

# **Davington Primary School**



***Parent Handbook  
2023 - 2024***

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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.

**Headteacher:** Mr Chilton Saint

Davington Primary School  
Priory Row  
Faversham  
Kent  
ME13 7EQ  
Telephone: 01795 532401  
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Ofsted Report: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

School Website: [www.davington.kent.sch.uk](http://www.davington.kent.sch.uk)

## **Office Staff:**

Office Manager:	Mrs Julie Cavanagh
Finance Officer:	Mrs Diane Pleace
Receptionist/Clerical Assistant:	Miss Emma Sears

**Family Liaison Officer:** Miss Nicole Cooper

**Premises Supervisor:** Mr Barry Tabor

## **SCHOOL TEACHING STAFF**

**For the 2022 - 2023 academic year are as follows:-**

<b>Headteacher</b>	Mr Chilton Saint
<b>Deputy Headteacher</b>	Mrs Clare Halson
<b>Assistant Headteacher</b>	Mrs Janet Davison
<b>Leader of Sport and Community Development/KS2 Leader of Learning</b>	Mr Matthew Haines
<b>KS1 Leader of Learning</b>	Mrs Caroline Bunting
<b>Class Teachers</b>	Miss Emma Beard Mrs Joanne Bowley Mrs Caroline Bunting Mrs Kurstie Cunningham Mrs Ali Dunt Miss Katie Harris Miss Hollie-Anne Howe Miss Sasha Hufton Mrs Joanne Manning Press Mrs Ruth Mansfield Mrs Joanne Ogilvie Mr Dave Peal Ms Michele Preston Miss Lynn Reynolds Mrs Natalie Turner Mrs Ella Tyler Mrs Ellen Woolf

## SCHOOL SUPPORT STAFF

### **Learning Support Assistants**

Miss Anja Böhme  
Miss Pascale Bland  
Mrs Paula Brooker  
Mrs Jo Clarke  
Mrs Michelle Cullen  
Mrs Lisa Duce  
Miss Megan Hobbs  
Mr Neil Holmes  
Mrs Caroline Mackender  
Mrs Eva Marriott  
Mrs Laura Polden  
Mrs Toni Scamp  
Miss Sema Sepet  
Mrs Gemma Smith  
Miss Zoe Stebbeds  
Miss Lisa Thornton  
Miss Abbie Turner  
Miss Holly Wickham  
Mrs Sarah Wilkinson  
Miss Katie Yates  
Miss Nicole Cooper

### **Family Liaison Officer**

### **Well Being Mentor**

### **Well Being Mentor/After**

### **School Club Supervisor**

Mrs Kayti Elysee  
Mrs Rebecca Fall

### **Office Manager**

### **Finance Officer**

### **Clerical Assistant/Receptionist**

Mrs Julie Cavanagh  
Mrs Diane Pleace  
Miss Emma Sears

### **Caretaker**

Mr Barry Tabor

### **Head Cook**

### **Assistant Cook**

### **Kitchen Assistant/ASC Play Worker**

### **Kitchen Assistant**

Mrs Deborah Ricks  
Mrs Emma Young  
Miss Amanda Muddle  
Mrs Megan Swan

### **Midday Supervisors**

Mrs Karen Baldock  
Mrs Sally Blunt  
Mrs Junko Cooper  
Miss Laura Ede  
Mrs Cristiana Fotache  
Mrs Rebecca Goldsmith  
Mrs Sue Slater

## **GOVERNORS**

Mrs Joanne Billingham	Chair of Governors/Parent Governor
Mr Chilton Saint	Headteacher/Staff Governor
Ms Charlotte Cornell	LA Governor
Mr Robert Hewis	Co-Opted Governor
Mrs Sue Lindgren	LA Governor
Dr Shafiq Madina	Community Governor
Ms Kate Williamson	Co-Opted Governor
Mr George Perrin	Parent Governor
Mrs Jude Knapp	Parent Governor
Mrs Janet Davison	Associate Governor

## 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 – Please collect your child from the designated collection area.

There is a 15 minute morning break and a 15 minute assembly time every day. Whole school assembly takes place three times per week.

## SCHOOL EQUIPMENT

Each child should bring the following equipment:

### **KS1**

A pair of Wellington Boots

A waterproof coat

A book bag

A named water bottle

**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**

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. If your child's attendance causes a concern, we shall contact you.

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

## **HOLIDAYS**

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.

## **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 AND 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 and Data Collection Sheet** (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. 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](http://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 are given a piece of fruit at break time.

**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.

## **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 will be at the school gate at the start and end of a day. 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**

We are a cashless school and ask all parents to 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.

## **ADDITIONAL SCHOOL ACTIVITIES AND CLUBS**

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. The number of clubs increase as the children continue through the school.

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 contribution from each child to cover the cost of an event happening in school. The school has a Charging Policy for all trips and activities in school. Parents will be asked to contribute to cover the cost of an activity or trip including the transport cost and entrance fees, workshops etc. Parents 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. We always aim to keep this as low as possible and give parents the opportunity to pay in instalments.

## **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 for which there is a cost, payable via Parentpay.

## **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 both PE and as general school shoes on Health and Safety grounds.

### **School Uniform**

Blue School Jumper/Cardigan (with school logo)

Charcoal Grey/Black Trousers

Charcoal Grey/Black Skirt

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, however school shoes must be brought to school to change into.*

### **Summer Term Only**

Girls may wear blue gingham or blue stripe dress

Charcoal Grey/Black tailored shorts

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 must be tied back only with either blue or black 'scrunchies' —

Alice band. Baseball caps or similar 'safe-shirt -sun' hat to be worn outside throughout the summer.



## School PE Kit

School P.E. to be worn and **must be** purchased from the School Office.

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

Navy blue tracksuit for outdoor games.

### 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.

### UNIFORM PRICE LIST

Sweatshirt with logo	£15.00
Sweat cardigan with logo	£16.00
White polo shirt with logo	£8.00
Book bag	£8.50
PE Bag	£6.00
P.E. Kit (Shorts and House Top)	£13.00
Tracksuit	
Top	£18.00
Bottoms	£12.00