operates jointly between schools and the police force when a child or young person has been involved or exposed to a domestic abuse incident. Operation Encompass will ensure that a Designated Safeguarding Lead is given information, in confidence, to be able to make provision for possible difficulties experienced by the children, or their families, who have been involved in, or exposed to, a domestic abuse incident. Any information shared as part of this scheme is kept confidentially by the school.

We work together to learn together!