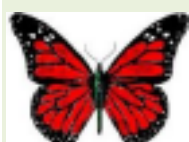


Swarden Primary School Prospectus

2022-2023



TKAT

Smarden Primary and Nursery School

Pluckley Road

Smarden

Ashford

TN27 8ND

Telephone No: 01233 770316

E-mail office@smarden-tkat.org

Head Teacher: Mrs Claudia Miller

Chair of Governors: Mr Matt Hardwick, Parent Governor

The Kemnal Academies Trust: Kemnal Technology College, Sevenoaks Way, Sidcup, Kent
DA14 5AA

STAFF

Mrs Claudia Miller, Head Teacher

Mrs Hannah Taylor, Deputy Head Teacher

Teaching Staff

Mrs R Pickering

Miss S Judge

Mrs E Warner

Mr J Pickles

Ms S Reynolds

Ms R Edmondson

Mrs Rosalind Almond

Mrs Laura Rowland

Mrs E Leeks

Miss Hannah Powell

Associate Staff

Mrs Kathy Wilson

Mrs Arija Smith

Mrs Shelley Hammick

Mrs Laura Avery

Mrs Emma Leeks

Mrs Rebecca McLaren

Miss Lauren Rivett

Miss Sian Thomas

Mr Thomas Dixon

Mrs Andria Farren
Mrs Emma Leeks
Mrs Marie Ottewill
Mrs Lorraine Hanlon
Mrs Katie Crowe
Ms Orinta Valinauskaite
Mrs Philippa Trow
Mrs Gen King

Office Manager: Mrs Berna Turner
Pre-School Administrator: Mrs L Pickard
School Business Manager: Mrs C Speight
Caretaker: Mr J Mannouch

TERM DATES FOR 2022- 2023

Term 3 2022-2023:

Tuesday 3rd Jan- Friday 10th Feb

Term 4 2022-2023:

Monday 20th Feb - Friday 31st March

Term 5 2022-2023:

Monday 17th April - Friday 26th May

Term 6 2022-2023:

Monday 5th June - Friday 21st July

Bank holidays on 1st and 8th May.

2023-2024

Term 1: Friday 1.9.23 - 20.10.23

Term 2: 6.11.23 - 15.12.23

Term 3: 2.1.24 - 9.2.24

Term 4: 19.2.24 - 28.3.24

Term 5: 15.4.24 - 24.5.24

Term 6: 3.6.24 - 23.7.24

Welcome to Smarden Primary School

We welcome you and your child to Smarden Primary School and hope that this will be the beginning of a very happy period in his/her life, one in which we can work together for the benefit of your child. For this reason, parents are welcome to come into the school to discuss what we are doing, or to talk over any problems that have arisen. We recognise that the process of education is one that begins when a child is born and continues right through their life. During this time many people have an effect on what and how the child learns and therefore we value your help in making this process a shared experience. You will be invited to come into the school on many occasions during your child's time with us, and you will be encouraged to share with the teacher and your child, decisions about your child's education.

We aim for our children to develop the skills and ability to take responsibility for their own learning so that they can face future challenges with confidence. Our goal is to ensure each day presents exciting challenges creating a joy and thirst for knowledge in each individual child. We celebrate diversity and respect all children regardless of ability, gender, ethnicity or religion. We encourage children to recognise and build on their strengths, extending and developing their potential. At Smarden Primary School, we pride ourselves on providing a happy, caring, supportive and positive learning atmosphere where each and every child can achieve success.

We actively encourage a partnership between our parents and our local community. We are a school that is constantly striving for excellence and we always ensure that we are in charge of our own destiny.

Smarden Primary School joined The Kemnal Academies Trust (TKAT), a non-profit organisation in October 2011. Academies are state-funded independent schools that can benefit from greater freedom and flexibility in order to raise standards within the school and the local community. TKAT shares the school's values of high attainment and real opportunities for staff and students alike.

Parents and visitors are invited to look around our school and where possible meet the staff and children. Our friendly office staff will be only too pleased to arrange an appointment. Please come and see our school in action. This prospectus is intended to provide you with as much information as possible about the school. It has been compiled for your reference and we hope that you will find it useful and informative.

School Ethos

Smarden prides itself on high expectations for all in every aspect of school life, on achievement and excellence built on strong foundations of wellbeing. We are proud of our caring and nurturing family atmosphere, which is seen as integral to school life and where pupils feel safe; Staff know each individual child and build strong relationships with every family, so that children are fully included and well-supported both academically and pastorally.

Our high academic standards and exemplary behaviour are matched by our passion and commitment to educating the 'whole-child' through a challenging and enriching curriculum. Our broad and deep

curriculum, which develops a wide range of skills, knowledge and interests in our children, gives them the tools needed to be happy and successful in life. It encourages every child to become a self confident, resilient and resourceful 'Life Long learner' who thinks for themselves, and can lead others.

Our core values of Ambition, Respect and Kindness underpin all aspects of school life. We seek to inspire ambition in all - a 'Desire and determination to achieve success'. We encourage all pupils and all staff to achieve their potential, to strive to reach goals through hard work and a thirst for learning, attaining wellbeing and happiness through purpose and achievement. Pupils at this school care for, and nurture each other; kindness to others is at the heart of everything we do. We show respect to one another; we respect differences, our environment, our community.

The atmosphere of the school, the quality of relationships, and the way in which the school helps to deal with difficulties, all combine to develop children who will have a fair sense of justice and the ability to be valued citizens of the future. Each child is special to us, we want every child to achieve their full potential and to leave us with their head inspired and their heart enriched.

School Aims

- To teach children to read.
- To provide an engaging, broad and rich curriculum that enables learners to achieve.
- To provide a safe, happy and stimulating learning environment that provides for the needs of individual children.
- To encourage pupils to apply themselves and make the most of every opportunity offered to them.
- To guide children towards becoming independent, lifelong learners.
- To encourage pupils to develop lively, enquiring minds with the ability to question and argue rationally.
- To develop our children's understanding of how they learn best, empowering them to take responsibility for their own learning.
- To encourage the development of good citizenship by active involvement in the life of the school, neighbourhood and wider community.
- To instill in the children a high level of self-esteem and confidence in their own worth.
- To maintain purposeful home/school partnerships through effective communication.
- To develop understanding, instill respect and value of other religions, races, ethnic groups, gender, ways of life and actively promote British Values.
- To develop a caring and responsible attitude, welcoming diversity and rejecting discrimination of any kind.

We are proud to be part of the Kemnal Academy Trust and share our academy's ethos:

"Our shared and common purpose is to ensure that all pupils, regardless of the traditional barriers to success, have the opportunities and resources to achieve their academic and career aspirations within a safe, inclusive and ambitious organisation.

By working together inclusively, by respecting and caring for each other, and by being ambitious and aspirational for all, we achieve more together.

That is the essence of our TKAT family of schools. All our Headteachers and staff, all our executive and corporate teams, and all our trustees and governors, are focussed, committed and determined to achieve the best we can for every pupil in every TKAT school.”

Dr Karen Roberts
TKAT CEO

School Values

Children at Smarden Primary School are encouraged to **value**:

Ambition

Respect

Kindness

British Values

The promotion of British values and ethos is a key part of life at Smarden Primary School. They are an integral and long standing element to our approach to teaching and learning and the wider school community.

The Department for Education define British values as having 5 different elements:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

As a school we value and celebrate the diverse heritages of everybody in our community. In addition we value and celebrate being part of Britain; this means that we celebrate traditions and customs throughout the year such as Harvest festival during the Autumn term, or the Nativity at Christmas.

Children, parents and staff have many opportunities for their voices to be heard. An obvious example of this for children is through school council. Pupils are listened to by adults and are taught to listen carefully and with concern to each other, respecting the right of every individual to have their opinions and voices heard.

The importance of rules and laws, whether they be those that govern our school or our country, are referred to and reinforced often, such as in assemblies and when reflecting on behaviour choices. At Smarden Primary School we help and support children to understand and value the reasons behind the laws, that they govern and protect us and that we all have a responsibility to uphold them. Children are taught that actions both positive and negative have consequences; positive actions are rewarded and praised through our positive behaviour systems while negative actions incur sanctions and are addressed via a restorative approach.

We promote children's freedom of choice and their right to hold and express views and beliefs in a respectfully and considered way.

Children know and understand that it is expected that respect is shown to **all**, whatever differences we may have and to **everything**, whether this be a school resource, a belief or a part of the natural environment. Children learn that their behaviour choices have an effect on their own rights and those of others and are taught to reflect on the consequences of their actions on others. **All** members of the school community are expected to treat each other with respect

School Description

Smarden Primary School is situated in a popular rural village, whilst being situated just outside the main town of Ashford. The school is very much the focal aspect of village life. Parents and governors are very interested and supportive of the school and play an active part in school life. Whilst the majority of our pupils reside in the village of Smarden, others travel from a wider catchment area to experience our family centred education. Stephen Dadson, a Bethersden bricklayer, founded our village school in 1716. The original school building can still be seen in our village, opposite the old Post office. The current building dates back to 1858 and was extended in 1995. We have a great deal to look back on with pride but we always enthusiastically challenge ourselves to continually enhance our provision for our children as they begin their lifelong learning journey.

The site is interesting with a purpose built outdoor classroom, a wooded area and a pond. Our school offices occupy the original school building dating from 1870. We have the benefit of a generous playing field which is used for recreational sessions, games and after school activities. We have also developed a Forest School in a patch of woodland owned by the school, just across the footpath.

In 2015 Smarden Primary School underwent extensive refurbishment and new building works. This was a wonderful opportunity for the school and was part of the Priority School Building Programme (PSBP). This is a centrally managed programme spread across the entirety of England set up by the Education Funding Agency (EFA) to address the needs of the schools most in need of urgent repair.

Smarden Primary School is now able to deliver a 21st century learning environment which includes :

- a new single-storey building located to the rear of the existing school, · a new link corridor connecting the new classroom block and the existing Victorian building,
- a new outdoor space with provision for games, social use and outdoor classrooms, plus a Forest School.



Information for Parents

Admissions

There are 25 places available for new entrants next academic year. There are currently 171 pupils on roll, organised into seven classes.

Whenever the school is oversubscribed the school's own admissions policy will be employed:

1. Looked after children (or previously LAC) verified by KCC
2. Health and Special Access (to be determined by school)
3. Children of current staff at the school
4. Children with a sibling in school at the time of starting
5. Distance (any remaining children) - Proximity of child's home to the school

All the criteria above are ordered by distance.

If you wish your child to attend Smarden Primary School and there is no space available in the required year group, we welcome parents putting their children's names down on our waiting list. For places in Nursery please ring the school office on 01233 770316 and speak with Mrs Pickard. KCC will only be able to give a firm assurance of a place for the Foundation Stage, in writing after the allocation rounds have been completed.

After you have been informed that your child has been offered a place by KCC, you will receive information from the school regarding our carefully designed induction programme for children joining our Foundation Stage and the required paperwork completed. Following this we will arrange meet and greet days before your child starts with us.

Communication with Parents

The school communicates with parents/carers in various ways, for example, newsletters, Dojo, questionnaires, interviews and informal evenings. Parents/carers are invited to assemblies and Parents' Evenings throughout the year. Every year parents/carers are invited to attend our Sports Day and Open Evenings as well as children's performances.

No matter how trivial a concern may be, we hope that you will feel encouraged to come and talk to us. Minds can be put at rest, or, if action is required, it can be taken.

In the first instance it is important to share any concerns with your child's Class Teacher, this is part of our partnership. This will usually result in a resolution to the problem; however, you may wish to discuss the matter further with the Headteacher. If the issue is of a serious nature you may wish to refer it directly to the Head Teacher.

If the complaint cannot be resolved by the Head Teacher then the complaint should be submitted to the Clerk to the Governors, who will acknowledge receipt of the complaint and arrange for it to be considered by the Governors. The matter will be dealt with according to the school's complaints procedure, which is available on our school website.

School Security

During school hours all visitors are asked to enter the building through the main front door, via our security entry system.

On arrival, visitors will be welcomed by the office staff, and invited to sign the visitors' book. Visitors are given an identity badge to wear when on site.

School Organisation

Each class is in the care of a Class Teacher (or teachers in the case of a job-share arrangement) with whom they will work for much of the school day. However, some teaching during the week will take place with other members of staff, for example when the Class Teacher is released from class teaching to undertake planning, preparation or assessments (PPA). Class groups are organised, as far as possible, with a balance of boys and girls, and ages within each year group and, therefore, a range of abilities. Children are grouped within class in a variety of ways: ability, mixed ability or with learning partners.

In a school of this size, we are fortunate in having a team of staff that offers a range of expertise. Your child will benefit from having a variety of staff during their seven years with us. When we offer your child a place at Smarden School we give no guarantees as to who will teach which age group, or when.

School Times

Morning 8.45am – 12pm (EYFS)

Afternoon (EYFS) 12.45pm - 3.15pm

8.45- 12.30pm (Years 1-6)

Afternoon 1.15pm– 3.15pm

All children have a 15 minute break during the morning.

We have a supervised breakfast club running each day. Before that time, parents are responsible for the health and safety of their child. Children may enter their classrooms from 8.45am for a prompt start to the day at 8.55 am. Children arriving after 8.55am will need to enter through the main entrance. We also offer after school care from 3.15pm until 6.00pm.

Our Curriculum

'We intend our curriculum to support the Trust ambition that we 'inspire learners and change lives'.

We want our curriculum to enable all pupils to become resilient, independent, curious and creative learners and leaders who think for themselves. We plan a broad, enriching, challenging and creative curriculum which uses authentic experiences and project based learning to put pupils in charge of their learning. Pupils' voice is central to our approach and ensuring their positive mental health is our greatest priority.

At the heart of our curriculum is our ARK values:

- **Ambition**
- **Respect**
- **Kindness**

Our curriculum is skills based and knowledge rich. We cover less but in greater depth to ensure mastery of all subjects. Our curriculum should enable all pupils to pursue their future ambitions and goals and go on to lead happy and successful lives.

Curriculum Outcomes:

- Children reach their full potential. and develop their desire to be ambitious.
- Children are kind, respectful and become good citizens.
- Children develop lively, enquiring minds with the ability to question and challenge.

- Children are resilient, independent and are confident in their own worth.
- Children are well-equipped for the next stage of their education journey.
- The pupils go on to become skilled collaborators, innovators and leaders of the future.

At Smarden we have worked hard with all staff to ensure that we have a consistent pedagogical approach so that all children are taught to a high standard across all year groups and subjects.

Smarden Primary School's high standards of achievement are maintained through the continuous assessment of children's learning. Through this on-going assessment we build a complete picture of your child's development, not only intellectually, but emotionally, socially and physically. Assessment can take on many forms. We assess through discussion and observation as well as using more formal procedures such as testing. Formal assessment is undertaken three times/year. This allows us to track the progress of individual pupils or year groups and also helps us to identify strengths and weaknesses across the school. Parents will receive information about the results of these tests as part of their child's school reports and parent consultations.

We provide parents with one full report per academic year in July, and two short data reports with summaries on progress during December and April.

Providing for Each Child's Individual Needs

Every child is assessed and their progress is tracked during their time at Smarden Primary School. Any additional educational needs are identified (as laid out in the SEN Code of Practice). These may include pupils who have a specific learning difficulty or disability, as well as more able pupils. Our SENCo has developed a SEN policy which is available on our school website.

Support for Children with Special Educational Needs

Pupils identified as having specific needs will be offered additional support, following discussion with parents and carers. This may take the form of additional support within the classroom, focused work or individual programmes.

Different Cultures

The school is committed to welcoming pupils from all cultures and walks of life. We actively promote values of respect, tolerance and acceptance.

Inclusion – Accessibility

The school audits accessibility on an annual basis and identifies appropriate developments.

Homework

At Smarden Primary School we believe that a well-managed homework programme helps our pupils to develop the skills and attitudes they will need for successful lifelong learning. Homework also supports the development of independent learning skills, and provides parents with an opportunity to take part in their children's education. We appreciate the time and effort that parents give in order to make sure that homework is completed. If you ever have any queries about the work that your child should be doing at home, then please contact the Class Teacher.

Sex Education

Sex education is dealt with as part of our science and health education programme and parents will be informed when any sensitive issues are being discussed. Parents are free to examine any of the material that is used as part of this programme. Sex education is not compulsory and therefore, parents can, if they wish, withdraw their child from these lessons. The regulations state that parents do not have to give reasons for doing this.

Music

Our school offers all children the opportunity to sing and participate in music lessons through the school curriculum and performances take place throughout the year in assemblies, plays and concerts. All children have the opportunity to learn how to play a musical instrument in school. Additionally, the school also has the benefit of a range of peripatetic music teachers from the Kent School of Music who provide small group or individual instrument tuition, available at a small cost. Any pupils on Free School Meals or Pupil Premium pupils are given 50% off individual music lessons or supported to receive support from Kent Music School.

Languages

Our school offers every child the opportunity to develop their potential as linguists by studying French from Year 3 upwards. In the lower years, children are introduced to French and Year 6 go to France for a week in the summer.

Assemblies

Daily assemblies are held. These may take the form of class, key stage or whole school assemblies. The vicar of All Saints, Smarden comes to take regular assemblies on a Christian theme. If you wish to withdraw your child from these assemblies, please let us know.

Partnership with Parents

We have built a dedicated and very capable staff team who are highly professional in all that they do. We are an ambitious school; we want to be the best that we can because we feel that your children deserve no less.

We welcome parents and carers into Smarden Primary School believing we are partners in the education of your children. There are many opportunities for parents to become involved in the work of the school and to gain a greater understanding of its work. Parents' time and expertise can be used in many ways in school and is greatly valued. DBS checks are carried out on all adults helping in school. If you are able to help, please contact our office.

Smarden FOSP

The Friends Of Smarden Primary contributes actively to the quality of educational provision and social life at our school. All parents are welcome to attend the meetings and participate in the social and fund raising functions during the year.



School Council / Student Leaders

The children elect one member of each class to represent them on the Student Governing Body. The School Council, alongside a member of staff, meet regularly to discuss matters raised by pupils. Notes are taken of the meetings by the children and the outcomes fed back to each class. The School Council gives opportunities for pupils to express their ideas on the day to day life of the school.

Our Year 6 buddies are able to offer playtime help and they also assist in bringing Year 1 into school in the mornings.

We also have one representative of each class elected to become Safeguarding Champions. These pupils meet regularly with the Designated Safeguarding Lead and feedback or offer suggestions on how to make the school even safer.

We also have a pupil wellbeing champion who also acts as Jigsaw leader in every class. These pupils meet with the Deputy Headteacher regularly throughout the year and help to promote wellbeing and happiness in our school.

Forest School

We have now started weekly on-site Forest School sessions with Mr J Pickles, our qualified Forest School leader. Every class is involved throughout the week with an amazing selection of activities and learning for all ages, including shortly for pre-school children.



School Behaviour Policy

At Smarden Primary School we expect everyone in our school community to demonstrate our three school values - Ambition, Respect, Kindness and follow our four school rules - Ready, Respectful, Kind, Safe.

Our primary goal is to ensure the wellbeing and success of all our pupils. All members of staff are responsible for the behaviour of pupils and always will be fair and consistent, taking into account individual needs. All members of staff will encourage children to make good learning and behaviour choices throughout the school day, both inside and outside the classroom. All adults will challenge undesirable behaviour as soon as it is seen and will make clear that poor choices have consequences. Staff have high expectations of children's behaviour and have a variety of sanctions and rewards in place. We take less positive behaviours and bullying seriously; please see our Anti- Bullying policy to see our school ethos in full.

Smarden Primary School does not tolerate bullying of any kind. The school has an anti-bullying policy and we act immediately to stop occurrences of such behaviour should they arise.

School Uniform

Children are expected to wear school uniform because it promotes a sense of pride and belonging. On a practical note, it is often easier for parents if the children know what they have to wear each day. This uniform has been decided upon in consultation with the children of our school.

- A school tie - this can be elasticated or a traditional tie. Year 6 have different ties.
- Grey trousers, skirt, dress
- A green school jumper or cardigan
- Black school shoes (NOT TRAINERS)
- In the summer, short sleeved white shirts (tie must still be worn) with grey shorts or a checked pinafore dress.
- In the summer, all children MUST have a named hat. School hats are available to purchase from the school office.
- PE jade green school polo-shirt,
- PE black shorts,
- PE Zoodie
- Trainers for PE/trainers for games.
- A pair of wellington boots
- An all in one puddle suit for Forest school or other rainproof long sleeve jackets and trousers.
- (Puddlesuits are provided for all Nursery and Year R children)

Nursery

(Uniform in the Nursery is optional.)

- A jade green school polo-shirt
- PE Zoodie
- School Sunhat

All items of uniform can be purchased through the school office.

Please note that trainers are **not** part of the school uniform. This is because we think that this footwear is appropriate for sport/PE or for leisurewear activities but is not in keeping with the smart appearance

of a school uniform. We require all children to wear shoes as stated in the uniform list.

All clothing and personal property must be clearly marked with your child's name - we do not accept responsibility for any items that are unnamed.

All PE kit must be kept in a named draw-string bag. Large rucksacks and bags must not be sent to school as these present storage problems.

Jewellery

Earrings and any other forms of jewellery must not be worn to school, primarily for health and safety reasons. Jewellery is easily lost and can be a danger to the wearer. A small pair of stud earrings may be worn if the ears are pierced but no other piercing is allowed. Earrings must be removed by your child for all PE/sport activities. It is a good idea to remove earrings before your child comes to school in the morning.

Hairstyles should be appropriate for school and it is preferable for long hair to be tied back.

Universal Infant Free School Meals

September 2014 saw the introduction of the new nationwide scheme '**Universal Infant Free School Meals**'.

This means that all children attending school in Reception, Year 1 and Year 2 will be entitled to free school meals regardless of income or eligibility for benefits.

By receiving free school meals you can save up to £ 400 per year and ensure your child is eating a healthy, balanced meal every day.

School meals are freshly prepared every day using high quality ingredients which provide the right amount of energy to ensure that children can perform throughout the day. Meat and vegetarian options are available every day and children who have other dietary requirements are catered for where a menu is agreed in advance.

Your child may still bring a packed lunch to school if preferred, however, we would strongly encourage them to try a school lunch with their friends. This will give them a varied diet and save you time and money.

School Meals

The cost of a school meal to Key Stage 2 children is currently £2.50 per day.

Packed lunches should be brought to school in a suitable container which is marked with the child's name. No glass containers or cans of fizzy drinks should be brought to school or items containing nuts. Drinks should be in non-breakable plastic flasks/bottles.

Children are taught about healthy eating from an early age. To reinforce this, children are not allowed to bring sweets, crisps or similar snacks to school. Fruit is currently provided for our

Foundation and Key Stage 1 children. Key Stage 2 children are encouraged to bring a piece of fruit to consume at break times.

Children are encouraged to bring a water bottle to school and to drink water regularly to ensure they do not become dehydrated.

Free School Meals And Pupil Premium

In addition to the Universal Free School Meal offer the school could also receive extra Pupil Premium funding of up to £ 1300.00 per pupil, per year if your family is in receipt of one of the following :

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit (not including Working Tax Credit) if the household income is below £16,190
- Guaranteed Element of State Pension Credit
- An income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999 if you are an asylum seeker

If you think you may be entitled to Free Schools Meals and Pupil Premium for your KS2 child or the extra Pupil Premium funding for a Foundation/KS1 child please speak to the school office or for further information please visit [Kent.gov.uk](http://www.kent.gov.uk) (Education and Learning, Free School Meals) <http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

This funding is given to schools to raise the attainment of children and enables us to provide additional support or resources along with financial support for educational visits and activities. The purpose of this funding is to ensure that children from low income families are not at a financial disadvantage during their education as a result of home circumstances.

Transfer to Secondary School

Pupils transfer to their Secondary School in the September following their eleventh birthday. During their time at Smarden School regular sharing of assessments with parents will give both teachers and parents a good indication of ability, aptitude and attainment.

During the autumn term, Year 6 pupils are invited to attend a briefing to outline the LA admissions procedure and a consultation with their Class Teacher to discuss the choices available.

Pupils from Smarden Primary School apply to state schools in Tenterden, Ashford, Maidstone, Cranbrook, Tonbridge, Folkestone and others.

In September 2022 our Year 6 leavers started at the following schools: Homewood School, Lenham School, Highworth School for Girls Grammar, Ashford School, Norton Knatchbull school.

School staff liaise closely with secondary colleagues to ensure the smooth transfer of our pupils.

Charging

Education is free to all children, however, parents should note that the Education Reform Act allows

schools to seek voluntary contributions towards some activities, for example when organising school trips or visits which enrich the curriculum and educational experience of the children. The school may invite parents to contribute to the cost of the visits or activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution.

There are charges for children receiving music tuition from a peripatetic teacher.

There are charges for Wrap around clubs but all other clubs are free for all pupils.

Our 'Charging Policy' is available to read on the school website.

Arrival and Departure

Children may enter their classrooms from 8.45 am for a prompt start to the day at 8.55 am. Children shake hands with a member of the senior leadership team on the gate and are also greeted by their class teacher as they enter the classroom. Children arriving after 8.55 am will need to enter through the main entrance.

At the end of the school day parents should wait on the playground to collect their child from the class teacher. Could parents please remain out of sight of classrooms in order to avoid distracting children. Lessons are timetabled to finish at 3.15 pm. On occasions, time is required for gathering books, letters etc. before leaving school.

If you have to change the way that your child is to travel home, do please inform the school. This is particularly important for young children, who can easily become confused and upset by changes of routine.

If your child needs to leave school early, for any reason, please let the School Office know in good time. Before leaving, your child must be signed out at the School Office. No child will be released without an adult to collect him/her.

Parents are required to update emergency contact data, held by the School Office. Adults listed on this data sheet are the adults authorised by you to collect your children. If it is necessary for someone other than these adults to collect your child, please would you inform the School Office so that a message can be passed to the teacher.

Parking

Inconsiderate parking of cars or dropping off of children outside the school entrance is dangerous. Please park away from the school entrance and walk to the gate when delivering your child. Courteous parking is appreciated by our neighbours.

Emergency School Closures – severe weather conditions



In the event of severe weather, or other emergency such as heating failure, the school will use Kent School Closures and local radio stations to advise if the school is to be closed.

Should it be necessary to close the school during the course of the day then parents will be informed by telephone. The school website and Kent County Council website will also be kept up to date. <http://www.kentclosures.co.uk/master.php?sli=1>

Absences

A brief phone call on your child's first day of absence advising why your child is off school and every day thereafter that they are not in school. This saves us worrying unduly about any non arrivals. If we have not heard from you by 9.00am, on your child's first day of absence, our administration team will attempt to contact you to satisfy ourselves that your child is safe. Failure to report an absence means that by law we have to count your child's absence as unauthorised and this has to be recorded on the end of year report.

Requests for leave of absence in term-time

Following the Department of Education's amendment to The Education (Pupil Registration) (England) Regulations 2006, from September 2013 Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Governors of Smarden Primary School have therefore decided that holiday requests will not be authorised. Any parent wishing to remove their child from school for any reason other than illness will be required to fill in a request for absence form. Please see our Attendance Policy, which is on the school website, for further information.

Illness

Please do not send your child to school if they have a high temperature/rash/sickness/diarrhoea). Certain illnesses require a short period of exclusion from school to prevent the condition spreading. Your doctor should advise you of this, but if you are in any doubt please seek advice from the school.

Medicines

There are times when medicines have to be administered during school hours. To ensure your child's health and safety we maintain a school medicine record and ask that parents complete the relevant form at the school office. We will only administer medication from original packaging as dispensed for your child at the pharmacy.

Medical conditions requiring treatment in school should always be discussed with the Head Teacher. Proprietary remedies such as cough sweets or analgesics must not be brought into school but if they are, they need to be taken to the school office who will administer them to your child.

Medical Examinations

Soon after admission, and throughout their time in school, your child may be seen by the school nurse for routine medical screenings. Dental inspections are also carried out in school at regular intervals and you will be notified prior to these sessions and contacted by medical practitioners should these need to be followed up.

Child Protection

Every school in Kent is required to follow a set procedure in cases of suspected child abuse. The Head Teacher is required to refer concerns to the Social Services Department for further investigation so that children at risk can be identified quickly.

This procedure is in place to protect children without apportioning blame. Further investigation takes place to establish whether a child is at risk.

Safeguarding

At Smarden Primary School we regard the safeguarding of children as our main priority. We believe that we all have the right to be happy, to be safe and to learn. We all have the responsibility to make this happen. Our aim is to establish an environment where pupils feel secure, are encouraged to talk, and are listened to when they have a worry or concern.

Parents and carers may also contact us when they have concerns about the safety & welfare of their child.

Areas of Safeguarding

Our safeguarding policies cover all areas of school life and include:

Staff & Visitors	Ensuring they are vetted, informed & trained
Children's Behaviour	Promoting safer & happier behaviours & lifestyles
Parents & Careers	Promoting links & supporting families
Premises	Keeping them safe, pleasant & fit for purpose
Curriculum	Providing positive, life affirming learning experiences
Outside School	Ensuring safer activities and environments outside school

Members of staff responsible

We are all responsible for ensuring that each child remains safe, however the Designated Safeguarding Leads are the Head Teacher, Claudia Miller, the Deputy Head Teacher, Mrs Taylor, EYFS lead, Ms Sarah Judge and Mrs Claire Speight, our medical needs and First aid lead.

Safer Recruitment

We follow strict procedures to ensure that everyone who works with our children is vetted, keeping our children as safe as possible. Ongoing checks and "whistle blowing" are in line with current policy.

Staff Training

Staff are trained in child protection issues and they are aware of the procedures to follow. Staff are encouraged to be vigilant in order to maintain the safety of our children. All staff & volunteers are required to read our code of conduct, our safeguarding policy and AUP as well as part one of "Keeping Children Safe in Education 2022".



Dogs

Dogs are not permitted anywhere in the school or the school grounds and the school field should not be used for exercising dogs.

Smoking

Our school and our grounds are non-smoking, this includes electronic cigarettes. Please support us in this policy.

Nursery

Smarden Nursery is now an integral part of Smarden Primary School as of September 2019.

We are a term time Nursery with dates in line with the school and are open between 9am and 3pm Monday - Friday. We are in receipt of Free Early Education Funding for three and four year olds for 15 hours per week and also offer 30 hour funding for those that are eligible.

To contact Smarden Nursery please do so through the main school office on 01233 770316 or office@smarden-tkat.org.

Public Access to Documents and Information

Smarden School Publication Scheme is available from the school office, which lists all documents available for inspection.

Disclaimer

The information given in this prospectus is current and relates to the school year 2019/2020 and was accurate at the time of printing. It should not be assumed that there will not be any changes affecting either the arrangements generally described in this prospectus or in any particular part of them before the start of the school year or in subsequent year.