

**Boughton Monchelsea Primary School**

**2016-2017**  
**Prospectus**



## **Our Vision**

*We aim to create a school community where everyone is committed to achieving excellence in a caring and inspirational learning environment.*

*Pupils will grow in confidence and independence, building on their natural curiosity, creativity and enthusiasm for learning.*

*They will develop empathy and respect for others, learning how they can make a difference as responsible citizens at local, national and global levels.*

*They will acquire the skills and attitudes of lifelong learners, understanding that resilience and determination lead to success.*

***Respect***

***Determination***

***Responsibility***

***Excellence***

## School Details

|                |                                                                                                           |
|----------------|-----------------------------------------------------------------------------------------------------------|
| Headteacher    | Mrs Ruth Roberts                                                                                          |
| School Address | Boughton Monchelsea Primary School<br>Church Hill<br>Boughton Monchelsea<br>Maidstone<br>Kent<br>ME17 4HP |
| Telephone      | 01622 743596                                                                                              |
| Email          | admin@boughton-monchelsea.kent.sch.uk                                                                     |
| Website        | www.boughton-monchelsea.kent.sch.uk                                                                       |

## The School Day

|                   |                                                      |
|-------------------|------------------------------------------------------|
| Morning Session   | 8.50am – 12.00noon<br>Break: 10.30am – 10.50am       |
| Afternoon Session | 1.05pm – 3.15pm<br>(Years R, 1 & 2 finish at 3.10pm) |

Children are supervised on the playground from 8.30am

## **Equality**

Boughton Monchelsea School is committed to the principle of equal opportunity for all pupils

### **Our equality objectives are:**

- To promote spiritual, moral, social and cultural development through all appropriate curricular opportunities, with particular reference to issues of equality and diversity
- To promote cultural development and understanding through a rich range of experiences both in and beyond the school
- To move beyond deterministic notions of fixed ability and to model teaching and learning behaviours that avoid labelling.
- To narrow the gap between boys' and girls' attainment across the school
- To eradicate prejudice related bullying in relation to the protected characteristics listed in the Equality Act 2010.
- To tackle prejudice and promote understanding in relation to people with disabilities.

## **Safeguarding**

Boughton Monchelsea Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Safeguarding Policy which can be viewed in the Policies section of our website.

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 parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead is Mrs Ruth Roberts (Headteacher).

## **Our School Premises**

Our village school centres upon an attractive Victorian building fronted by a rose garden and surrounded by trees and countryside. This provides a delightful setting in which children can learn and grow. An ornamental pond has been established in the rose garden, together with an environmental pond in the school grounds, which gives the children an opportunity to study another habitat. The surrounding fields and woodland are an excellent area for environmental studies. In addition to seven pleasantly situated classrooms, we have a school hall which houses the whole school for assemblies or visiting speakers. The old mobile classroom has been converted into a Community Room and is used for individual and group music making, as well as other extra-curricular activities. A room in the old school house has been set aside as a Local History Room and contains a large quantity of old and modern photographs of the school and village. It also houses memorabilia and articles dating back into the last century. This room has generated great interest and we welcome visitors from the village and beyond.

The old school well, which originally provided water for the Headmaster and school from 1850, has been restored to a safe working condition, enabling the children to have first-hand experience of how water used to be obtained and the hardships involved. The school has a compact sports field where pupils may play and to which there is easy access for sports and games. We also enjoy the use of the Village Recreation Ground, which has a tennis court, long jump pit and a grassed area large enough to hold inter-school athletics matches and football. At the north western end of the school field is a small amphitheatre. In summer children use this for dramatic and musical work. The school's old air raid shelter has been converted to make small tutorial rooms and a new Special Educational Needs Centre (The Beehive). Our school boasts a fully equipped computer suite of 16 computers and each class has an interactive whiteboard and class computers.

## **School History**

Our village school has a long history extending over almost one hundred and seventy years. It was built about 1850 as a National School using the Kent ragstone which was quarried in the village. The original school comprised of one school room, headmaster's house and an unpaved yard at the back. Later an infants' room with a gallery (on the south side) and another senior room (now the ICT suite) were added. Further extensions took place in 1960, 1968 and 2007, the last of which has significantly improved the learning environment for staff, pupils and visitors. At one time there was a school roll of over 250 (ages 3-13) using the hall and two classrooms. As late as 1955 there were four coal fires still in use and all toilets (until 1961) were outside at the far end of the playground.

The school logo, the white stag, is taken from the legend of the white deer in nearby Boughton Place.

## Our Staff

|                                                                                                                        |                                               |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Mrs Ruth Roberts                                                                                                       | Headteacher                                   |
| Mr Adam Stevens                                                                                                        | Deputy Headteacher/ Y6 teacher                |
| Miss Danielle Bailey                                                                                                   | YR teacher; EYFS leader                       |
| Miss Sophie Wones                                                                                                      | Y1 teacher                                    |
| Mrs Jennifer Rose                                                                                                      | Y2 teacher and KS1 leader                     |
| Mrs Sarah Lloyd-Clark                                                                                                  | Y3 teacher                                    |
| Mrs Mary Canale                                                                                                        | Y3 teacher                                    |
| Mr Matt Wills                                                                                                          | Y4 teacher                                    |
| Miss Sally Christmas                                                                                                   | Y5 teacher and KS2 leader                     |
| Mrs Lucy Thomas                                                                                                        | Y6 teacher/ TA leader                         |
| Mrs Louise Dilling                                                                                                     | SENCO                                         |
| Mrs Rebecca Cousins                                                                                                    | Additional needs teacher; PSHE, Pastoral Lead |
|                                                                                                                        |                                               |
| Mrs Anne Elphick                                                                                                       | Teaching Assistant                            |
| Mrs Pauline Edwards                                                                                                    | Teaching Assistant                            |
| Mrs Lynne Stagg                                                                                                        | Teaching Assistant                            |
| Mrs Leann Chapman                                                                                                      | Teaching Assistant                            |
| Ms Lisa Harris                                                                                                         | Teaching Assistant                            |
| Mrs Nikki McGinlay                                                                                                     | Teaching Assistant                            |
| Mrs Claire Bramley-Harker                                                                                              | Teaching Assistant                            |
| Mrs Julee Cooper                                                                                                       | Teaching Assistant                            |
| Mrs Jessica King                                                                                                       | Teaching Assistant                            |
| Mrs Sandra Van Den Berg                                                                                                | Teaching Assistant                            |
| Mrs Meti Kurti                                                                                                         | Teaching Assistant                            |
| Mr Samuel Woodcock                                                                                                     | Teaching Assistant                            |
| Mr Alan Emery                                                                                                          | School Business Manager                       |
| Mrs Anita Whitfield                                                                                                    | Admin Assistant                               |
| Mrs Lisa Rowland                                                                                                       | Admin Assistant                               |
| Mr Graham Hill                                                                                                         | Caretaker                                     |
| Mrs Jacky Pope<br>Mrs Nicky Kirkby<br>Mrs Clare Ikin<br>Mrs Georgette Mackenzie<br>Ms Jaime Archer<br>Mrs Alison Walsh | Middy Meals Supervisors                       |

## Our Governors

|                            |                          |
|----------------------------|--------------------------|
| Mr P. Ananicz              | Chair of Governors       |
| Mr S. Brown                | Parent Governor          |
| Mrs W. Clarke              | Community Governor       |
| Mrs C. Cox                 | Parent Governor          |
| Mr I. Ellis                | Local Authority Governor |
| Mr A. Emery                | Associate Governor       |
| Dr L. Morgan               | Community Governor       |
| Mrs R. Roberts             | Headteacher              |
| Mr A. Smith                | Parent Governor          |
| Mr A. Stevens              | Staff Governor           |
| Mrs S. Stribbling-Williams | Parent Governor          |
|                            |                          |
| Mrs L. Miller              | Clerk to the Governors   |

The Governors take a genuine pride and interest in their school. They have regular meetings to consider every aspect of school life, from the curriculum and the finances of the school to the upkeep of fences and drains! They take an active interest in school affairs and are regular visitors to classes and school events.

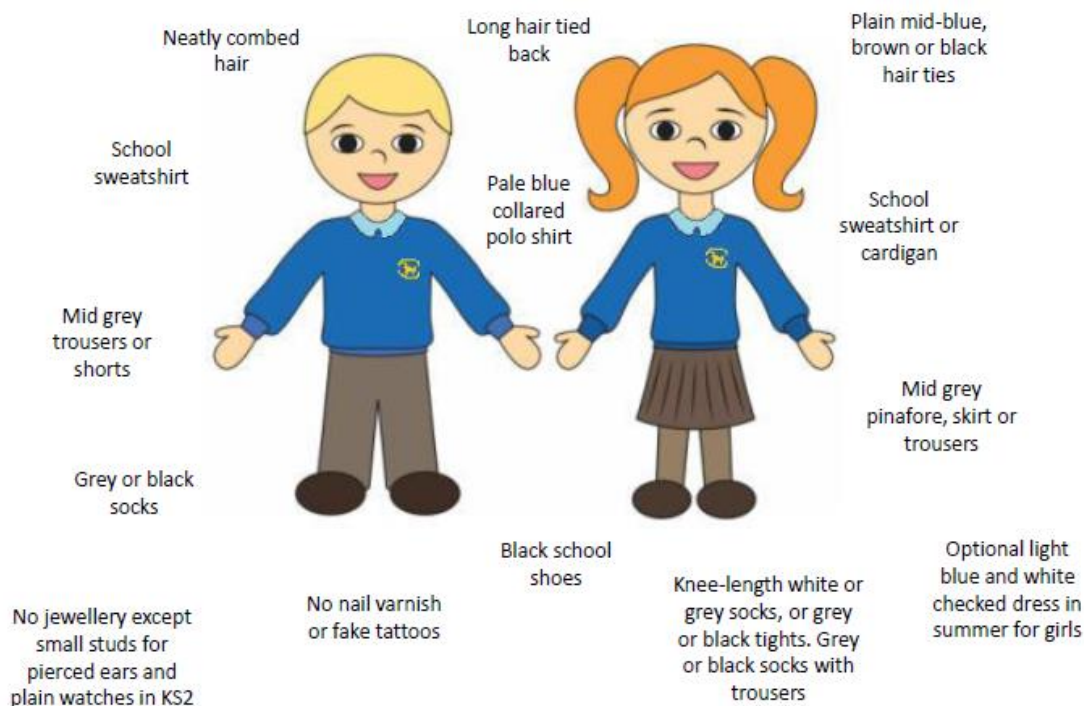
## Parent Teacher Association

As parents of the school you are automatically members of the school PTA. At an Annual General Meeting held in the Autumn Term, a small committee is elected to represent members of the Association in organising social and fund-raising activities throughout the year. In recent years, the PTA has provided improved ICT facilities, an adventure play area and new classroom furniture. If you have any special skill, talent or interest, with which you could help the school, please contact the Headteacher or a committee member.

## School Uniform

Items of school uniform can now be purchased directly from PMG Schoolwear (formerly known as Simply Schoolwear) or Tesco either from their website; [www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk) or by telephone on 01895 809 321. Tesco contact details are 0845 075 5000 or [www.clothingat.tesco.com](http://www.clothingat.tesco.com). Samples from PMG Schoolwear are held in school for parents to try before they order.

## At Boughton Monchelsea, we wear our uniform with pride.





## P.E. Kit



### Indoor PE kit is:

- plimsolls for infants, plimsolls or trainers for juniors.
- navy shorts
- plain white t-shirt (t-shirts with the school badge are available)
- if girls have come to school in tights they will need a pair of white socks to change into for PE

### Outdoor games kit



Outdoor kit is the same as for indoor PE but includes outdoor trainers for junior classes.

Children may also choose to wear a **navy** tracksuit or training top and joggers to keep them warm while doing games outside in cold weather.

### PE kit slips



**Children without PE kit will not take part in PE and games lessons.** If this happens, children will be given a slip to take home to let their parents or carers know. If your child receives a PE kit slip please make sure that they have the correct kit for their next PE lesson.



### PE bags

To help make our cloakroom areas tidy and free from bulky bags we would like all PE kit to be kept in a named draw-string bag. These are available from the school office but it is not required that a school bag be used.

## **Midday Meal**

Children may have hot meals which are cooked freshly on the premises or bring a packed lunch.

### **School meals**

School dinners are cooked on site and these cost £2.10 per day, £10.50 per week provided by Caterlink. Payments for meal can be made by debit or credit card through the Caterlink Parent Portal.

A current menu is available from the Reception area or on our website. All pupils from Class R to Class 2 are entitled to a free school meal should they want one. Certain families qualify for assistance with the cost of school meals and considerable attention is paid to keeping such cases confidential. If you think you may qualify, please enquire at the school office.

### **Packed lunch**

Any parent who wishes may opt for their child to bring a packed lunch for the mid-day meal. If a parent does this we would ask them to encourage good eating habits by providing a balanced and nutritious meal. Please do not put glass bottles or fizzy drinks in your child's lunch box. As we have pupils with severe allergies, we ask that no nuts are included in packed lunches. We would ask that any changes from packed lunches to school meals, or vice-versa, are kept to a minimum as this assists with administration.

### **Mid-Morning Snack**

KS1 children are given free fresh fruit each morning at break time. KS2 children are allowed to bring a piece of fruit or vegetable to eat during the mid-morning break. This must be brought separately from the lunch box to avoid confusion with packed lunch and must be ready prepared if cutting is required. Any litter resulting from this snack must be placed in the litter bin provided. In the interests of dental hygiene and good eating habits, we do not allow any other sort of mid-morning snack.

### **Milk**

All Infant children and children eligible to Free School Meals are entitled to a free carton of milk at morning break if required. More details are available from the school office.

## **Admissions**

Parents of prospective entrants may make an appointment to visit the school by telephoning or calling at the school office. We are pleased to arrange school tours so that you can see the school at work and ask any questions. Places are allocated following the admission criteria laid down by the Local Education Authority in the following priority order:

- Children in Local Authority Care or Previously in Local Authority Care
- Current Family Association
- Health and Special Access Reasons
- Nearness of children's homes to school

No discrimination will be shown to a prospective pupil on the grounds of race, sex or ability nor to those with disabilities once mainstream schooling has been deemed to be the most appropriate placing. An admission form must be completed and brought or sent to school, together with a copy of the birth certificate (which will be promptly returned). We also ask for telephone numbers and addresses for emergency use.

All Reception children will be mornings only for the first few days. In the second week, children will stay for lunch and in week three they will be with us all day. Prior to a child starting in our Reception Class, parents and carers will be offered the opportunity to have a home visit where school staff can meet children in their familiar surroundings.

### **In Year Admissions**

Parents seeking a place for their child during the school year should do so via the school office. Unsuccessful applicants are welcome to join the waiting list for places should a vacancy arise. New entrants are invited to attend school for a short visit towards the end of the preceding term. Letters arranging these visits are sent several weeks in advance.

### **Pupils with disabilities**

Once mainstream schooling has been deemed appropriate for a particular child, no discrimination will be shown to that child on the grounds of disability.

## **Pre-School and Secondary Links**

### **Playgroup**

We have strong liaisons with all our pre-school providers and in the summer term before the children are due to start school, we organise transition events and meetings to make the transfer to as smooth as possible.

## **Secondary Schools**

Our school feeds a number of secondary schools and wherever possible we will endeavour to create curriculum links to enable the smooth transition of children from one stage of education to the next. All Secondary schools invite pupils for Induction Days to familiarise them with the learning environment before they start.

## **Children's Safety**

For the safety of children and the smooth running of the school, all visitors must report to the School Office on entering the school. Parents are also requested, again in the interests of safety, that they do not bring their cars onto the school premises.

## **Extreme Weather Conditions**

In the event of extreme weather conditions and the site becoming unsafe for use, the school may well be forced to close. Early morning warning of this will come through Kent School Closures website and local radio. Should weather become severe during the course of the school day, we will contact parents or those responsible for collecting children to advise them that the school is to be closed. No child will be allowed to leave the premises unless accompanied by an authorised person.

## **Smoking**

Smoking is not permitted anywhere on our school site.

## **Class Organisation**

There are currently seven classes at the school, which are organised into separate year groups. For the majority of their time during a week, children will stay with their class teacher. There are other times when teachers take other classes for some lessons, such as Physical Education, Music.

Class moves take place at the end of a school year when the children will spend time with their new teacher. When a child starts in a new class, parents and carers are invited to a 'Meet the Teacher' session, where arrangements for the year ahead can be discussed.

## **Our Expectations**

We expect behaviour to be of a high standard and this is communicated to new families through our Home School Agreement. Positive, thoughtful behaviour is expected and will be praised and rewarded wherever possible in order that pupils understand the value of honesty, courtesy and good manners. Please also see our Whole School Behaviour Policy.

The following school rules have been devised in consultation with pupils and staff.

- We are kind and considerate
- We are respectful and honest
- We look after property
- We take pride in ourselves, our work and our school
- We work hard and always try our best

## **Medical Information**

When children enter the school we ask all parents to sign a form of authority so that should we be unable to contact you while your child is at school, emergency treatment may be given by a doctor if necessary. It is important that the school is informed of any medical conditions, such as asthma, diabetes, etc.

### **First Aid**

Staff members are trained in Emergency First Aid and Paediatric First Aid. There is a defibrillator on site and several members of staff have received training in its use.

### **School Medicals**

The school nurse makes periodic visits to the school. Parents are always informed if their child is involved and results of examinations are passed on where necessary.

Routine dental and medical appointments should be arranged for outside school hours wherever possible.

### **Illness**

If a child is absent through illness the school must be informed as early as possible on the first day of absence by telephoning the school office. Please see the NHS guidance in the attached link when deciding whether your child is well enough to return to school.

<http://www.nhs.uk/Livewell/Yourchildatschool/Pages/Illness.aspx>

Should your child need to take prescribed medicines during the school day, we will endeavour to carry this out provided the parent signs a form giving authority for this to be done.

### **Head Lice**

This is a problem that seems to occur in all schools from time to time. Be vigilant and check your child's head regularly and if you discover lice, please inform the school and do not let your child return to school until he/she has been treated.

## **Pastoral Care**

The staff have a reputation for their caring attitude towards the children. The pastoral care of the children is mainly in the hands of the class teacher and teaching assistants, but should the class teacher feel the need, he/she has the support of the Headteacher and other members of staff. If you have any personal concerns you would like to discuss with your child's teacher, please telephone for an appointment, which will be arranged as soon as possible.

## **Parental Help**

We are always very grateful for the help which parents give us in so many ways. These range from help in the classroom to transporting children to sports matches. However, it will be necessary to undergo a DBS (Disclosure and Barring Service) check to ensure the safety of the children. Details are available from the school office.

## **Sayers Shield**

The late Mr Cyril Sayers lived in Boughton Monchelsea for many years and always took a very keen interest in the school, both as a parent and a Governor. This interest manifested itself some years ago in the provision of the Sayers Shield. This provides an opportunity each year for every child in the school to produce a piece of project work of their own choosing in their own time. The winner of the best project in each year receives the coveted shield, from Mr Tom Sayers, Cyril's grandson. Honours Boards around the school display the names of past winners.

## **Visits outside the School**

Occasionally during the year, the children are taken on educational visits or outside activities. We will ask for a voluntary contribution towards the cost of such events. If you have any questions regarding the payment of voluntary contributions, please contact the school office. In Year 6, the children have the opportunity of taking part in a residential trip. A savings scheme is run to enable parents to spread the cost over the preceding months.

## **Charging & Remissions Policy**

Voluntary contributions may be requested towards the cost of outside visits and extracurricular activities. There will be no obligation to contribute and no pupil will be excluded if his/her parents are unwilling or unable to contribute. The proposed activity, however, may well be cancelled if insufficient contributions are received.

## **Lost Property**

Whilst every effort is made to ensure the safe custody of belongings and the return of items found on the premises to the rightful owner, neither the school nor the education authority can accept responsibility for loss or damage to pupil's property. Valuable items should be kept at home or given to a member of staff for safe keeping. Every item brought to the school should be clearly marked with the pupil's name. A lost property box can be found outside the School Office.

## **The Curriculum**

A large proportion of our teaching time is directed towards the requirements of the National Curriculum in Years 1 to 6. In Year R, teaching and learning is guided by the requirements of the Early Years Foundation Stage Framework.. We believe our curriculum to be broad, balanced and relevant - introducing the pupils to a wide range of knowledge, understanding and skills. The curriculum is delivered in a great variety of ways, some aspects based on selected topics with cross-curricular links and others are single subject orientated. Learning opportunities are presented in practical and relevant forms. Children work as individuals, groups, whole class and occasionally as a whole school and at all times consideration is given to each pupil's ability and aptitude. We are confident that the curriculum we offer develops the potential of every pupil and equips them for the responsibilities of citizenship and the challenge of working life in the world of tomorrow.

## **The Core Subjects**

### **English**

Acquiring a good standard of reading, writing, speaking and listening is important for the study of all areas of the curriculum. In speaking and listening our aims are that all pupils should be able to formulate, clarify and express their own ideas and listen, understand and respond appropriately to those of other people. They also develop their ability to speak in a variety of situations using vocabulary and grammar appropriate to their needs and the intended audience. The teaching of reading aims to encourage children to become fluent and enthusiastic readers who have a good level of understanding of a variety of texts. Children study a wide range of writing, including fiction, poetry, plays and information texts. Children's writing skills are developed to ensure that they can express themselves clearly and precisely with an awareness of the intended audience. They are taught to write neatly using accurate spelling and grammar and given opportunities to write for an increasing range of purposes.

### **Mathematics**

Mathematics is an essential tool that all children will need in everyday life. Children in Reception are given mathematical opportunities each day through songs, games and structured play. Children spend time on a range of activities and tasks with much emphasis on developing mental agility and problem solving strategies. A lot of the time the whole class work as a group on a topic, while at other times group work occurs. Numeracy is a proficiency involving confidence and competence with numbers and measures. It requires an understanding of the number system, a range of computational skills, and an ability to solve number problems in a variety of contexts. Numeracy also demands practical understanding of the ways in which information is gathered by counting and measuring, and is presented in graphs, diagrams, charts and tables. The teaching programme is based on identified learning objectives and is planned thoroughly to ensure high expectations, consistent approaches and good progression throughout the year and key stages.

## **Science**

Science for primary children means exploring, investigating and making sense of the world around them. We achieve this by developing their curiosity and helping them to acquire skills and knowledge. Their science experiences are as broad and varied as possible. Carefully prepared science based topics are studied by each class so that the children receive a balanced programme in line with the requirements of the National Curriculum. As well as exploring these topics, the children participate in several ongoing activities which are essential to their science learning. These activities often involve the use of the local environment. We recognise that science is a practical subject and we teach it in a way that emphasises practical investigation.

## **The Foundation Subjects**

The National Curriculum foundation subjects are;

**Geography**

**History**

**Art & Design**

**Design & Technology**

**Physical Education**

**Music**

**Computing**

**Languages (KS2)**

We teach Religious Education to all pupils following the Kent Agreed Syllabus  
Parents have the right to withdraw their children from RE lessons and school assemblies.

These subjects are mainly taught through a topic-based approach, with discrete teaching where appropriate (e.g. P.E).

In addition to the statutory requirements of the curriculum, we deliver lessons in Sex and Relationship Education (SRE) and Personal, Social and Health Education to all pupils.

A meeting for parents to discuss the content of the SRE programme is offered in the summer term. Parents have the right to ask that their children are withdrawn for all or part of the SRE programme.

## **Special Educational Needs**

At Boughton Monchelsea Primary School we endeavour to help all children to reach their full potential. We hold termly pupil progress meetings to track the progress of all children and to identify where additional support or challenge is required. Those children whose level of need is more significant will receive additional help from Teaching Assistants and specialist intervention teachers.

The SEN Co-ordinator, Mrs Dilling, is always pleased to discuss particular concerns which parents may have regarding their children's special educational needs.



## **Assemblies**

Whole school assemblies are held each Monday, with Key Stage or class assemblies taking place on other days. Assemblies are based on a weekly theme (e.g. Compassion or Resilience) which encourages children to think about how they can demonstrate these values in class and on the playground.

## **The Boughton Pride Award**

This trophy is awarded each week to the class which has demonstrated the most pride in their appearance, their learning environment, their behaviour and their work.

## **Pupil of the Week**

This is awarded each week to the pupil in each class who has shown exceptional effort with their work or conduct.

## **The House System**

On starting at the school, pupils are assigned to one of four houses – Canterbury, Dover, Rochester and Sevenoaks. Siblings are kept in the same house. Children are awarded house points for engaging positively with their learning as well as for demonstrating exemplary behaviour in and out of the classroom, and each week the winning team is announced in assembly.

## **School Council**

We have an active School Council with two representatives from each class from Year 1 to Year 6. They bring the concerns and suggestions from their class to discuss at regular meetings, with the aim of making the school a better place for all pupils. The School Council also lead fundraising activities for the school and for charity.

## **Extra-Curricular Activities**

We offer a variety of activities which take place during the lunch break or after school. These typically include; Choir; Chess Club; Multisports; Football; Netball; Kingsquad; Recorder. (Variations may occur depending on the time of year.)

## **Dates for the School Year 2016-2017**

### Term 1

Monday 5th September – Start of term

Friday 21st October – Term ends

### Term 2

Monday 31<sup>st</sup> October - Start of term

Friday 16<sup>th</sup> December – Term ends for pupils

Monday 19<sup>th</sup> – 21<sup>st</sup> December – Staff Development Days – School closed

### Term 3

Tuesday 3rd January – Start of term

Friday 10th February – Term ends

### Term 4

Monday 20<sup>th</sup> February – Staff Development Day

Tuesday 21<sup>st</sup> February - Start of term for pupils

Friday 31<sup>st</sup> March – Term ends

### Term 5

Tuesday 18<sup>th</sup> April – Start of term

Friday 26<sup>th</sup> May – Term ends

### Term 6

Monday 5th June – Staff Development Day – School closed

Tuesday 6<sup>th</sup> June – Start of term for pupils

Friday 21<sup>st</sup> July – Term ends