

Davington Primary School



Parent Handbook
2017-2018

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WELCOME

Contained within this handbook is some useful information that you and your child will need whilst at Davington Primary School. If you have any questions please do not hesitate to contact us.

Davington Primary School
Priory Row
Faversham
Kent
ME13 7EQ

Telephone: 01795 532401 / Fax: 01795 537971

E-mail: headteacher@davington.kent.sch.uk

School Website: www.davington.kent.sch.uk

Ofsted Report: www.ofsted.gov.uk

School Profile: www.parentscentre.gov.uk

| | |
|---|-------------------------|
| Headteacher: | Mr Chilton Saint |
| Deputy Headteacher: | Miss Joanna Heath |
| Assistant Headteacher (Inclusion): | Mrs Janet Davison |
| KS2 Leader of Learning: | Mr Matt Haines |
| KS1 Leader of Learning: | Mrs Emma Bishop |
| Office Staff: | |
| Office Manager: | Mrs Julie Cavanagh |
| Finance Assistant: | Miss Suzanne Wake-Smith |
| Clerical Assistant/Receptionist: | Mrs Diane Pleace |
| Family Liaison Officer: | Mrs Jo Cleary |
| Premises Supervisor: | Mr Barry Tabor |

SCHOOL TEACHING STAFF

For the 2017/18 academic year are as follows:-

| | |
|-------------------------------|--|
| Headteacher | Mr Chilton Saint |
| Deputy Headteacher | Miss Jo Heath |
| Assistant Headteacher | Mrs Janet Davison |
| Mrs Kurstie Cunningham | Year 6 Class Teacher/Computing/Science |
| Mrs Jo Manning Press | Year 6 Class Teacher |
| Mr Roger Sawyer | Year 6 Teacher |
| Mr Matt Haines | Year 5 Class Teacher/Junior School Leader of Learning/PE |
| Mrs Michelle Preston | Year 5 Class Teacher |
| Mrs Clare Harris | Year 4 Class Teacher |
| Mrs Joanne Ogilvie | Year 4 Class Teacher/Literacy |
| Miss Katie Morgan | Year 3 Class Teacher/Maths |
| Miss Lizzie Jenkins | Year 3 Class Teacher |
| Mrs Caroline Bunting | Year 2 Class Teacher |
| Mrs Sarah Oliver | Year 2 Class Teacher |
| Mrs Janis Milne | Year 2 Class Teacher |
| Mrs Catherine Bell | Year 1 Class Teacher/Music/Geography |
| Mrs Ali Dunt | Year 1 Class Teacher/Art |
| Mrs Emma Bishop | Reception Class Teacher/Infant School Leader of Learning/Phonics |
| Miss Natalie Kennett | Reception Class Teacher/RE |
| Mr David Pendleton | Class Teacher |
| Mrs Catherine Bell | Intensive Support Teacher |
| Mrs Ellen Woolf | Intensive Support Teacher |

SCHOOL SUPPORT STAFF

Learning support assistants

Miss Abbie Turner
Mrs Amanda Murphy
Miss Anja Böhme-Fox
Mrs Caroline Mackender
Ms Dee East
Mrs Eva Marriott
Mrs Joan Hart
Mrs Jo Clarke
Mrs Karen Davies
Miss Lisa Thornton
Mrs Michelle Cullen
Mrs Moira Russell
Miss Nicole Cooper
Mrs Sarah Wilkinson
Mrs Sharon Ellis
Mrs Sharon Holbrook
Mrs Toni Scamp
Mrs Tracey Axford
Mrs Zoe Barker
Mrs Jo Cleary
Mrs Kayti Elysee
Mrs Rebecca Fall

Family Liaison Officer

Well Being Team

Office Manager

Clerical Assistant/Receptionist

Finance Officer

Mrs Julie Cavanagh
Mrs Diane Pleave
Ms Suzanne Wake-Smith

Caretaker

Mr Barry Tabor

Kitchen Staff

Mrs Marion George
Mrs Dee Hutchinson
Mrs Amanda Muddle
Mrs Deborah Ricks

Midday Supervisors

Mrs Lynn Hadlow
Mrs Rebecca Fall
Mrs Rebecca Goldsmith
Mrs Sally Blunt
Mrs Maria Boorman
Ms Sheralyn Kent
Mrs Sue Slater
Mrs Megan Swan

SCHOOL TERM AND HOLIDAY DATES

Academic Year 2017-2018

Term 1

Start: Monday 4th September 2017

Break-up: Thursday 19th October 2017

Term 2

Start: Monday 30th October 2017

Break-up: Wednesday 20th December 2017

Term 3

Start: Thursday 4th January 2018

Break-up: Friday 9th February 2018

Term 4

Start: Monday 19th February 2018

Break-up: Wednesday 28th March 2018

Term 5

Start: Monday 16th April 2018

Break-up: Friday 25th May 2018

(Monday 7th May 2018 – Bank Holiday)

Term 6

Start: Tuesday 5th June 2018

Break-up: Friday 24th July 2018

Staff Development Days:

Monday 4th September 2017

Tuesday 5th September 2017

Friday 20th October 2017

Thursday 29th March 2018

Monday 4th June 2018

THE SCHOOL DAY

08:40 School gates open and children proceed straight to their classrooms.

08:55 Registration takes place - children must be in class by this time

KS1 12:00 – 13:00 Lunch time **KS2 12:15 - 13:15** Lunch time

15:15 End of school day

Parents wait at the front of the school/car park area until the gates are open.

There is a 15 minute morning break and a 15 minute assembly time every day. Whole school assembly takes place twice a week and one of these is an opportunity to celebrate. Tell us if your child has done something special in or out of school!

SCHOOL EQUIPMENT

It would be helpful if your child brought to school the following equipment:

KS2

Protractor or angle measurer

Set square

Pair of compasses

All children need a water bottle for their desk/class every day (available from the school office)

All children will need a small school bag to carry reading books, homework and letters etc.

GENERAL INFORMATION

BIRTH CERTIFICATES

All new entrants to the school must provide us with a copy of the child's birth certificate and/or any legal document confirming their legal name as we must register them under the name entered on the birth certificate or specified in a change of name deed.

PUPIL DATA COLLECTION FORMS

You will be asked to complete one of these annually to ensure our records are accurate.

PARENTS IN SCHOOL

As has already been mentioned we strive to involve parents in the life of the school. Parents are involved in various activities in the school, including help in certain areas of the curriculum, swimming and transport to matches. Individual teachers will contact you when they need assistance, but are always open to offers of help – please do come forward to offer your help, this will be greatly appreciated by children and teachers alike.

We encourage parents to share their enthusiasms, talents and skills. Please let us know if you can help with any aspect of our teaching and learning e.g. sharing art work and ideas, sports activities, reading, dance, drama etc. All adults in school including parents must be security checked including a Disclosure and Barring Service which identifies adults who should not be allowed to work with children. Please contact the office if you wish to help out in school.

STANDARDS OF DISCIPLINE & BEHAVIOUR

Behaviour in this school is good and we have many systems to help and support your child to learn and show good behaviour. In choosing our school we assume that you accept our standards of discipline and behaviour. The support of parents is valued in our attempts to ensure the proper care and safety of your child. Our behaviour policy encourages children to take responsibility for their own behaviour and its impact on others in preparation for adult life. We expect the children to respond to adults and school rules in a polite and appropriate manner.

ABSENCE FROM SCHOOL

Any absence from school **must be accounted for**.

If your child is going to be absent from school for any reason, please phone the school first thing in the morning, after 8am. This message will be passed on to your child's class teacher. At Davington we operate a system where if your child is absent and we have not

received a message or explanation, we make every effort to contact you or one of your emergency contacts (before 10:30am) so that we know your child is safe.

When your child returns from his/her absence you are required to provide a written note explaining the absence. If you do not provide a letter explaining the absence then you will receive a written enquiry from us, which must be returned. Any unexplained absence is regarded and noted as unauthorised.

If your child has a medical/dentist appointment during the school day you must obtain a pass from the school office and ensure your child is not absent for the whole day. Primary School pupils should endeavour to not have an attendance rate of below 95% in order for them to get the most from their education.

HOLIDAYS

If your child has a dental/hospital or medical appointment you **MUST** obtain a **PASS** from the school office in advance.

Due to Kent County Council and Department for Education regulations, we are unable to authorise holidays for reasons such as:

- Availability of cheap holidays
- Availability of the desired accommodation
- Poor weather experienced in school holiday period
- Overlap with beginning or end of term

In law there are only four statutory defences for a child's absence, namely:

- That the school have granted leave
- That the child was prevented from attending by reason of sickness or any unavoidable cause
- On any day exclusively set apart for religious observance by the religious body to which his parent belong
- That the school at which the child is a registered pupil is not within walking distance of the child's home, and that no suitable arrangements have been made by the local authority for transport to and from school

For more information please ask to see our Attendance Policy.

By choosing Davington Primary School, you have signed up to our values and policies.

MEDICAL

Any medicine must be sent into school clearly labelled with your child's name and required dosage. If your child requires antibiotic medicine during the school day a form **MUST** be completed (available from the school office) giving permission for staff to administer the

medication. It is your responsibility as a parent to ensure school is provided with in-date medicine and that medication is taken home during the holiday period.

FIRST AID/ADMINISTRATION OF ANAESTHETIC

We have a number of staff with Certificated Qualifications for First Aid. All accidents are treated seriously and recorded. Parents will be contacted either by phone or 'head bump' note if their child has been hurt in school and suffered something other than a minor injury. By the completing our **Admission Form** (available from the Office and in Admission packs) and returning it to school, you give us permission in your absence to consent to the administration of an anaesthetic or any other urgent medical treatment that might be required. It also gives us permission to administer first aid using the contents of any approved KCC First Aid Kit.

SCHOOL DINNERS

All Year R, 1 and 2 children are entitled to a free school meal, please advise the School Office if you wish to opt out. School dinners cost £2.40 per day payable in advance. Payment should be made via our e-payment website Parent Pay. The kitchen staff will be available every morning in the hall, you are able to mark your child in for a school dinner on a daily or weekly basis and payment can be made in advance for the term. School dinners are cooked on site and are very popular with the children.

FREE SCHOOL MEALS

If you are in receipt of income support, income based job seekers allowance, guaranteed element of pension credit, child tax credit (without working tax credit) and your annual income is below £16,190 your child is entitled to a free school meal. You may also be entitled to free school meals if you are in receipt of employment and support allowance (income related) or receive support under part VI of the immigration & asylum act 1999. Application forms available from the school office. We really encourage parents to apply for free school meals, even if your child may only want them occasionally. Please ring or pop in to the School Office for further information or apply online via KCC website www.kent.gov.uk.

PACKED LUNCHES

As a Healthy School we encourage all children to eat a healthy, well balanced diet. Please do not send your child to school with fizzy drinks, food with lots of artificial colouring, sugar or caffeine or very salty foods. We actively discourage packed lunches with lots of chocolate, crisps or pre-packaged food.

BREAK TIME SNACKS

Children may bring a plain biscuit, cereal bar or piece of fruit. Please pack these separate from their lunch box. Children in KSI are entitled to a free piece of fruit or vegetable each school day, this is provided by The School Fruit and Vegetable Scheme which is a government programme. For more information on the scheme visit www.dh.gov.uk/healthtopics.

PLEASE BE AWARE THAT DAVINGTON PRIMARY SCHOOL IS A NUT FREE SCHOOL

FRUIT CAFE KS2 (Years 3-6)

We have our very own Fruit Café on our school playground. This is an opportunity for children in Years 3-6 to have a piece of fruit during their break time as they no longer receive free fruit like the children in KSI. In order to get a piece of fruit, the children will need to purchase a fruit token in the morning as they enter school. **Each fruit token costs 20p.**

SCHOOL INFORMATION

We send out regular Newsletters and other school information letters or reminders via the children or email. Please encourage them to bring these home. Copies of newsletters are also available on the school website. If you wish to receive your newsletters via email please inform the school office of your email address.

USING IMAGES OF CHILDREN

This letter explains why we need to ask you for your consent to any photographs of your child while at school. When you have read the letter, you should fill in and return the Parental Consent for Images attached to the Data Collection sheet to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self-esteem for children and young people, and their families, and so are to be welcomed.

However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph in the local press, and as a result being targeting for abuse.

On advice from the Kent Police, the Kent Local Education Authority and others, we have taken the view that the risk of a child being identified by a stranger is so small, that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue. In any case, the widespread use of mobile telephones as digital cameras would make banning virtually impossible to impose and police.

The DfES broad rule of thumb for schools is that “if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil”. For our own school publications, we will follow this advice for photographs to be used for circulation beyond

the school. The press however like to reflect the local community by naming children who appear, and may decline to photograph events if this facility is denied to them.

We are mindful of the fact that for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your consent on this issue, you need to let your child's class teacher know.

If your child is old enough to express their own view, you may want to consult with them about the categories of consent, and we invite you to use this letter to explore their feelings about being photographed at school.

Talk to the class teacher if you are unclear.

Conditions of school use of images

1. The Parental Consent for Images form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child to accompany the article.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as a "science lesson" or making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child's parents/guardian, we agree that if we take photographs or video recording of our child/ren which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.

SCHOOL GUIDE TO THE USE OF IMAGES ONLINE

Using Images Safely and Responsibly

We all enjoy and treasure images of our family and friends; family events, holidays and School events are moments we all like to capture in photos or on video.

We now have the exciting dimension of adding our images and videos to our online social network, such as Facebook, YouTube and many other websites. This means that we can easily share our photos and videos with family and friends.

Whilst this can be very useful to all of us at home, in schools and educational settings we must ensure we protect and safeguard all children and staff, including those who do not want to have their images stored online.

Online Images and Video

What should we all think about before adding any images or videos online and are there any risks?

- Once posted and shared online any images or video can be copied and will stay online forever.
- Some children are at risk and **MUST NOT** have their image put online. Not all members of the school community will know who they are.
- Some people do not want their images online for personal or religious reasons.
- Some children and staff may have a complete family background which means that sharing their image online can have unforeseen consequences.
- There in order to keep all members of the school community safe we must all **'Think Before We Post'** Online.

At Davington School we are happy for parents and carers to take photos and videos of school events for personal use but request that these images are not distributed or put online. This is to protect all members of the school community. Thank you for your support.

Further information on the use of images and videos:

- Be Safe Online: <http://tine.cc/49eiu>
- Information Commissioner's Office: <http://tinyurl.com/yc7nmnv>
- Think U Know: www.thinkuknow.co.uk/parents/safeuse
- Get Safe Online: www.getsafeonline.org

OPEN DOOR POLICY

Davington Primary School has an open door policy where we encourage parents to feel welcome to discuss any concerns or joys they have to do with their child's development. A senior member of staff is always available at the school gate at the start and end of the day. Class teachers are happy to see you at the start or end of the day but sometimes an appointment may be necessary. Please always check at the office first.

WELL BEING TEAM

We have three Well Being Mentors whose role it is to support a child at any time who is vulnerable for any reason. This includes meeting and greeting at the gate, support in class or on the playground, lunchtime club, anger management, social skills, self-esteem groups and parental liaison. Children can self-refer to the team or staff and/or parents can ask for support.

FAMILY LIAISON OFFICER

Mrs Cleary is often to be found at the school gate. Her role is to form a link between school and families particularly if there are difficult times or you feel you would like to talk to someone more independent of the school. Mrs Cleary also works with many children across the school during the school day and at break and lunch times. Please contact the school office for contact details.

PARENT PAY

In an attempt to remove all cash and cheques from school we are asking all parents to only use our e-payment method to pay for Dinner Money, Breakfast Club, After School Club, Holiday Club, School trips, Uniform and Swimming. This can be done online using a very secure website called ParentPay.

Parents will have a secure online account, activated using a unique activation **Username** and **Password**; you will be prompted to change these and to keep them safe and secure as your **Username** and **Password** for future logins. If you have two or more children at a ParentPay school, you only need to activate one account. For parents who do not have access to a computer or wish to pay cash should contact the school office for advice and assistance.

MONEY

We are a cashless school. There are rare occasions that money will be collected, any money that is sent into school should be in an envelope clearly marked with your child's name and class on it and given directly to the school office.

ADDITIONAL SCHOOL ACTIVITIES AND CLUBS & RESIDENTIAL VISITS

A wide variety of extra-curricular activities are on offer throughout the year. These include: Football, Netball, Rugby, Gym, Tennis, Cricket, Dodgeball, Music and Drama, Animation and Arts. There are termly opportunities for your child to join clubs.

We welcome parental involvement and several of our after school or lunchtime activities are led by parents. Please let us know if you can offer your time and skills!

We value opportunities for both off site activities and visitors to school, helping to enrich the curriculum and giving the children valuable experiences that will stay with them forever. In Year 6 the children will have a residential; they spend a week doing outdoor activities and pursuits.

SCHOOL VISITS

There are regular class/year group visits closely connected with the curriculum and these visits are invaluable in increasing the children's knowledge and understanding of the various topics. We work to ensure that all children can participate in these.

Occasionally, we request a voluntary contribution from each child to cover the cost of an event happening in school or a class visit. The contribution for trips will cover the cost of entrance fees and coach fares. We always aim to keep this as low as possible and give parents the opportunity to pay in instalments.

The school has a Charging Policy for all trips and activities in school. Parents will be asked to make a voluntary contribution to cover the cost of an activity or trip and will be informed of the amount, which will fully finance the activity. No child will be excluded from such an activity on the grounds that they cannot pay; however, if insufficient funds are received then it may be necessary to cancel the trip or event for the whole class/group. Payment by instalment is acceptable and many parents find this helpful.

SWIMMING

During the summer term we request a contribution for every child in KS2 for swimming lessons. The school has our own pool and therefore enabling our KS1 children to receive swimming lessons every year. KS2 children will receive swimming lessons at Faversham Pools.

SCHOOL UNIFORM

We are very proud of whole school appearance and hope that you will always ensure that your child arrives in school appropriately dressed in full school uniform. Please ensure that every item of clothing, footwear and equipment is clearly marked with the child's name.

Please note: Trainers are only to be worn for PE lessons and are NOT to be worn for general school shoes.

School Uniform

Blue School Jumper/Cardigan (with school logo)

Charcoal Grey/Black Trousers

Charcoal Grey/Black Skirt (girls)

White Polo Shirt (with or without school logo)

Black Shoes (heel no higher than 2.5cm/1")

Plain Black Trainers with no logos may be worn

Winter Only – Boots may be worn to and from school. Please provide shoes for indoors, black or grey sensible style, no adornments or buckles.

Summer Term Only

Girls may wear blue gingham or blue stripe dress

Black, Blue or White sandals (one colour only) with heels no higher than 2.5cm (1") White socks

Swimming Kit

Boys:

Swimming trunks or shorts (above the knee)

Towel

Girls:

One piece swimming costume

Towel

Swimming hats for children with long hair (shoulder length or longer). This is primarily for safety reasons but also avoids hair over their face whilst swimming and helps to keep hair dry as we do not have hair dryers. Goggles may be worn on receipt of a letter from parents.

Headwear

Long hair to be tied back with either blue or black 'scrunches' and/or Alice band. Baseball caps or similar sun hat to be worn outside throughout the summer.

PE Kit—Boys & Girls

White t-shirt

Black shorts

Black or white plimsolls (Trainers may be worn for outdoor PE/Games)

Sweatshirt

Black jogging bottoms for winter only PE bag large enough to contain the above!

PLEASE NOTE:

Children should not wear any jewellery for PE or swimming. Children with pierced ears may wear simple stud earrings at other times in their lobe. If they are unable to remove the earrings, in order to participate in any PE the ear will need to be taped. Any other form of body piercing is not allowed.

School uniform is available from the school office alternatively a full range of uniform is available online at www.yourschooluniform.com

UNIFORM PRICE LIST

| | |
|----------------------------|--------|
| Sweatshirt with logo | £11.50 |
| Sweat cardigan with logo | £12.50 |
| White polo shirt with logo | £8.95 |
| Fleece with logo | £12.95 |
| Caps with logo | £4.95 |
| Book bag | £5.95 |
| PE Bag | £4.00 |
| Water bottle | £2.50 |
| Swimming hat | £1.50 |