



Staplehurst School

# Information Booklet 2017-18

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## Contact Information

<b>Name &amp; Address of School:</b>	Staplehurst School Gybbon Rise Staplehurst Kent TN12 0LZ
<b>Telephone:</b>	01580 891765
<b>Fax:</b>	01580 891291
<b>Website:</b>	<a href="http://www.staplehurstschool.co.uk">www.staplehurstschool.co.uk</a> If you need assistance accessing the website please contact the School Office
<b>E-mail:</b>	<a href="mailto:headteacher@staplehurst.kent.sch.uk">headteacher@staplehurst.kent.sch.uk</a> or <a href="mailto:office@staplehurst.kent.sch.uk">office@staplehurst.kent.sch.uk</a>
<b>Headteacher:</b>	Mrs Cathy Farthing
<b>Chair of Governors:</b>	Mrs Caroline Downey
<b>Corporate Director, Education, Learning and Skills, KCC</b>	Mr Patrick Leeson
<b>Mid Kent Area Education Office</b>	<b>West Kent Area Education Office</b> Sessions House County Hall MAIDSTONE Kent ME14 1XQ
<b>Telephone:</b>	03000 412134
<b>School times:</b>	School starts 8.45 am Morning break 10.15 - 10.30 am Morning session ends 12.15 pm Afternoon session starts 1.15 pm School ends 3.15 pm

**Staplehurst School is a Community School**

# Introduction

The information given in this booklet is intended to give you an idea of the organisation and policies of Staplehurst School. More information is available on our School website at [www.staplehurstschool.co.uk](http://www.staplehurstschool.co.uk).

If you require assistance accessing the website or require the information in a different language or format please contact the School Office or Inclusion Team.

## Our School

We are a large community primary school with approximately 420 children on roll. Our origins date back to 1873 but thankfully our buildings are a lot more modern. We have beautiful grounds, a large sports hall and up to date ICT resources. We have a strong connection with the community; many of our parents attended this school and we pride ourselves on being an integral part of the everyday lives of people in Staplehurst. It is this community support and the caring, committed work of staff which contributes to the wellbeing of children being strength of the school. The Governing Body, staff and parents are continuously working together to drive forward school initiatives in numeracy and literacy to provide an environment where learning is at the heart of all we do; our aim is to ensure each child reaches their full potential. At Staplehurst School children come first!

We are a Kent County Council maintained primary school and comply fully with their policies, procedures and guidelines for safeguarding, child protection, health and safety, fire protection and all matters regarding the school buildings and premises.

## School Ethos

Our School has high standards of discipline and good behaviour. The children are taught to be polite, respectful of other people and their belongings, to behave and co-operate both inside the building and in the playground, and to learn independence through self-discipline. We believe that high standards of discipline are best achieved when we work in partnership with parents/carers.

Our recent Ofsted report (June 2015) rated us GOOD in all categories.

Visitors to the School often comment about how well behaved our children are.

**All children** will sign the **Home School Agreement** which ensures they understand and endeavour to:

- To respect and support the School's values
- To work to the best of their abilities at all times including homework
- To take a full part in school life
- To follow the school rules and treat the school community with respect at all times including onsite, offsite and online.

**Parents/carers will also be asked to sign the Home School Agreement to help reinforce our school ethos.**

## Our Staff

We feel very fortunate to have built an established team of highly trained classroom practitioners who demonstrate excellence underpinned by high expectations and professionalism. Please see the Staff pages on our website for details of our members of staff.

Midday Supervisors and Teaching Assistant Play Leaders are responsible for the children at lunch-time and they work closely with the class teachers. Kitchen staff also have contact with your children; they are employed by The Contract Dining Company who are our School meals catering company.

Some PE lessons are instructed by professional PE coaches from Premier Sport.

Any adult who will be in contact with your child, without supervision, will have had a DBS (Disclosure and Barring Service) Check carried out. On occasion unchecked visitors may be supervised, whilst in school, by a DBS checked member of staff.

Volunteer helpers in school must complete an Application Form and have a valid DBS Check carried out.



## Our Governing Body

The Governing Body is the School's accountable body. It is responsible for the conduct of the School and for promoting high standards. The Governing Body aims to ensure that children are attending a successful School, which provides them with a good education and supports their well-being. For more information about the Governing Body please refer to the Governors' pages on the School website.

If at any time you wish to contact a governor, please send an email or letter to the School office ([clerktogovernors@staplehurst.kent.sch.uk](mailto:clerktogovernors@staplehurst.kent.sch.uk)) marked for the attention of the Clerk to the Governors or the Chair of the Governing Body and it will be forwarded to the person concerned. The Clerks to the Governors handle all governor related correspondence.

# Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School has a Safeguarding Policy in place which is available for parents/carers to view on the website.

## Important Contact Information

Before your child starts school you will be asked to complete an Expression of Interest Form. This form provides the School with essential information about parents, carers, family doctor, special education needs and court orders.

**We also require emergency contact information for up to four adults so that we can contact someone within 5-10 minutes. Please ensure these are in the correct priority order and keep the School informed if this changes at any time.**

## Pastoral Care and Child Protection

At Staplehurst School we take safeguarding very seriously. All staff receive annual Child Protection training and are familiar with our policies.

Our School is a caring community and care for each child is exercised by the child's Class Teacher and Teaching Assistants who will deal with all day to day School matters concerning your child's welfare. The School follows county and regional guidelines on child protection and any concerns in this area have to be reported to Social Services in accordance with the Children's Act. In line with this policy, staff will use manual handling techniques only if there is a danger to the child involved or to other children and staff around them.

As a School, our aim, when looking after your child, is to act in the way that any caring, responsible parent would, or as the law states - 'in loco parentis'.

During their time at Staplehurst School your child will be nurtured and encouraged to take on responsibilities. Most of the children will, at some time during their school life, undertake tasks such as Register Monitor (taking the registers to the office), Letter Monitor (handing out school letters). In Years 5 and 6 children can apply to become a 'Buddy', and in Year 6 a House or Vice-Captain (responsible for ringing the school bell and putting up the Flag).

Our Year 5 and 6 children act as Buddies to support the younger children at break and lunchtimes. They work with Midday Supervisors to ensure the children are safe and happy in the lunch hall and out on the playground or field.

In addition to this we also have children in Year 6 who are "Smile Ambassadors". These children help others to play together and can mediate any minor disagreements.

## E-Safety (Online and Internet)

Parents/carers play a crucial role in ensuring that their children understand the need to use ICT systems in an appropriate way. A partnership approach to E-Safety at home and at school with parents/carers will be encouraged; parents/carers will be encouraged to support the School in promoting good E-Safety practice. Parents/carers may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure how to respond.

Currently, the School shares its E-Safety knowledge and experience via its website. The School will take every opportunity to help parents understand these issues through curriculum activities, letters, newsletters, workshops and high profile events/campaigns e.g. Safer Internet Day.

## Digital Images, Video and Media Issues

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital



images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees.

The School will inform and educate users about these risks and will implement the following procedure to reduce the likelihood of the potential for harm.

- When using images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular pupils should recognise the risks attached to publishing their own images on the internet, e.g. on social networking sites.
- Staff are allowed to take images to support educational aims, but those images should only be taken on school equipment.
- Pupils must not take, use, share, publish or distribute images of others without their permission.
- Care should be taken when taking images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the School into disrepute.
- Images published on the website, or elsewhere, that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with images.
- Written permission from parents/carers will be obtained and kept by the School before images of pupils or their work are published on the School's website or video sharing platform or in the press. Such permission will be retained by the School until the child leaves the school. See Digital Images, Video and Media Agreement.
- Parents/carers are welcome to take images of their children at School events for their own personal use but the School requests these are NOT posted online.

**Staplehurst School is committed to protecting the children in our care and we are very aware of the real threat posed by the misuse of personal photographs and video footage uploaded to the Internet.**

## Security and Fire Protection

Our school is a friendly and welcoming environment, however, we take the safety and security of your children very seriously. **All visitors must report to Reception and will need to sign in if they are to access any part of the school, including the grounds.** Every classroom has telephone contact with the School Office and the building is fully alarmed. The vehicle gates are kept locked during the School day; except for supervised access.

We are currently liaising with Kent County Council to improve security in terms of upgrading external lighting, providing automated secure entrance gates and CCTV.

From July 2017 the building will have a new Fire Alarm system and whole school evacuations are practised three times a year.

## Health and Safety

We carry out regular (daily, weekly, termly) and rigorous health and safety checks throughout the school. All staff are health and safety aware and any matters are reported and dealt with or referred immediately.

All play equipment is inspected annually. The play equipment in each playground is designed for children of a specific age. **Pre-school children are not permitted to use any playground equipment.**

For Health and Safety reasons dogs are not permitted anywhere in the school grounds at any time.

**For the safety of our children, please drive slowly and park safely outside the school.** Drop off and pick up times are very busy and, if travelling by car near the school, please use the unofficial one way system for Gybbon Rise, entering from Bathurst Road and exiting into Offens Drive. When parking, please

do not park on the pavement, block safe access for emergency vehicles or park across our neighbours' driveways.

Smoking is not permitted anywhere on the school site.

## **Behaviour and Discipline**

We want all children to enjoy school and have fun. To do this we have school values which keep our community happy and safe. We encourage all of the children, whilst in school, on the playground and outside of school.

Children who find it difficult to adhere to the School rules and values will spend a lunchtime in 'Reflection' reflecting on their behaviour.

## **School Values**

Our key aims are to engender the school values in all of the children. These have been discussed and agreed by the children, staff and parents, and are as follows:-

### **Pride, Positivity, Respect, Integrity, Determination and Excellence.**

- a) to take **pride** in our school, ourselves and our work
- b) to believe in ourselves and be **positive**
- c) to be **respectful** and treat others as they would like to be treated.
- d) to show **integrity**, by being honest at all times and doing the right thing.
- e) to be **determined** to always do our best and try our hardest.
- f) to strive to be **excellent** in everything we do

## **First Aid**

We have fully qualified First Aiders in school (and attending school trips) and training is continually refreshed.

If your child requires First Aid at any time, this is administered by a qualified First Aider. The nature of the incident is recorded and these records are kept in accordance with KCC retention guidelines.

If your child is unwell or has an accident the School will telephone the primary contact person (indicated on the Expression of Interest Form).

For an emergency we will proceed through all the Emergency Contacts to make contact within 5-10 minutes.

## **Medical Conditions**

The School has a Medical Alert List of children's conditions, allergies, etc. This information is continually updated to ensure your child's class teacher or representative is fully aware of all conditions.

## **Medicines in School**

- Medicines should be brought to the School Office by the parent/carer. **Children are not permitted to carry any medicines in their bags**, although Year 6 children are encouraged to take responsibility for asthma inhalers.
- **All medicines brought to school must be in the original packaging, as dispensed by the pharmacy.**
- Parents/carers will be asked to complete a Parental Agreement for Administering Medicine Form, which will record the name of the medication, expiry date, dosage and method, timing, special precautions / other instructions, side effects, whether the child can self-administer and procedures to take in an emergency.





- School staff will endeavour to follow the instructions given, but cannot guarantee to administer the medicine at a specified time. If it is crucial that the medicine is given at a precise time, we suggest the parent/carer comes in to School to administer the medicine themselves.
- It must be stressed that, although the school staff are happy to co-operate with parents/carers, neither school staff nor the school can accept liability if the medicine is not administered in accordance with instructions.
- Eye, ear drops and skin creams will NOT be administered by the school staff for safety reasons. If your child is able to self-administer these types of medication may be brought into school in line with these procedures.
- Inhalers must be clearly marked with the child's name and sent into school in a cloth bag (to prolong the life of the medicine). Children should know where their inhaler is kept and have immediate access to it. Inhalers are stored safely close to the child's classroom. Each child's needs are different, so consultation between school staff and parents / carers is vital.
- Epi-pens should be clearly marked with the child's name and sent into school. Epi-pens are stored safely close to the child's classroom. Each child's needs are different, so consultation between school staff and parents / carers is vital.
- Lip balms, cough sweets and throat lozenges are treated in the same way as medicine and must be handed into the office and the medicine form completed.
- The school will maintain a Record of Medicine Administered, which will record date, time given and member of staff administering the medication.

## Sun Cream

Sun cream must be applied by parents before school or by the children themselves. Bottles should be named and passed straight to the class teacher. School staff are not permitted to apply sun cream. And children are not allowed to apply sun cream to other children.

# General Information

## Attendance

### **Regular attendance is extremely important.**

Regular School attendance will mean your child has a better chance in life. Your child will achieve better when they go to School all day, every day.

- They learn better
- They make friends
- They are happier
- They have a brighter future

Parents/carers must let us know, as soon as possible, on the first day of absence, if your child is sick or otherwise unable to attend School. Irregular attendance interrupts your child's learning.

Please ensure that your child arrives for School on time. Children who arrive late find the experience unsettling and their late arrival disrupts the class for the other children. It is not the child's fault if they arrive at School late, but they are the ones who can sometimes feel uncomfortable about the situation. Any child arriving after the 8.45 bell must be signed in at reception by an adult. Any child arriving after 9.00am will be given an unauthorised absence mark.

The Department for Education's target for attendance, from September 2015, is 95%, although the school actively promotes 100% attendance.

We monitor attendance under 95% six termly each academic year and will notify parents if their child's attendance falls below this level.

If your child is sick for a long period please keep us informed so that we are able to maintain contact with your child and offer help if necessary.

If your child's attendance falls below 90% you may be asked to provide medical evidence to evidence absence due to illness. If attendance drops below 85% you will be asked to attend a meeting at school to discuss any concerns and to explore ways in which the school, or other outside agencies, may be able to assist you and your child with improving attendance.

Persistent absence, in particular persistent unauthorised absence, may result in referral to The Attendance Service and could lead to the Local Authority issuing a Penalty Notice.

## Absence from School

Government regulations regarding absences are strict. The law now states that all absences must be logged and records sent to the Department for Education (DfE).

We would be grateful for your co-operation in the following ways:

- Please telephone before 8.35 a.m. to report your child's absence on the first day of absence, then send in a brief note of explanation to the class teacher when your child returns to School. **If your child is absent due to vomiting or diarrhoea please ensure you keep your child away for at least 24 hours after their last episode.**
- Where possible please arrange non-urgent medical/dental appointments outside school hours to keep disruption to learning time at a minimum.
- Should it be necessary to leave School during the day for medical, dental or other reasons, please inform the school office and/or class teacher. The child must be collected from and/or brought back to school via the School reception and must be signed out/in. This is to ensure your child's safety at all times.
- Leave of absence in term time will only be granted in exceptional circumstances. The Headteacher will consider each request for absence individually but will only grant such requests in exceptional circumstances. Leave of absence taken without the Headteacher's permission, or failure to return on the agreed date, will mean that the absence is unauthorised (truancy). The deliberate taking of leave in term



time without or against School permission (where it can be clearly demonstrated that the parent/carer understood that permission had not or would not be given) and where this has created a period of unauthorised absence in the current term of at least 10 sessions, may result in parents/carers being liable to a penalty notice.

Annual reports include figures for absences and we are statutorily obliged to publicise unauthorised absence. The School has a robust Attendance policy in place which is available for parents to view and persistent unauthorised absences will be referred to the School's Family Liaison Officer.

## **Breakfast Club**

The School has a Breakfast Club that runs from 7.30 to 8.35am for a nominal charge. Places must be booked and paid for in advance. Please contact the Office for more information. Pupil Premium children may attend Breakfast Club free of charge as funding is provided by the DfE/school.

## **Charging Policy**

The rules on charging for School trips state that we cannot demand payment for trips taking place mainly or wholly during School time. We ask for a voluntary contribution to cover the cost, on the understanding that, if this is insufficient, the trip cannot proceed.

Trips that take place wholly or mainly outside School time can be charged for at the full economic rate and only those who pay are entitled to take part.

## **Complaints Procedure**

We aim to deal with all complaints as quickly and fairly as possible. The procedures refer to all non-statutory complaints from parents, carers, and the public and where appropriate, pupils. Information about how to make a complaint is published on the School website.

## **Clubs**

Staplehurst School has an extensive Clubs List.

School staff provide a variety of clubs such as Recorder Club, Choir, Gardening Club, Football, Hockey and Rounders. These activities will vary from term to term.

Outside companies provide sports clubs on the school premises such as Dodgeball, Gymnastics, Hockey, Cricket, Football, Dance and Martial Arts.

Clubs are generally for children in Year 1 and older and the number of clubs increases as they progress through the school.

Written permission is required for children to attend any after School clubs. If children have to miss a session, please notify the office. This ensures that both parties know the child's whereabouts and saves unnecessary concern. Once they have signed up for a club, children are expected to support it regularly and conscientiously.

Outside companies also provide fee paying music lessons in school for instruments such as guitar, violin, flute, clarinet, piano. Individual or small group lessons are available at lunchtimes (arranged via the school office) and on Saturday mornings by Staplehurst Music Centre.

## **Equality**

The Governors and staff at Staplehurst School are committed to providing a full range of opportunities for all pupils regardless of their protected characteristics. All pupils have equal access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice and stereotyping. The entire School community has the right to protection from insult, abuse and bullying of any kind. Discrimination is unacceptable in our School. The School publishes equality information and objectives required under the Public Sector Equality Duty on the School website.

## Home Learning / Homework

We believe that some form of learning, undertaken at home, is desirable for all primary age children, in order to support progression. Home learning/homework should be a pleasant experience, which generally reinforces children's work at School. The purpose of home learning changes as children get older. For children in Key Stage 1, developing a partnership with parents/carers and involving them actively in children's learning is the key purpose. As children get older, home learning provides the opportunity for them to develop the skills of independent learning, preparing them for life at secondary School and beyond. It is important that children should gradually get into the habit of regularly devoting periods of time, which may not be long, to study on their own. A copy of the School's Home Learning/Homework policy, which details what is expected of children, teachers and parents/carers, is available for parents/carers to view on the School's website.

Homework is actively encouraged and is set weekly – usually on a Friday to be returned on a Tuesday. Children are also expected to read out loud every evening.

## Inclusion

Staplehurst School is an inclusive school. This means that all children, and adults, are fully included in every aspect of school life in order for them to reach their full potential in a safe, caring, happy environment.

## Policies

Staplehurst School has policies and procedures which define how the school should be run. Some policies are statutory, whilst others are at the Governing Body's discretion. Policies are reviewed regularly by Governors via sub-committees or delegated to the Headteacher. Some of our policies are available on the school website; others by request only – for a full list of the school policies please refer to the Data Protection and Freedom of Information Policy.

## Pupil Premium Funding

We may be able to apply for Pupil Premium funding for your child and, if successful, we use this money to provide targeted educational support for your child. Your child will receive free school trips, Breakfast Club, school milk, swimming lessons (for selected year group), school meals (Year 3 to 6) and assistance towards the purchase of uniform and equipment. For more information please see the Pupil Premium Funding form enclosed in this Information Pack

## School Council

Our School Council is made up of children elected from each class from Years 2 – 6. They meet regularly to discuss how we can improve the School and any issues raised by the children. This is a valuable exercise in developing the ideas of citizenship and participation in representative government.

## School Meals

The School meals service is run by The Contract Dining Company and meals are cooked freshly each day in the School kitchen. A sample menu is included with this booklet.

**All infant children (Early Years, Years 1 & 2) are eligible for free school meals.** This is a government funded initiative and parents are encouraged to take full advantage of this facility. For children in other year groups the cost is £2.10 per day - £10.50 per week, payable in advance. Parents may also pay for the half-term or whole term in advance. Dinner money should be paid:

- Online - via the Internet, which is the preferred method. An application form for online payment will be issued as soon as your child starts school
- Cheque – made payable to The Contract Dining Company
- Cash - in a sealed envelope, marked with your **child's name, class** and **Dinner Money**.



Alternatively, packed lunches may be brought in a small-sized, named, plastic container or lunch bag. **Please do not include sweets, chocolate bars or products containing nuts.** Drinks may be brought to School but must be in cartons or leak proof bottles. Please do not send hot drinks in children's lunchboxes.

The School Food Policy is published on the School website.

Top Table – children who show good table manners and excellent eating will be selected at random to sit on the 'Top Table' with a friend. This means they are served lunch first and have a drink of squash with their lunch. Children who sit on top table may have a school dinner or packed lunch.

## School Terms and Holidays

The term dates are set by Kent County Council. All Schools are allowed a further 5 days for staff training. The dates for the Academic Year 2017-18 are included with this booklet. Please check the School website and/or newsletter for additions or amendments.

## School Uniform

All children are required to wear School uniform and we are grateful for parental support in ensuring our children are always smartly dressed. We believe our uniform, which is economical and practical, adds greatly to the ethos of our School. It identifies children as members of our community, one in which they can take pride and for which they can assume a personal responsibility.

<b>KEY STAGE 1 BOYS</b> (Reception to Year 2)	<b>KEY STAGE 1 GIRLS</b> (Reception to Year 2)
<b>WINTER</b>	
Grey trousers or shorts	Grey skirt, grey trousers or shorts
White polo shirts	White polo shirt
NO tie	NO tie
School jumper	School cardigan or jumper
Grey socks	Grey or white socks, or grey, navy blue or black tights
Black shoes (not trainers)	Black shoes (not high heels, boots or trainers)
<b>SUMMER</b>	
As per winter uniform	Blue & white, short sleeved, checked dress/culottes
School jumper	School cardigan or jumper
Black shoes (not trainers)	Black shoes (not high heels, boots or trainers)
<b>KEY STAGE 2 BOYS</b> (Years 3 to 6)	
<b>KEY STAGE 2 GIRLS</b> (Years 3 to 6)	
<b>WINTER</b>	
Grey trousers or shorts	Grey skirt, grey trousers or shorts
White shirt	White blouse
School tie	School tie
School jumper	School cardigan or jumper
Grey socks	Grey or white socks, or grey, navy blue or black tights
Black shoes (not trainers)	Black shoes (not high heels, boots or trainers)
<b>SUMMER</b>	
Grey trousers or shorts	Blue and white, short sleeved, checked dress/culottes or grey skirt or shorts
White shirt (with tie) or polo shirt (without tie)	White, open neck, short sleeved blouse or polo shirt
School jumper	School cardigan or jumper
Black shoes (not trainers)	Black shoes (not high heels, boots or trainers)

Most standard items are available from chain stores or supermarkets and uniform items with the School logo (i.e. jumper, cardigan, PE top, tie, cap, fleece, book bag/rucksack, PE bag) are available to purchase from the School Office.

## **Sports Wear**

**INDOOR:** Navy shorts, plain and regulation PE top (pale blue T-shirt with School logo)  
Plimsolls are not required as indoor activities are done in bare feet.

**OUTDOOR:** As above, but trainers or football boots may be needed  
A blue / black tracksuit, or warm top and trousers are recommended in cold weather  
For safety reason no hoods

Please **MARK ALL CLOTHING CLEARLY WITH YOUR CHILD'S NAME.**

Whilst every effort is made to safeguard children's property, neither the School nor KCC accepts responsibility for personal property. It is parents' responsibility to ensure that all items of their child's/children's clothing and property are appropriately named.

Pupil Premium children will receive support towards the cost of uniform and equipment.

## **Hair and Accessories**

For safety reasons children's hair should be kept neat and tidy. Long hair must be tied back, either with a hair band in dark blue, yellow or white, or held back with a School colour 'alice' band. Gels, mousses and hair spray are not allowed, nor are extreme hairstyles such as Mohicans or shaved tramlines/patterns. Nail varnish is also not permitted in School.

Children are not allowed to wear jewellery to School and children with pierced ears may wear plain studs only but must be able to **remove and replace them before and after taking part in any sport**. Children from Year 2 upwards are allowed to wear watches to School – they are the responsibility of the child and must be named and not have alarms.

In addition, children are not allowed to bring to School mobile phones, i-pods, mini disc players, toy guns, radios, knives or toys. Any that are, will be confiscated to await collection by a parent/carer. Children in Year 5 and Year 6 who walk to/from School may have a mobile phone but it must be handed in to the class monitor/office on arrival.

## **Extreme Weather Clothing and Equipment**

The children will be outside as much as possible so please ensure your child has a waterproof coat/jacket in school at all times.

During the warmer weather children must have a water bottle and sun hat with them at all times.

Please check your child's PE kit regularly to ensure they have appropriate clothing for the season.

## **Water**

Drinking water is available throughout the school and we encourage children to drink as much as possible. During the warmer weather children must have a water bottle in school at all times – this should be filled with water only, no squash or fruit juice.



# External Relationships

## Relationships with Parents

We aim to build friendly and co-operative relationships between all our School staff and parents so that we can work together to meet the needs and interests of the children. We make arrangements for parents to learn the plans for their child's education, to see the class teacher and discuss their child's progress, to take part in events and to be an audience. All children have a Home/School contact book, which provides regular contact about reading and other relevant information. Regular consultation times are arranged, but confidential interviews can be held at any time during the School year.

## Inclusion Team

Our Inclusion Team work in partnership with families, parents, carers and pupils in a School context to enable pupils to have full access to educational opportunities and overcome barriers to learning and participation. They work directly with parents in a non-judgemental way empowering them and their families to get the most out of the educational opportunities available.

## Parent Council

The Parent Council was introduced in March 2011 and meets termly, with the aims of;

- giving parents a voice in making decisions that affect all the children in the school;
- helping to find solutions to issues relating to School;

Parents are invited to attend to discuss a variety of topics. Questions can be asked, ideas put forward and solutions found to help the School provide the best for the children in its care. For individual concerns about your child, you should always speak to the Class Teacher in the first instance.

Topics discussed have included School meals, trips, parent consultations and reports. Since for the Council began it has led to a greater understanding between parents and staff, and improvements have been made to School practices as a direct result of parent feedback.

Minutes of each meeting are on the School website and to add an item to the agenda please email [parentsforum@staplehurst.kent.sch.uk](mailto:parentsforum@staplehurst.kent.sch.uk). More details are available on our School website.

## Parent Teacher Association

Our Parent Teacher Association (PTA) has a long history of achievement in supporting the School. In addition to the considerable amounts of money raised to improve facilities at the School, the PTA offers a full calendar of social events for parents and children. The PTA is the focus for generating that important community spirit upon which every successful School depends. During the past year the PTA held a quiz evening, children's discos, as well as their main fundraiser – the Summer Fair. As a result of all this, in the past, the PTA has been able to give valuable contributions to the School for the children's kitchen, Early Years garden, ICT and other resources.

We welcome you as members of our PTA and hope you will become active participants, either as a regular committee member or as an occasional helper on specific occasions.

## Community Relationships

Staplehurst School is at the heart of the village and has good relationships with all the local pre-schools, churches, businesses and interest groups.

# Additional Information

## Reference Documentation

The following documents and information are available for inspection, on request, from the School Office:

*Approved minutes of the School Governors' meetings*

Some of our school policies are available for inspection on the School website; [www.staplehurstschool.co.uk](http://www.staplehurstschool.co.uk); others are available by request only – for a full list of school policies and instructions about how to request a copy policy please refer to the School's Data Protection and Freedom of Information Policy.

The Internet should be used to view:

*OFSTED reports*

*The Kent SACRE Agreed Syllabus & Guidance on Religious Education*

*Statutory instruments, DfE circulars and administrative memoranda relating to the National Curriculum are available to view on DfE website*

## Data Protection Act

Schools, local education authorities and the Department for Education (DfE) – the government department which deals with education - all hold information on pupils in order to run the education system and in doing so have to follow the Data Protection Act 1998. This means, among other things that the data held about pupils must only be used for specific purposes allowed by law.

The School holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the School as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special education needs and any relevant medical information plus National Curriculum assessment results.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another School to which the pupil is transferring, to the DfE, and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held by the School about your child, please contact the School in writing.

Separately from the Data Protection Act, DfE regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the School. If you wish to exercise this right you should write to the School. Please note school reports are issued once a year usually in July.