



Ightham Primary School

PROSPECTUS





SCHOOL INFORMATION

Admissions Procedures

Ightham Primary School admits pupils at the beginning of the academic year in September.

The early establishment of good relationships between home and school is important to ensure the children's entry into school is a positive and enjoyable experience.

All families that accept a place at our school are offered a home visit or an individual liaison meeting at school by a member of staff. These have been found to be invaluable particularly for families with no previous links to the school. Pre-school visits take place in the term before entry when the children have the opportunity to visit their class and meet their teacher. During the pre-school visits the parents are welcomed by the Head Teacher and given additional information on all aspects of school life.

An information pack will be distributed which contains practical suggestions of how best to prepare young children for school. If the school is oversubscribed, the Kent County Council Admissions Criteria will be used to determine further admissions. When we wish to admit more pupils than the standard number we will seek the agreement of the LA Admissions Authority.

School Organisation

The school is currently organised into seven classes - Year R, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. There are a maximum of thirty children in each class.

Attendance

We are committed to ensuring a high rate of attendance.

We ask all parents to inform school by telephone before 8.50am on the first day of absence and each day thereafter.

Repeated or unexplained absences will be followed up with a visit from the Educational Welfare Officer. Children are asked to be punctual – lateness will be noted on the Annual School Report.

“Pupils are polite, interested in learning and proud of their school. They behave well.”

OfSTED February 2015



Our Mission Statement

Ightham Primary School provides a nurturing and inclusive learning environment that enables every child to thrive with an expectation of high academic standards. We are committed to providing a balanced, accessible and inspirational curriculum which fosters a lifelong love of learning.

Our Aims

- We aim to foster attitudes that will instil self-confidence, a sense of personal worth and help children to acquire knowledge and skills relevant to life and work in a changing world.
- We aim to provide an environment where children can be happy so that they are able to enjoy their education.
- We aim to assist children in developing intellectual, personal, spiritual, social and moral values whilst sharing respect for all religions and other ways of life.
- We aim to give children the opportunity to make decisions and choices and to take responsibility for their learning, their environment and the resources made available to them.
- We seek to identify each child's particular gifts and talents and to enhance them in the community.
- We aim to encourage a close working partnership with families and the wider community.

Our Vision

Pupils should leave Ightham Primary School with their understanding deepened, their minds enriched, and their hearts inspired, so that they love learning and embrace the challenges of the future.

Safeguarding Statement

Ightham Primary School is committed to safeguarding and promoting the welfare of children and all staff and volunteers are expected to share this commitment.

This means that we have a Safeguarding Policy and Safeguarding procedures in place. Parents and carers are welcome to read the policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.



Guidelines and Policies

School guidelines and policies are regularly revised and updated. Copies of these, National Curriculum documents and government regulations are available on request from the school office and on our website.

Parental Involvement

We are keen that parents feel welcome in school and very much value the time and energy they are able to give as volunteer helpers.

Parents are invited to various events, such as plays and fundraising events, throughout the school year. Weekly school newsletters are sent home to notify you of key events, new initiatives and general information.

Ightham Primary School has an 'open door' policy and we have daily contact with all parents. This is often a time when teachers and parents discuss any concerns they may have. There is a parent's notice board in the playground which is frequently updated. There is also a website with news and information about our school. All children have a home-school contact book.

Discipline

Discipline is based on the philosophy that all pupils within school have the right to learn.

The rights of the individual child to learn can only be properly enjoyed when others respect that right and behave responsibly. Therefore fair rules are enforced.

We have high standards of conduct and expect all children to behave in a sensible, responsible and safe manner at all times and to have regard for the feelings and well-being of others.



School Uniform

A school uniform greatly contributes to a child's sense of belonging and pride in their school.

The school colour is burgundy. Ightham Primary School clothing, all bearing the school logo, is on sale from Paul Marchant. Order forms can be found on the school website and information board. Paul Marchant also holds a 'School Uniform Shop' at the end of the school day at various times throughout the year.

Girls are expected to wear a white blouse, school tie (which may be elasticated or tied), a burgundy v-neck jumper or cardigan with the school logo, a grey skirt or pinafore dress or grey trousers (straight only), grey tights, grey socks, black shoes. In the summer, girls may wear a dark red check summer dress with white socks.

Boys are expected to wear a white shirt, burgundy v-neck jumper with school logo, school tie (which may be elasticated or tied), grey trousers, grey socks and black shoes. In the summer term only, grey shorts may be worn.

P.E. kit consists of a white polo shirt with the school logo, burgundy P.E. shorts, plimsolls (preferably with Velcro sides), burgundy hoodie with school logo (optional), plain black or burgundy tracksuit bottoms, and trainers.

Please ensure that all items of clothing and equipment are clearly named.



Break Time Snacks

Cool Milk for Schools is available for all children. Please contact the office for details. Children are encouraged to eat healthily. A piece of fruit or vegetable is provided for all infants free of charge as part of The Schools Fruit and Vegetable Scheme.

Lunch Time Meals

All pupils have the option of a school meal or a packed lunch from home.

Families in receipt of certain benefits are entitled to claim for free meals.

Packed lunches should be brought to school in a lunch box clearly labelled with your child's name and class. Ightham Primary School does not allow sweets or chocolate in children's lunch boxes. Please do not send fizzy drinks or anything in a can or glass bottle.

Pupil Progress Reports

Parent Open Evenings are held in the Autumn, Spring and Summer terms and a written report is sent home in July.

These clearly outline your child's progress in relation to curriculum targets and areas of learning and development. In addition, every class teacher holds a weekly drop-in session straight after school.

Homework

Children are given homework appropriate to their needs.

This may include English, Mathematics, research, or completing unfinished class work.

Homework should be regarded as a positive experience and an extension of their learning. We therefore have the expectation that this will be completed by the set date and we ask for parental support with this.

Complaints Procedure

If you have questions or concerns about your child's education, we encourage you to come into school to discuss these, initially with your child's teacher or by making an appointment with the Head Teacher.

Copies of our Complaints Policy are available from the school office or via our school website.



“Pupils behave exceptionally well during playtimes and when moving between lessons. They are respectful, considerate and polite.”

OfSTED February 2015

THE SCHOOL CURRICULUM

We offer a broad, topic based curriculum in line with national requirements with an overall focus on the education of the whole child.

We have a clearly defined curriculum plan and the staff work together to ensure consistency, balance and progression.

We are a forest school and, with the second largest woodland area of any primary school in Kent, our children have fantastic opportunities to learn outside.

Early Years Foundation Stage (EYFS)

As part of our induction process, the reception teacher visits all nursery settings to discuss each child's development with their key worker.

In our school we give all children the opportunity to start school in Term 1 of the academic year. All children attend half days for the first two weeks. Children who will not be five until term 3 – 6, are given the opportunity stay for half days in Term 1. These children will then build up to all day sessions when staff and parents feel that they are ready.

Pupils within the Foundation Stage experience seven areas of learning.

There are three prime areas:

- Communication and Language
- Physical development
- Personal, social and emotional development

There are four specific areas. These are:

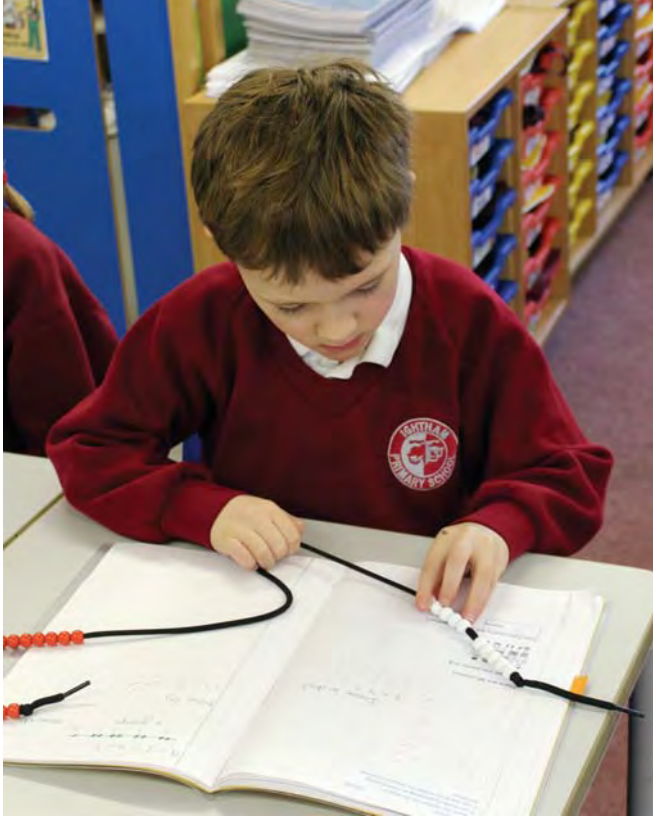
- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

The EYFS curriculum is planned and resourced to allow each pupil to expand and develop his or her skills in a safe, caring environment. Opportunities for learning are developed through a broad range of both indoor and outdoor activities.



“Children make very rapid progress in the early years because of high quality provision and outstanding leadership.”

OfSTED February 2015



Mathematics

Pupils learn and use their mathematics in many ways during their daily lessons and link these skills to everyday experiences.

There are plenty of practical activities with a range of apparatus to help support the understanding of number, shape, data handling and measurement.

Pupils are encouraged to think independently and apply their knowledge to all areas of the subject.

Through oral and mental activities, they become quick and accurate in their calculations and confident to use mathematical skills when recording their work.

English

Our aim is to provide an environment in which we teach children to use language, both written and spoken, with confidence, accuracy and enjoyment.

Children are encouraged to become independent readers in order to support learning in all subjects. Parents are actively encouraged to support children with their reading.

Phonics, spelling and handwriting are taught to develop and support independent writing. We provide opportunities for drama and discussion to further enhance language development.

As the children progress they learn to write in a variety of genres e.g. recounts, reports and playscripts. The school has a library, which holds interesting fiction and non-fiction books.



“Pupils’ attainment in Reading, Writing and Maths is much higher than the national average.”

OfSTED February 2015



Science

The teaching of science enables children to develop an understanding of the world by using and applying scientific knowledge, skills and ideas as well as developing their natural curiosity.

Science is often taught in a practical way, enabling the children to explore and investigate the world around them. Our fantastic woodland area allows the children first hand practical experiences.

Religious Education and Collective Worship

We follow the Kent Agreed Syllabus for Religious Education. The agreed syllabus has two key principles:

- Learning about religion
- Learning from religion

Pupils develop an awareness of and respect for the beliefs and feelings of those within the school and the wider community.

An act of collective worship takes place daily in the form of assemblies led by the Head Teacher, a class teacher, visitor or pupils. We have strong links with St. Peter's Church in Ightham.

Parents can withdraw their children from all or part of the religious education and collective worship provided within school.



Computing and ICT

As well as being an important part of the curriculum, the ability to use ICT effectively is a vital skill in society.

Pupils are taught computer skills so that they can use ICT with purpose and enjoyment.

Computers are used by the pupils to enhance their learning in all areas of the curriculum. Pupils are encouraged to use a variety of programmes and equipment including digital cameras, scanners, electronic microscopes, interactive whiteboards and visualisers.





Forest School

Children have the opportunity to learn outside in our extensive woodland area throughout their time at our school.



Geography

Geography expands children's horizons and helps them understand the world in which they live by learning about different societies and cultures.

Our scheme of work enables them to develop a sense of place, and a feeling for their environment and community.

History

Children learn about some of the major events and historical figures in history through stories and studying artefacts.

There will be cross-curricular links to other subjects most notably English where children will hear accounts of past events.



“Pupils regularly benefit from using the school’s woodland area to enhance their learning.”

OfSTED February 2015

Music

Pupils have the opportunity to listen to, perform, appraise and compose music in different styles.

They will use and experiment with a range of instruments to enhance their understanding of rhythm and creating sound. We aim to give the children a love of music and opportunities to sing and perform alongside others.

All children learn to play a number of instruments. Singing is enjoyed both in lessons and assemblies. Throughout Key Stage 2, private lessons are available for a range of instruments.

Art

We aim to provide opportunities for all pupils to develop their creative skills using a wide range of media and techniques.

Pupils are encouraged to record and explore their ideas and feelings through art. They are also encouraged to look at the works of local and famous artists in order to broaden their understanding and enhance their skills. The children's work is highly valued and displayed throughout the school.

“Appreciation of the arts and creative skills are strongly promoted and make an important contribution to pupils' enjoyment of school.”

OfSTED February 2015





PSHE and Citizenship

We provide opportunities for children to learn about themselves as developing individuals and as members of their communities.

We build on their own experiences and the early learning goals for personal, social and emotional development. They learn social skills, such as how to share, take turns, play, help others and resolve simple arguments.

The children begin to take an active part in the life of their school and its neighbourhood. Year 6 pupils have the opportunity to take on extra responsibilities within the school, such as being house captains. We have a vibrant school council which meets regularly to debate relevant issues such as e-safety.

Design and Technology

Pupils are given opportunities to create and design products to fit a purpose.

This is achieved through a range of projects and topics. They are encouraged to evaluate, develop and modify their ideas and designs. Pupils can draw on their knowledge and understanding from other subjects and use these to develop and enhance their design skills.

Physical Education

We believe that Physical Education provides a vital and unique contribution to a pupil's health and well-being.

P.E. is experienced in a safe and supportive environment. We use the National Curriculum as a basis to deliver a broad and balanced P.E. programme encouraging children to understand the need for safety and develop a positive attitude towards sport. Children will have the opportunity to develop skills in games, gymnastics and dance. Professional sports coaches teach a range of skills during weekly visits. We run a number of school teams and take part in a variety of interschool sporting competitions. Children have the opportunity to learn to swim from Year 1 onwards.



“The school excels in the teaching of sport.”

OfSTED February 2015

Additional Educational Needs

We aim to provide equality of access to the curriculum for all pupils.

We have strategies in place to identify, access and review the education of pupils with additional educational needs. Pupils for whom English is an additional language are given language support and a programme of work is implemented.

School Visits

Throughout the school year, various educational visits are arranged which form an integral part of learning.

Children learn best through experience and participation. Parents will be notified of visits and a consent form will be required to be signed by a parent.

Extended School Services

We provide a daily breakfast club that runs from 8.00-8.35am. We run after-school wraparound care from 3.20-6.00pm which is invaluable to many of our parents. We provide a wide variety of after school clubs.



Community Links

We have positive links with the local pre-school providers, nurseries and playgroups and we work in partnership with our local secondary schools.

Our teachers work with pre-school and secondary colleagues to prepare the children for their school transfers.

We have close links with St. Peter's Church where we regularly visit for seasonal celebrations and services. We raise awareness of the needs of others, supporting a range of charities, both internationally and at home. We are also linked with a school in Malawi as part of our relationship with a charity called Starfish Malawi.



SCHOOL ADMINISTRATION

Charging Policy

The School follows the policies laid down by Kent Local Education Authority for charging for school activities.

Charges may be made as allowed by the Education Reform Act. Voluntary contributions will be sought from parents to facilitate the continuation of activities during school hours.

Health Care

Please inform the school of any serious or ongoing medical problem that your child may have.

During your child's school years, the school nurse will carry out height and weight measurements as recommended by the Kent NHS Trust. A form will be sent home for parental agreement and signature.

Accident and Illness at School

Every effort is made to contact parents when a child has an accident or is feeling unwell at school.

Minor accidents will be attended to during the school day by a qualified first aider. When parents cannot be consulted, first aid, medical assistance or hospital treatment will be actioned. It is essential, therefore, that we have an up-to-date emergency contact for every pupil.



Medicines in School

Prescribed medication can be administered for pupils who have a specific medical condition – e.g. asthma.

Parents of all children requiring ongoing medication such as inhalers and EpiPens must complete a Health Care Plan, obtained from the school office, prior to medication being administered by staff. If your child has been absent and returns before completing a course of treatment, medication can be administered at school. Parents are required to complete and sign a school medical record form, which is available from the school office. Please ensure that all medicines sent to school are clearly labelled with your child's name and required dosage.

Medical Appointments

Pupils leaving school mid-session for a hospital appointment or other medical requirements will need a Pupil Pass, which is available from the school office.

Please inform your child's class teacher prior to the appointment.

Visitors to the School

Visitors to the school are always welcome.

If after reading this booklet you would like to visit Ightham Primary School to find out more about the facilities, please contact the Head Teacher to make an appointment.

“Pupils leave Ightham School with their understanding deepened, their minds enriched, and their hearts inspired, so that they love learning and embrace the challenges of the”



Oldbury Lane, Ightham, Sevenoaks, Kent TN15 9DD

Email: admin@ightham.kent.sch.uk

Head Teacher: Mr D Sherhod BSc (Hons), PGCE, NPQH

Tel: 01732 882405 Fax: 01732 781027

Email: headteacher@ightham.kent.sch.uk

www.ightham.kent.sch.uk