

# **Frittenden**



**C.E.**

# **Primary School**

# FRITTENDEN C E PRIMARY SCHOOL

## PROSPECTUS 2016 – 2017

FRITTENDEN CRANBROOK KENT TN17 2DD

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## FRITTENDEN CE PRIMARY SCHOOL

**The Street  
Frittenden  
TN17 2DD  
01580 852250**



**Headteacher  
Nichola Costello  
[Headteacher@frittenden.kent.sch.uk](mailto:Headteacher@frittenden.kent.sch.uk)**

Dear Parents

Welcome to Frittenden Church of England Primary School. We are very proud of our school, which has served the local community for over 150 years, and maintains close links with St Mary's Church.

The staff and governors of the school aim to provide the children with an education that is broadly based, and tailored to meet the children's individual needs. We provide a caring, happy and positive atmosphere in which a child may fulfil his/her potential and grow in self confidence and respect for the people and environment around them.

We are committed to the ideal of a partnership in education between home and school and to this end, prospective parents are invited to visit the school and meet the staff and children.

Yours sincerely,

Ms Nichola Costello  
Headteacher

## Our School

### Our Mission as a Church School:

"Learning for Life in the Light of God"

**Vision** : To engage every child in an exciting and meaningful educational experience in an inclusive, caring Christian Community.

### Our Ethos Statement:

At Frittenden Church of England Primary School the staff, parents and governors welcome all families to share the quality education we provide. We work as a team to create a caring environment where everyone feels valued, secure and respected. We strive to encourage excellence, share success and enable all children to prepare for a successful future.

### Our Aims:

To underpin this ethos statement the staff and governors aim to:

- Create a happy and secure environment where children develop a love of learning
- Help pupils become self-motivated and independent individuals
- Provide a challenging curriculum that is broad, balanced and enables all children to reach their full potential
- Promote spiritual, moral, social and cultural values that prepare the child for responsibilities, experiences and opportunities throughout life
- Foster a positive partnership between parents, staff, governors, the Church and the community

### Values:

All stakeholders have agreed on four Christian values which underpin everything we do at Frittenden. To make these values meaningful and memorable for the children, each is aligned with a parable that demonstrates the value and each class has their own value and parable.

#### Dahl class - Compassion

The Parable of the Good Samaritan.

#### Shakespeare class - Wisdom

The Parable of the Wise and Foolish Builders.

#### Wells class - Hope

The Parable of the Mustard Seed.

#### Potter class - Trust

The Parable of the Lost Sheep.

## **CLASSES**

There are currently four classes in Frittenden C.E. Primary School

Potter Class	Reception
Dahl Class	Year 1 and 2
Wells Class	Year 3 and 4
Shakespeare Class	Year 5 and 6

Our yearly intake is 15 children in Reception Class.

## **STAFF**

<b>Ms Nichola Costello</b>	Headteacher
<b>Mrs Sarah Farr</b>	Reception Teacher
<b>Mrs Amy Wichall</b>	Teacher Years 1 & 2
<b>Mrs Gemma Bates</b>	Teacher KS1
<b>Mrs Rachel Thomas</b>	Teacher Years 3 & 4
<b>Miss Marie Burke</b>	Teacher Years 5 & 6
<b>Mrs Donna Kneller</b>	Office Manager
<b>Mrs Sally Sargent</b> <b>Mrs Helena Jones</b> <b>Mr Jorge Blanco</b> <b>Mrs Becky Godwin</b> <b>Mrs Kate Butler</b> <b>Mrs Jane Wootten</b>	Teaching Assistants
<b>Mrs Jane Wootten</b>	Midday Meals Supervisor
<b>Mrs Heather Cullingworth</b> <b>Miss Gemma Field</b>	Road Crossing Patrol Kitchen Staff (GS)

## **THE GOVERNING BODY**

<b>Chairman</b>	Mr Alex Davies
<b>Vice Chairman</b>	Mrs Pamela Wallace
<b>Local Authority Governor</b>	Mr Peter Braggins
<b>Foundation Governors</b>	Revd. Fred Olney Calvin Moore Mrs Pamela Wallace
<b>Parent Governors</b>	Mr Mark Gosden
<b>Co- opted Governor</b>	Mrs Hazel Gosbee
<b>Teacher Governor</b>	Mrs Amy Wichall
<b>Clerk</b>	Jane Philipps

The Governors aim to:

- encourage and use the family atmosphere of a small village school by creating a happy working environment which will allow each individual to work to his or her capacity;
- develop the necessary skills and knowledge which increase the ability to reason and interpret, and through these skills develop an awareness of personal capabilities;
- help the children learn to respect their own and others' rights and responsibilities;
- ensure, through timely praise, encouragement and enjoyment, all children are well motivated;
- foster spiritual, moral, cultural and social development.

All aspects of school life will be under constant review, assessment and evaluation to promote the quality of 'school life'. The Governors endorse the Kent Curriculum Policy.

## **Frittenden CEP Term Dates for Academic Year 2016 - 2017**

### **Term 1**

05/09/16 -21/10/16

Inset Day – 05/09/16

### **Term 2**

31/10/16 – 21/12/16

### **Term 3**

03/01/17 – 10/02/17

Inset Day – 03/01/17

### **Term 4**

20/02/17 – 31/03/17

Inset Day – 20/02/17

### **Term 5**

18/04/17 – 26/05/17

Bank Holiday Monday – 01/05/16

### **Term 6**

05/06/17 – 21/07/16

Inset Days – 20/07/17 & 21/ 07/17

## TIME OF SCHOOL SESSIONS

Morning Session	08.55 - 12.00 pm
Break	10.45 – 11.00 am
Lunch Break	12.00- 13.00 pm
Afternoon Session	13.00 - 15.15 pm

The road crossing is manned from 8.45 - 9.00 am and from 3:15 – 3.30 pm.

Pupils may enter school from 8.45 a.m. onwards. The Headteacher is in the playground from 8.45am and a bell is rung at 8.50am. Once the bell has been rung, the children line up and the class teacher accompanies the class in to school. It is important that children are not late for school. Late arrival in the classroom can be upsetting for your child, and affects the smooth running of the school. Any child arriving late **must enter via the school office**. A record will be kept of minutes late and any child arriving after 9.10 am will be marked as 'late after registers closed'. This will show on the register as absent for the morning session. Less than 90% attendance will result in a referral to the Education Welfare Officer.

## Lunch and Milk Information

### Lunch Time Arrangements

Our school meals are currently provided by GSS, but a new company, Caterlink, has been awarded the contract for September. As soon as we have further information we will forward it to you. Children have the option of a hot meal, jacket potato with filling or a packed lunch. Children may bring a packed lunch from home if they prefer.

Under current legislation, all Key Stage 1 pupils (Years R – 2) are entitled to a **free** school meal every day. Current meal prices are £2.20 per day, meaning a saving to parents of over £400.00 if a child has a meal every day.

All meals are eaten in the school hall.

### Free School Meals

If you are in receipt of certain benefits, such as Income Support, your child may be entitled to free school meals. Further information is available online at [www.kent.gov.uk](http://www.kent.gov.uk)

If your child is eligible for free school meals, we encourage you to apply, using the link above, even if he / she is receiving a Universal free school meal in Key Stage 1. The school receive additional funding (Pupil Premium) for any child in receipt of free school meals.

## Cool Milk

Milk is the ideal mid-morning drink for your child, and for many it's absolutely free.

- School milk is free for children under the age of five.
- School milk may be free to children receiving or entitled to free school meal
- School milk is subsidised for all other children in primary education

### **If your child is under five, ordering school milk is as easy as 1, 2, Free!**

1. Register your child online at <https://www.coolmilk.com/register> or pick up a registration form from reception and return it to FREEPOST COOL MILK (no other details required).
2. If you register before 5pm on a Tuesday, your child will start receiving milk from the following week.

### **If your child is over five, you can order your child's school milk in just 3 simple steps**

1. Register your child online at [www.coolmilk.com/register](http://www.coolmilk.com/register) or pick up a registration form from reception and return it to FREEPOST COOL MILK (no other details required).
2. Milk usually costs around just £15 a term. By registering online, you'll be able to make a payment straightaway. If however, you return a registration form by post we will send you a payment request.

If your payment is received by 5pm on a Tuesday, your child will receive milk the following week.

2. Milk usually costs around just £15 a term. By registering online, you'll be able to make a payment straightaway. If however, you return a registration form by post we will send you a payment request.

If your payment is received by 5pm on a Tuesday, your child will receive milk the following week.

## Morning Snack

Frittenden CEP takes part in the Free Fruit Scheme. This means Key Stage 1 children are provided with a piece of fresh fruit every morning break. Key Stage 2 children may bring a healthy snack.

## End of School Day

At the end of the school day children will line up in the playground in classes. The class teacher will release them once they have sight of the parent, waiting by the roadside fence. If your child is to be collected by another person as a 'one off', or on a regular basis, please inform the school.

## STARTING SCHOOL AS AN INFANT

Children can be admitted to school in accordance with Kent's agreed admission policy that states that **children reach compulsory school age at the beginning of the term after their 5th birthday.**

Parents should complete an admission form in line with Local Authority Guidance – [www.kent.gov.uk](http://www.kent.gov.uk)

We encourage prospective parents to come along for an informal visit during the school day at a time that suits them. Please telephone the school office for an appointment.

Initially admission will be on a part-time basis with children attending mornings only. The teacher's professional judgement in discussion with the parents, will determine the most appropriate stage at which a child attends full time, however this is usually within 3 weeks. Some children may be ready to start part-time education at 4 years old, others at 5 years, again this will be decided after discussion with parents.

Frittenden C E Primary School currently has one intake in September. Our planned intake is 15 children. In the term before your child starts school there will be an opportunity for them to spend time in their new class and to become familiar with school, their teacher, classmates and lunch and break time routines.

To prepare your child for school, we would ask you to help in the following way:

- Ensure child can dress/undress and toilet themselves
- Ensure child can fasten laces (or provide slip on or velcro fasteners)
- Encourage child to share
- Encourage child to listen without interrupting
- Encourage child to say please and thank you
- Encourage respect for adults and peers
- Ensure your child can use cutlery and sit at a table to eat a meal

## **VISITS TO THE SCHOOL**

Arrangements for parents to visit the school:

Parents may visit at any time within school hours or by appointment outside school hours. Please remember that whilst teachers are in class, they are unable to speak to parents. Appointments to see teachers can be made through the school office. If you have administrative or personal queries you may see Mrs Kneller at any time during the school day.

Please remember that the Headteacher may not be available, therefore appointments should be made via Mrs Kneller.

## **PARENT CONSULTATIONS**

Parent consultation evenings are held in both the Autumn and Spring Terms. During these consultations parents have the opportunity to discuss in detail their children's progress.

**Autumn**      Parent Consultation evenings to enable dialogue with parents on assessment results and targets for coming year.

**Spring**      Parent Consultation evening to discuss progress towards targets.

**Summer**      Annual Reports are sent home to parents in July.

## **THE CURRICULUM**

As in other schools, all the children of statutory school age at Frittenden Primary School follow the National Curriculum. This means they follow nationally agreed programmes of study in Mathematics, English, Science, Computing, Art, Music, PE, History, Geography, ICT, R.E. and Design Technology as well as learning a modern foreign language: Spanish.

In addition to the subjects specified in the National Curriculum, the school curriculum also includes cross-curricular issues such as personal and social education, health education, citizenship, environmental education, equal opportunities, multi-cultural education and sex education (where appropriate).

### **Religious Education**

Collective Worship takes place daily, following a different pattern each day. These acts of worship provide many opportunities for children to participate; reflect Christian tradition and generally follow Diocesan themes. One act of worship each week is led by the vicar of St Mary's Church and members of the local church group, who use an 'Open the Book,' format. This is always looked forward to by staff and children alike. We celebrate Harvest, Christmas, Easter and Year 6 Leavers with a Church Service to which all parents are invited.

We follow the Kent Agreed Syllabus for Religious Education. All parents have a right to withdraw a child from the daily act of worship or from religious education. Any parent wishing to withdraw a child from either assembly or religious education should contact the Head Teacher.

### **English**

All pupils in Years 1 - 6 receive *at least* one hour of dedicated English work per day with further learning in this area taking place within other subject areas.

Our children learn to communicate clearly, confidently, and fluently to a range of audiences, holding their attention. Speaking work includes drama, discussion activities and presentations.

Good listening skills are essential for learning. The children learn to listen with focus, recall key points, to summarise and look for hidden or inferred meaning.

#### **Reading**

In teaching reading we aim to help pupils discover, for life, the pleasure of reading, as well as learning the essential skills of reading for understanding. Teachers place a great deal of importance on this and monitor reading progress closely.

#### **Writing**

Our children learn to write a full range of styles and genres, to choose their words skilfully, and to communicate powerfully. While the quality of content is vital, good spelling and handwriting are also seen as an essential part of communicating effectively. Children write for a broad range of real audiences, including writing for school newsletters and the website.

## **Mathematics**

Frittenden Primary School ensures that all pupils follow the National Curriculum. A variety of opportunities are provided for children to use their mathematical skills and concepts learned in tackling genuine problems and investigations linked to other curriculum areas.

The broad range of mathematical topics include: number sense, all four operations, measurement, geometric reasoning, statistics and algebra in key stage 2. Children are taught strategies for addition, subtraction, multiplication and division, combined with mental maths strategies, to develop their mental agility. These strategies will also be further developed in investigational work. Children are taught recording skills and use of both the calculator and the computer.

## **Science**

Frittenden Primary School aims to ensure that through science pupils will develop their knowledge and understanding of the natural and physical world in which they live. Scientific knowledge will be taught through the science curriculum and will include electricity, magnetism, forces (gravity, friction, air and water pressure, pushes and pulls), fuels, heating and cooling, light, sound, weather, the earth in space, health, decay, genetics and pollution.

Scientific skills are taught through varied practical activities and build on everyday experiences and existing knowledge. Children predict what they think will happen, attempt to test their ideas fairly, record their results and describe what they have discovered.

## **Computing**

The new national curriculum for computing has been developed to equip young people in England with the foundational skills, knowledge and understanding of computing they will need for the rest of their lives. Through the new programme of study for computing, the children at Frittenden learn how computers and computer systems work, they will design and build programs, develop their ideas using technology and create a range of content.

We continually seek to invest in the most up-to-date equipment and software to enable our pupils to fully benefit from these powerful learning tools. The school website address is [www.frittenden.kent.sch.uk](http://www.frittenden.kent.sch.uk)

All classes are now equipped with an interactive whiteboard and data projector. Every classroom is connected to the Internet and children learn to use it as a tool to support learning across all areas of the curriculum. We also have a new class size ICT suite.

## **E Safety**

Children are informed of the importance of using ICT and the internet in school safely. Information of how to ensure your children are using a computer safely at home can be found at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

## **Geography**

Frittenden Primary School aims to provide pupils with the knowledge and understanding of geographical processes, structures, places and people whilst developing the skills required for geographical investigations.

The study of places begins with the immediate school locality and is later extended to a comparison of an economically developing country and an area in the UK. There are also four thematic topics based on rivers, weather, settlements and environmental change.

Children develop and acquire a variety of skills to investigate places including map-reading, the use of simple instruments, observation and identification.

At Frittenden Primary School our resources include our excellent school grounds and buildings, up-to-date texts, atlases and maps.

Frittenden Primary School ensures all children develop the knowledge, understanding and skills required at a level appropriate to their ability.

## **History**

In Key Stage 1, the focus of history is very much on locally significant events or events within the children's own memories, as well as key events of great significance such as Bonfire Night. In addition, children will find out about important historical people and events, such as Florence Nightingale or The Great Fire of London.

In Key Stage 2, there are nine main areas of study that are required, some of which have optional strands. The first four relate to British history and are intended to begin the development of a clear chronological understanding.

1. Britain in the Stone, Bronze and Iron Ages
2. Roman Britain
3. Anglo-Saxons and Scots in Britain
4. Anglo-Saxons and Vikings
5. Local history
6. A study of a period after 1066 of the school's choice
7. Ancient Greece
8. A choice from Ancient Egypt, Ancient Sumer, Ancient Egypt, or the Shang Dynasty of Ancient China
9. A choice from 10th-century early Islamic civilisation, Mayan civilisation or Benin in West Africa

Our aim is to develop the children's knowledge and understanding of the past. Pupils are encouraged to be aware of varying interpretations of history. Through the use of a

range of resources and experiences the children are given the opportunity to compile evidence, question reliability and make deductions.

## **Art**

Frittenden Primary School aims to draw children's attention to the purpose, challenge and enjoyment of art, craft and design, whilst fostering an appreciation and awareness of art history and art from other cultures. We provide a broad learning environment in which art can be explored in a personal creative and expressive way to develop individual potential.

In line with the National Curriculum, art is to be interpreted as art, craft and design. Pupils will be taught to use materials, tools and techniques in accordance with health and safety requirements.

Pupils are encouraged to develop their creative, imaginative and practical skills through a range of media including ICT and will experience a variety of artists and styles during art appreciation lessons.

Work from both key stages will be displayed in classrooms and the corridors.

## **Music**

Frittenden Primary School aims to extend and deepen children's responses to music through the related activities of listening, performing and composing. All children are encouraged to compose their own music according to their age and ability. From Year 1 the children are encouraged to represent graphically the sounds they are making.

Performance is an important part of the music curriculum and singing is fundamental to class music making. All children are encouraged to perform their compositions, and opportunities are given for school and public performance through Music Festivals and Church Celebrations.

Listening skills are consistently developed throughout the key stages; children are encouraged to listen attentively to all musical contributions. Throughout the school there are 'listening sessions' where the children are introduced to the music of a variety of composers.

## **Design and Technology**

Frittenden Primary School aims to develop the process of designing and making a model for a particular function within a topic. Technology is a part of everyday life, and children are taught to recognise this fact by looking at designs in the home and in the world around them.

In Key Stage 1 children will be planning, designing and making models using recycled materials and construction toys. All children will be taught skills of cutting and sticking and will form an understanding of the properties of materials. They will begin to evaluate their models and suggest changes.

In Key Stage 2 children will begin to draw out and think about their designs in more detail before making their models. They will be taught how to use a variety of tools correctly and with safety. They will focus on how improvements could be made and revise their models in the light of experiences learned.

### **Physical Education**

Frittenden Primary School aims to teach pupils, through experience, to know and value the benefits of participation in physical activities. They will be taught to plan, to improve and to evaluate their performance and that of others. Children will be given the opportunity to learn safely how to develop strength, endurance and control of their bodies through carefully structured challenges.

All children follow a balanced programme of study for gymnastics, dance and games in all years with the addition of athletics and outdoor and adventurous activities in Key Stage 2. A minimum of 2 hours curriculum time will be given to PE, with the exception of Year R.

Children have the opportunity to represent the school in a variety of tournaments.

Children in KS2 who are unable to swim 25 metres are offered swimming lessons during the Summer Term.

### **Sporting Aims:**

- to provide an opportunity to take part in enjoyable activities
- to help develop physical competence and skills
- to develop the concept of fair play, honest competition and good sporting behaviour
- to provide opportunities to work co-operatively with others
- to develop the ability to cope with success and failure
- to promote through direct experience the benefits of exercise

### **Provision:**

- the village field, the school hall and school playground
- professional coaches for PE afternoons for a variety of sports
- participation in sports tournaments
- equipment for relevant sport
- range of extra-curricular opportunities

## **Spanish**

We belong to the European Community; therefore it is vital that children are given the opportunity to learn a foreign language. At Frittenden School the children learn Spanish, starting in reception, where the emphasis is on learning simple words and phrases that taught in a fun and engaging way, through to Key Stage 2 where learning is more formal with a greater emphasis on learning conversation Spanish and being able to read and write in Spanish.

## **Relationships and Sex Education**

Relationships and Sex Education is taught in PSHE and Science as part of a whole school health education policy, and is taught in a way appropriate to the age of the children. The School Nurse may visit during Term 6 to discuss puberty and other issues with Year 5 & 6 children.

Parents will be informed prior to the 'Growing Up' talk and have the right to withdraw their child from this, by agreement with the Head Teacher.

## **Environmental Education**

Frittenden Primary School aims to develop our pupils' interest in the environment. Through various curriculum areas we introduce pupils to plants and animals and their habitats, and a range of buildings, both within the school and the village. Pupils learn about the difficult decisions behind the development of land and are encouraged to think carefully about the problems of pollution and the use of resources.

## **Personal, Social and Health Education (PSHE)**

In all aspects of school life we aim to promote the personal and social development of children. We aim to develop an understanding of basic life skills and interpersonal skills. We help children to understand and come to terms with growing up. We use the SEAL (Social & Emotional Aspects of Learning) materials to support the teaching of PSHE.

## **THE FOUNDATION STAGE CURRICULUM**

The curriculum for the Foundation Stage in Frittenden Primary School underpins all future learning by supporting, fostering, promoting and developing children.

The Foundation Stage is split into seven areas of learning:

### **Communication and Language**

Opportunities are provided for all children to talk and communicate in a widening range of situations, to respond to adults and to each other, to practise and extend the range of vocabulary and communication skills they use and to listen carefully.

### **Physical Development**

Children will develop and practise their fine and gross motor skills and to increase their understanding of how their bodies work and what they need to do to be healthy and safe.

### **Personal, Social and Emotional Development**

Children will be provided with opportunities to develop personal, social and emotional well-being, positive attitudes and dispositions towards their learning, social skills and attention skills and persistence.

### **English**

Children have time to explore, enjoy, learn about and use words and text in a broad range of contexts and to experience a rich variety of books.

### **Mathematics**

Children have the opportunity to develop their understanding of number, measurement, pattern, shape and space by providing a broad range of contexts in which they can explore, enjoy, learn, practise and talk about them.

### **Understanding the World**

Opportunities will be provided for all children to solve problems, make decisions, experiment, predict, plan and question in a variety of contexts, and to explore and find out about their environment and people and places that have significance in their lives.

### **Expressive Arts and Design**

Children will have the opportunity for all children to explore and share their thoughts, ideas and feelings through a variety of art, design and technology, music, movement, dance and imaginative and role play activities.

Literacy and Numeracy skills at Frittenden are taught in independent lessons and then developed through play based activities. The remaining areas are covered through carefully planned and supported activities related to the topic for the term.

### **Equal Opportunities**

The Governors and staff at Frittenden Primary School are committed to providing the full range of opportunities for all pupils regardless of gender, disability, ethnicity, social, cultural or religious background. All Pupils have equal access to the curriculum, and the right to a learning environment that dispels ignorance, prejudice and stereotyping. The entire school community has the right to protection from insult, abuse and bullying of any kind. Discrimination on the basis of colour, culture, origin, gender or ability is unacceptable in our school.

### **Special Educational Needs**

Consideration is given to all children with special educational needs and disabilities, including the most able children, children with learning difficulties, children with physical disabilities and children with emotional problems.

Class teachers work closely with special educational needs support services who are able to offer advice and additional support to ensure that all children have access to the National Curriculum.

School Coordinator for SEND is Mrs Amy Wichall.

School Governor for SEND is the Vice Chair Mrs Pam Wallace.

### **Multicultural Education**

We believe it is essential that children should develop an understanding of a variety of cultures. We aim to help children grow into people who respect and care for all people.

### **Extra Curricular Activities**

A range of extra-curricular activities are organised at lunch time and after school. Information and forms will be sent home during the year. Parental permission must be given before a child may attend any of the extra-curricular activities.

If a club has to be cancelled parents will be contacted via the text messaging service.

**Premier Sports** currently offer Active Start, which is available Monday – Friday from 8am. The service cost £3.75 a day and includes breakfast. Children learn:

- The importance of being punctual and well prepared for the day
- Be more alert for a day of learning within the school
- Understand the importance of healthy lifestyles
- Improve coordination, balance, agility and flexibility
- Communicate appropriately and effectively with others
- Engage and interact appropriately with other children
- Be given realistic challenges to achieve

## **Living together in a school community**

We always try to treat children with consideration and respect. As a result we hope they will learn to respect other people and have a responsible attitude to the general care of the school. We believe the development of self control and an acceptance of responsibility for their actions is essential if children are to live happily in a community.

We also have a number of school rules of which children will be reminded from time to time. These are designed to ensure a safe and orderly school environment.

If a child's behaviour is spoiling the happy school atmosphere, discussions will be held with the child's parents in order to find the best way to make improvements.

The School Behaviour Policy is available on the school website:

[www.frittenden.kent.sch.uk](http://www.frittenden.kent.sch.uk)

## **School Library**

All pupils belong to the school library and are able to use the facilities. Each class has one timetabled library period a week.

A mobile library visits the village each week and children in Year R use this resource.

## **Home Reading Scheme**

In order to develop reading skills the school operates a home reading programme. All children will bring home books which are at an appropriate level with a reading record book for you to add comments on what and how they have read. Reading at home with an adult is part of your child's homework as written in the Home School Agreement.

## **Information Available to Parents**

Further information, policies and links to other sites such as Ofsted can be found on the school website [www.frittenden.kent.sch.uk](http://www.frittenden.kent.sch.uk)

## **Personal Accident Cover**

The local authority has asked the Head teacher to bring the current position regarding personal accident cover for pupils to your attention:

"The revised regulations state that the County Council's policy does not cover illness or personal accident for staff or pupils for which there is no legal liability. Information about personal accident cover for pupils may be obtained from the National Confederation of Parent Teacher Associations".

## **Home and School**

We warmly welcome the interest and support of parents in all aspects of school life. We aim to keep parents well informed about their children's education so that they see it as a partnership between home and school.

Parents are encouraged to keep in regular contact with their child's class teacher. Teachers will always be pleased to spare a few moments unless they are teaching or have other engagements. Messages for teachers can be left with Mrs Kneller.

## **Formal Consultations**

Formal consultations with parents are arranged in the autumn and spring terms when children's progress is discussed. In the summer an open afternoon is held at which parents are invited to come in to school to look at their own children's work and to see examples of work from other classes. All children receive an end of year report.

If during the year parents want a longer discussion with their child's teacher, an appointment can be made.

## **Changes**

It is very important that you keep the school informed of any important changes that may affect your child. It is parent's responsibility to let us know promptly about any medical, physical or emotional difficulties that occur. The Parent / Guardian is also responsible for informing school of changes to contact details.

Data collection sheets will be sent home to parents periodically for parents to check and amend as necessary.

## **Helping in school**

We value any help that you can give at school, whether it be working with children in the classroom or helping 'behind the scenes'. Any such help you give not only benefits the school in general; it also benefits your own child. It shows them that you value the school, are part of the school community and are interested in what is happening. These positive feelings will rub off on your own child.

If you would like to help at any time, either regularly or on an occasional basis, please contact Mrs Kneller, your child's teacher, or the Headteacher.

Please do inform us if you have any particular skill or area of expertise you would like to share with the children and staff. Please be aware that under current legislation, volunteers in school are subject to background checks.

## **Transport**

Some pupils may be entitled to free transport to school. More Information is available at [www.kent.gov.uk](http://www.kent.gov.uk)

## School Uniform

Pupils attending Frittenden CEP should wear school uniform as detailed below. On occasion children may wear their own clothes for outdoor activities / visits or fundraising days. Details will be sent home as and when this occurs.

Our school uniform is as listed below:

- Girls** Red 'V' neck jumper or cardigan or school sweatshirt / cardigan with logo  
Grey skirt or pinafore slip / Grey straight leg trousers (winter)  
White blouse  
Red and grey school tie  
Red and white summer dress in summer or  
Red Polo shirt with grey skirt / pinafore  
White socks or grey or red tights in winter
- Boys** Red 'V' neck jumper or school sweatshirt  
Dark grey trousers or shorts in summer  
White shirt or red polo shirt in summer  
Red and grey school tie (need not be worn with polo shirt in summer)  
Grey socks
- Both** School coat (can be purchased with school logo on but this is optional)  
Black or brown shoes

In the interest of safety, shoes must have flat heels and non-slip soles. Long hair should be tied back to ensure safety in the classroom and during PE. It also helps prevent the spread of Head Lice from one child to another.

### All uniform must be named.

Physical Education Kit for both boys and girls is:-

- Black shorts
- T-shirt or Polo Shirt in House Colour
- Plimsolls or Trainers
- Winter - Jogging suit/Tracksuit
- Tracksuit/Jogging suit for outdoor play

(All kit to be contained in a drawstring bag suitable for hanging up.)

### Children should have a PE Kit in school every day.

School will provide Reception children with waterproof suits for wet or muddy play. A pair of **named** Wellington boots should be provided by parents.

### Purchase of Uniform

All school uniform can be purchased online at [www.brigadeuniformdirect.uk.com](http://www.brigadeuniformdirect.uk.com)  
The only exception to this is the school tie; this can be purchased from Phillip's Man Shop in Cranbrook.

## **Valuables in School**

Children are not encouraged to bring valuables to school as we cannot take responsibility for loss or damage to such articles. Pupils may wear watches. Earrings may be worn, but only small plain studs. For Health and Safety reasons, children may be asked to remove them for activities, such as PE.

Damage or loss of personal property should be covered under your own house contents insurance. Parents may wish to cover their children for personal accident.

The KCC policy provides cover only where negligence on the part of an employee or defect in the premises can be proven.

## **Charging Policy**

There are no compulsory charges for the usual curricular activities at the school. For some activities, such as school trips, the school may need to ask for voluntary financial contributions in order for the activity to take place. In such circumstances, parents receiving income support or family credit will not be expected to make a contribution for the activity.

No child will be excluded from an activity because the parents have not made a voluntary contribution. However, the school may have to cancel planned events if there is insufficient financial support.

## **Behaviour and Discipline**

Our aim is to encourage self discipline, courtesy, consideration for others and respect for the school environment. Positive praise is essential and the staff reinforce good work, good behaviour and co-operation.

There are some children who need careful support and supervision and these are subject to our special educational needs policy. Sanctions such as the withdrawal of privileges may be applied after careful investigation by the Headteacher or class teacher. In the rare cases of persistent or careless misbehaviour, parents will be informed and invited to take part in discussions with staff to devise strategies to assist the child to modify and improve his/her attitude and behaviour. Our Behaviour Policy and Anti-Bullying Policies are available on the school website or, on request, from the school Office Manager.

## **Exclusion**

Exclusion will very rarely be used and then only in the interests of the health, welfare and safety of the child concerned, or others within the school. Parents will be notified in writing at the earliest possible moment, of the reason for the fixed term or permanent exclusion. All actions will follow the Kent County Council regulations.

## **Complaints procedure**

If you have any concerns about your child's education, whether it relates to the curriculum or not, please talk it over initially with the class teacher. Arrangements can be made from 8.30am or at the end of afternoon school. If you have a concern or complaint about the curriculum or religious worship you should talk it over first with the Head Teacher. If you are not satisfied that your complaint has been settled by informal discussion, you can ask to have it considered by the governing body. A copy of the Complaints Procedure Policy is available from the School Office or can be viewed on the school website.

## **Welfare – Medical**

If your child is not well, even though he or she may want to come to school, please keep him or her at home. In the confined space of the classroom, children can pass on illness to other children and staff. If they feel unwell they will be miserable and may relate this to being at school.

It may be necessary, upon doctor's orders, for a child to have medicine available at school on a long term basis, we are happy to co-operate if we are informed in writing of the dosage and circumstances. A form is available from the school first aider and must be completed by the child's parent/guardian. We will not administer medication without this completed form. If your child needs medicine for a short time only, it may be preferable for him or her to be kept at home until the course is completed. All medicines should be delivered to, and collected from, the school office or first aider by a parent or responsible adult.

If a child is asthmatic and needs an inhaler the child may keep this with them if the school and parent agree. The inhaler should bear the child's name.

There are still some infectious illnesses that have a minimum period of time when children should be kept home from school. It is best to seek advice from your family doctor if you are unsure.

All children are medically examined during their time at school. The School Nurse makes visits to the school.

## **Emergencies**

**It is essential that we are able to contact you as parent (or delegated adult) at all times should your child fall ill, be involved in an accident or, due to some unexpected reason, the School should have to close early. We must, therefore, have a contact address and telephone number plus further contact numbers should the first be unobtainable. In addition, a named adult with whom the child may go home until the parent is contacted is also requested.**

Should it be necessary for your child to be collected by a person not known to staff please ensure you telephone the school to inform us.

## **Change of Address or Circumstances**

All changes of address, telephone number or other circumstances should be notified to the School **immediately** please.

## **School / Parent Contact**

Frittenden CEP has a school to parent texting service and will send a message to a given mobile phone number should the need arise e.g. school closure, cancellation of clubs, late return from visits etc.

## **School Closure**

If inclement weather suggests that the school may be closed, please tune into Radio Kent or Invicta Radio for up-to-date information, look on the school website or [www.kentclosures.co.uk](http://www.kentclosures.co.uk) In other emergencies, for example lack of water, the text messaging service will also be used.

## **Absence from School - Holiday**

Unless there are exceptional circumstances, absence from school for a family holiday during term time will be entered in registers as unauthorised. As stated in our Attendance Policy, 10 or more unauthorised sessions may result in a Penalty Notice. Further details can be found at <http://www.kent.gov.uk/education-and-children/schools/school-attendance>

## **Absence from school - Illness**

Please telephone the school on the morning of your child's absence. Should no message be received, Mrs Kneller will contact you. If your child has a medical appointment, please provide school with a copy of the appointment letter. Once your child returns to school, a letter explaining the reason for absence should be handed to the class teacher.

The Law requires the School and Governors to record and report all authorised and unauthorised absences.

A copy of the Attendance Policy and procedures is available from the School Office or can be viewed on the school website.

## **Transfer to Secondary Education**

At the age of eleven, children will transfer to secondary education. Each Secondary School offers induction days and children in Years 5 and 6 are encouraged to attend these. Staff from the pupil's selected school may wish to meet with him / during term 6.

All children in Year 6 have the opportunity to sit the selection test for entry to Kent Grammar Schools.

## **Frittenden Church of England Primary School**

### **Home school agreement 2016**

The purpose of this Home/School agreement is to give our Vision Statement a real context, whereby you as parents/carers, we as educators and your child as a pupil fully understand the purpose and respective responsibilities involved in being a member of our school community. Please sign both copies and return one copy to school.

#### **School Vision Statement**

“To engage every child in an exciting and meaningful educational experience, in an inclusive, caring Christian Community.”

This section to be signed and retained by you

#### **Home school agreement**

##### **The school**

We will:

- Provide your child with the opportunity to learn about the faith of the Church as part of a full education within a Christian environment
- Value each child as an individual in a well-ordered, caring environment where each child feels secure and protected
- Provide challenge for each child within a broad and balanced curriculum framework, designed to encourage each child towards achieving their potential
- When appropriate set, mark and monitor homework which will consolidate, prepare for and/or practise work that is taking place in school
- Provide parents with regular information about progress and performance through Parents' Evenings and written reports
- Keep parents informed about school activities through the school website, weekly newsletters, weekly intended learning and notices of special events
- Inform parents as soon as possible about any concerns relating to attendance, behaviour or progress.
- Act upon any disclosures in the area of child protection, following the school's Child Protection Policy
- Support and help parents to facilitate their child's learning at home

Head / Class teacher's signature:

**The parents / guardians**

**Child's name:**

We will:

- Ensure our child attends school regularly, punctually, properly equipped with the correct school uniform
- Give my child a healthy breakfast and packed lunch (if they are not having a school meal) to ensure they are not hungry during the day
- Provide a water bottle with water to keep my child hydrated
- Inform school by 9am if my child is to be absent from school for any reason, including illness and/ or medical appointments.
- Embrace and support the school's ethos and give positive support to staff
- Support school's policies, particularly: behaviour, attendance and e-safety policies
- Attend parents' evenings and discussions about our child's progress
- Let school know of any concerns or problems that might affect our child's work or behaviour
- Give my child opportunities for learning at home and support for tasks sent from school
- Encourage my child to be enthusiastic about learning and to enjoy school by being positive about what the school is trying to achieve
- Read the weekly newsletter and my child's weekly intended learning on the school website.
- Read letters and return permission slips promptly.

I have read and agree to the above.

Parent / Guardian's signature :

**The child**

I will try to:

- Come to school each day and on time
- Bring all the equipment I need every day, including PE kit
- Do all my class work and homework as well as I can
- Wear my school uniform with pride and be tidy in appearance
- Show respect and be polite and helpful to others
- Take good care of the school building and equipment
- I will be responsible for my actions

Child's signature [Key Stage 2 only]:

**Together**

We will:

- Support children's learning to help them achieve their best
- Address any special needs
- Encourage children to keep the school rules
- Nurture capable and competent young people who will take responsibility for their own futures and respect and care for other people and property



Charity Number: 1042011

### **The Friends of Frittenden School (FFS)**

The Friends of Frittenden School is what many schools call a PTA. Whilst our primary objective of the FFS is to raise funds to help enhance the children's experience whilst at Frittenden Primary we try to do this by running events that are fun for the children too, so it should be a win, win situation!

In the past we have been able to contribute towards additional games, books, playground equipment and sports apparatus. We have done this by different type of events ranging from the traditional fetes and coffee mornings to Frozen Fridays, when we sell ice creams after school, and Science Mornings where the Dads come into school on a Saturday and help the children with some exciting science experiments.

We are all involved in the committee, not because we have loads of free time – we don't, we all work and have several children at the school – but because if we don't then our children won't have as much fun and equipment at school.

Each of the events we run has a co-ordinator so we plan to spread the work around so no one has loads and loads of things to organise. We would love you to come and join us at one of our meetings. You don't have to have any special skills; a willingness to help the school and get your family involved is all that we need.

We look forward to meeting you soon.