

# Mereworth Community Primary School



## Parent Handbook 2019 - 2020

*The information published is correct as at June 2019*

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**“Lasting learning experiences for life”**

**Mereworth Community Primary School  
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**Telephone: 01622 812569**

**Email: [office@mereworth.kent.sch.uk](mailto:office@mereworth.kent.sch.uk)**

**Head Teacher: Miss Amanda Lavelle**

**Acting Deputy Head Teacher: Mrs Alice Pearson**

**Chair of Governors: Miss Pam Conibeer**



**Choosing the right primary school for your child can be one of the hardest decisions that parents have to make. At Mereworth Community Primary School we will do the best we can for every child, to ensure that they enjoy learning and are able to achieve their very best in all areas of the curriculum.**

**I look forward to meeting you and working in partnership with you throughout your child's time at the school.**

**Miss Amanda Lavelle  
Head Teacher**

### **About the School**

Mereworth Community Primary School is a thriving village school situated mid-way between Maidstone and Tonbridge. The school consists of an old Victorian school and school house, a later addition where Year R and 1 classrooms are situated and a modern extension containing the hall, Computing suite and classrooms for Years 2 to 6.

The school is situated in large grounds which include hard and grass play areas, a trim trail, a wooded area, a pond area and a poly tunnel and vegetable patches. Throughout the day, Reception children have access to their own hard and soft play areas as well as their own garden.

We have very supportive parents who work hard with the school to support their children's learning. The FOMS raises funds to provide facilities such as the outdoor play fort and slide, Computing equipment and a stunning library facility for the children.

The Governing Body works closely with the Head Teacher and her team to ensure that the children in this school receive the best possible standard of education and care. The Governing Body is made up of representatives from the staff, parents, local community and Local Authority. Details of the individual members of the governing body can be found on the school website.

Pupils at the school come from the village of Mereworth and also the surrounding areas of Kings Hill, Hadlow, West Malling and East and West Peckham as well as from further afield. The school is one form entry with an admission number of 30 in Years R, 1 & 2 and in Years 3 to 6, 32 per class. There are currently 212 pupils on roll in the school.

The protection and welfare of pupils at Mereworth CP School is of paramount importance. Children and parents have a right to expect the school to provide a safe and secure environment and the school has a general duty for children's welfare as part of its role "in loco parentis". The School recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

### **Admission Arrangements**

Parents who are interested in sending their children to Mereworth are invited to contact the school as early as possible. Each year, the school will hold a series of Open sessions prior to the date when parents need to make a decision about where they want their child to attend. For admissions during the school year, visits to the school are encouraged and appointments can be made by a telephone call to the office or by letter. The Head Teacher or another member of staff is always willing to show parents and their children round, give advice and answer questions.

Children are admitted to the Reception Class in one intake in the September before their 5<sup>th</sup> birthday. We stagger the entry over the first few days, details of entry times and dates will be provided in the term before entry. In this term, children are invited to visit the school on several occasions with parents. In addition, the class teacher visits local pre-school groups and parents are invited to attend an induction afternoon where they can purchase uniforms and ask any additional questions they may have.

It is helpful if, before starting school, the children are used to doing simple things for themselves. These may include things such as; dressing themselves, putting on a painting apron, using a knife and fork, going to the toilet unaided, washing their hands and putting away their belongings. In addition, playing games and sharing books with your child are important ways to prepare them for more formal learning.

The Admissions Policy for the school is directly linked to the County Policy for admissions to Community Primary Schools and has the following criteria in priority order:

- 1) Parental wishes
- 2) Current family association (an elder sibling in school at the time of entry)
- 3) Health reasons (a medical certificate may be needed for this)
- 4) Nearness of child's home and ease of access to schools

If the school is oversubscribed, points 2, 3 and 4 have to be used to determine which children are admitted. Details of the admissions scheme can be obtained from either the school or the Local Authority Admissions Office (01732 525022)

## School Organisation

### The Staff Team (September 2019):

#### **Teaching Staff:**

Miss Amanda Lavelle	Head Teacher
Mrs Alice Pearson	Year 6 Acting Deputy Head Teacher (Subject Leader; Literacy) (Mon-Fri AM only)
Mrs Kath Delaney	Year 6 Teacher (Mon-Fri PM only) (Subject Leader; PHSE)
Mrs Klaire Ford	Year 5 Teacher (Subject Leader; Science)
Mrs Nicola Jones	Year 4 Teacher (Thurs / Fri) (Subject Leader; Music)
Mrs Helen Hearn	Year 4 Teacher (Wed, Thurs, Fri) (Subject Leader; Maths)
Mr Darren Mitchell	Year 3 Teacher (Subject Leader; PE and Games)
Miss Mary Ovenell	Year 2 Teacher (Subject Leader; Computing)
Miss Kelsi Watts	Year 1 Teacher (Subject Leader; MFL)
Mrs Carolyn Taylor	Year R Teacher (Mon - Thurs) (Subject Leader; Humanities)
Mrs Helen Hunter	Year R Teacher (Thurs- Fri) (Subject Leader; Art & Tech)

#### **Support Staff:**

Mrs Melanie Reynolds	T.A
Mrs Julia Mayhew	T.A
Mr Rhys Turner	T.A
Mrs Susan Manklow	T.A
Miss Cheryl Brown	T.A
Miss Jo Reed	T.A
Mr Henry Bodle	T.A
Mrs Rebecca Burr	T.A
Mrs Carole Baker	Play Therapist/Councillor
Miss Leanne Holness	Apprentice Teaching Assistant
Mr Euan Mitchell	Apprentice Teaching Assistant
Mrs Lisa Homewood	Apprentice Teaching Assistant
Mrs Carole Baker, DipCouns	Play Therapist/Counsellor

Mrs Pat Turnbull (PAENCO) Pupils' Additional Educational Needs  
Coordinator

**Office Staff:**

Mrs Anabela Stephenson School Business Manager  
Ms Eleanor Beaumont Attendance Officer/Admin Assistant

**Midday Supervisors**

Mrs Julia Mayhew	Play Leader Supervisor
Mrs Sharon Page	Midday Supervisor / Playleader
Ms Jane Soane	Midday Supervisor / Playleader
Mrs Kelly Pope	Midday Supervisor / Playleader
Mrs Katrina Palmer	Midday Supervisor / Playleader
Mrs Marion Cross	Midday Supervisor / Playleader
Mrs Lisa Homewood	Midday Supervisor / Playleader

**ICT Technician:**

Mrs Carol Spencer Tuesday and Wednesday morning

**Site Manager/Cleaning Staff:**

Mr Glenn Belcher Site Manager and Cleaner  
Mrs Annette Belcher Cleaner

**Catering Team** (Employed by Edwards and Ward)

Mrs Janet Cuttle	School Cook
Mrs Charleen Manning	Kitchen Assistant
Mrs Tania Parker	Kitchen Assistant

**The School Day**

At 8.25am each morning, the pupil gate into school is opened by the Site Manager. A senior member of staff will be on duty at 8.40 and pupils come into school. The gate is shut at 8.50am and after this time entry to school is via the buzzer entry system which rings through to the office. Registers are taken electronically at 8.55am. After this time pupils are effectively late and will be recorded in The Late Book on entry into school.

There is a morning break for all pupils from 10.45am until 11.00am. During this break, pupils may have a healthy snack such as fruit or vegetables (no nuts please in case of allergies). Year R and Key Stage 1 pupils are offered fresh fruit as part of the 'Fruit for School' scheme before they go out into the playground.

Lunchtime is from 12.00pm until 1.10pm. Pupils in Year R at 12.00pm, Year 1 at 12.10pm go straight into the hall whilst pupils in Year 2 go into the playground first and are called into lunch on a rota basis. Years 3 to 6 are released at 12.15pm. All pupils have the opportunity to play outside after lunch before the start of afternoon school.

Pupils in Key Stage 1 have an afternoon break from 2.15pm until 2.30pm.

At the end of the school day, the pupil gate is opened at 3.05pm and parents are able to come into the playground to wait for their child.

The school day for pupils in Year R, 1 and 2 ends at 3.10pm. Year R parents should come through the gate into the Reception Garden and wait outside the classroom under the covered area to collect their child from the Reception class teacher. ***The class teacher should be notified in advance if someone different is collecting the child.***

Year 1 parents should go up the steps by the main gate and collect their children from the Yr 1 classroom.

Pupils in Year 2 stay on the balcony with their teacher and are allowed to go when the teacher has seen their parent.

Key Stage 2 pupils are collected from the main playground and are allowed to go when the teacher has seen their parent.

The only pupils allowed out of the gate without a parent are those in Year 5 and 6 who have written permission to walk home on their own. The gate is shut at 3.30pm. Parents are responsible for their children once they have collected them. There are no staff members on duty on the playground after school.

**Late collection**, any child not collected before 3.25pm for KS1 children and 3.35pm for KS2 children will be taken to the After School Care Service and a charge of £5.00 per child will be made.

## Curriculum

Mereworth offers a wide range of learning experiences to pupils throughout their primary education. Across all year groups, the curriculum is thematic with opportunities for cross curricular learning, although some areas such as RE, English, Maths, Science and PE may be taught discreetly. Where possible, learning will be linked into the class theme, as this means that it is more meaningful for the children. Teachers plan learning experiences into most units. These may take the form of trips outside of school, visitors into school, class activities in and outside the classroom. We are very mindful of costs which may be incurred by parents and prioritise and spread out these trips over the school year.

In Reception, the pupils follow the programme for Early Years and Foundation Stage which combines a mixture of formal (teacher directed) and informal (child initiated) learning. Ongoing assessment occurs during the year and pupil achievements are recorded in profile books.

From Year 1 upwards, the curriculum and planning is directly linked to the National Curriculum guidelines for all subjects.

### **English: Subject Leader Mrs Alice Pearson**

In English our pupils develop skills in speaking, listening, reading and writing. These enable them to express themselves creatively and imaginatively and to communicate with others effectively. Pupils learn to become enthusiastic and critical readers of stories, poetry and drama as well as non-fiction and media texts.



We aim to develop a high level of skill in writing and a secure understanding of how written language works. Writing in its many forms is an important part of all curricular areas and will be continuously developed and consolidated throughout a child's time at our school. The teaching of writing will develop knowledge of technical aspects of writing and spelling, it will consider writing for different audiences and purposes and will use experiences to motivate and engage children in written tasks.

### **Maths: Subject Leader Mrs Helen Hearn**

In Maths, the school uses a range of additional material to support the National Curriculum and uses as many practical activities as possible to link the curriculum to real life situations which puts pupil learning and understanding into context. Pupils are encouraged to learn basic addition and subtraction facts as well as their multiplication tables as this will help them with mental maths agility as they progress through the school. Mathematical Investigations are used regularly as a way of encouraging the pupils to use their mathematical knowledge in a different context.

### **Science: Subject Leader Mrs Claire Ford**

The school follows the Kent Scheme for Science which helps the pupils to develop their knowledge and understanding of the world around them. There are 4 areas of scientific study covered, which are; Experimental and Investigative Science, Life Processes and Living Things, Materials and their Properties and Physical Processes. Science is taught through a series of topics appropriate to the age of the pupils and wherever possible, a practical, investigative approach is used to ensure that the pupils can relate what they are learning to the real world. Pupils find out about the work some famous scientists have carried out historically, and why this is important to our lives today. Pupils are encouraged to communicate their findings in a range of ways and develop the skill of enquiry which is useful in other subjects as well as science.

### **Religious Education: Subject Leader Mrs Carolyn Taylor**

At Mereworth Community Primary School, we are required to provide a Religious Education programme which is non-denominational. In addition, the school is required to provide a daily act of worship for all pupils. Parents have the right to withdraw their child/children from Religious Education and/or assemblies and should do so by putting their request in writing to the Head Teacher.

The Religious Education at Mereworth follows the Kent Syllabus for R.E. and covers a range of religions. Pupils learn about customs & beliefs, celebrations & festivals, places of worship and important texts and symbols.

Assemblies at Mereworth take place on a daily basis. For the school year 2017 to 2018, the arrangements for the week are:

Monday:	Whole School Assembly (Head Teacher)
Tuesday:	Whole School Assembly (Deputy Head Teacher)
Wednesday:	Key Stage Assemblies
Thursday:	Whole School Singing Assembly
Friday:	Celebration/Achievement Assembly (Head Teacher)

The assemblies are broadly Christian in content and promote spiritual, moral and cultural development. We have strong links with St Lawrence's church in Mereworth and are fortunate enough to have Reverend Dickin regularly lead assemblies at school.

The aims of collective worship at Mereworth are:

- To consider moral issues
- To allow pupils to explore their own beliefs
- To encourage participation and responses
- To develop a community spirit
- To promote a common ethos and shared values
- To reinforce positive attitudes
- To promote the British Value of "mutual respect and tolerance of those with different faiths and beliefs"

## **Personal, Social and Health Education (PSHE):**

**Subject Leader Mrs Kathryn Delaney**

The Personal and Social development of the pupils at Mereworth is considered to be very important, as is the need to encourage them to adopt healthy lifestyles. Our Scheme of Work follows the PHSE Association guidelines for both Key Stage 1 & Key Stage 2. Every year group, from Year 1 to Year 6, covers units on 'Health & Well-Being', 'Relationships' and 'Living in the Wider World'. These units cover all aspects of PHSE, such as financial understanding, keeping safe and how we change as we grow. There are many strong links with the Science curriculum and some units of work are covered as part of the other lessons.

Our PHSE curriculum also supports our Values Based Education and the British Values. We promote core values that we believe our pupil need in order to be successful citizens of tomorrow, living in Modern Britain; these include kindness, responsibility and perseverance.

## **Computing (ICT):**

**Subject Leader Miss Mary Ovenell**

Computing and ICT is an important part of the curriculum at Mereworth as we recognise its importance in the future for the pupils within the work place and as a social tool.

Computing incorporates the use of a range of electronic equipment including programmable robots called Roamers and Bee Bots, technical Lego, data loggers, cameras and video recorders as well as computers. The school has a computing suite, where there are 3 computers linked to both the school network and the internet. Each class now has a bank of 5 computers as well as access to additional laptops and tablet computers to allow access throughout the curriculum to a wide range of IT tools.

As a school, we are very aware of potential safety issues relating to access to the internet. The school has high levels of security in terms of firewalls and no pupils are allowed unsupervised access to the internet. The school has an E-Safety policy available for parents to see.

The school website ([www.mereworth.kent.sch.uk](http://www.mereworth.kent.sch.uk)) is an important communication tool for parents and pupils. It contains links to sites which will support the pupils' learning and has copies of the important documents for parents. Each class has an area which is regularly updated with photos of activities the pupils have been involved in.

## **History and Geography: Subject Leader Mrs Carolyn Taylor**

There is a programme of study for these two areas within the school involving work at a local, national and wider level. In History, pupils research ancient civilisations as well as local history and British History. In Geography pupils study contrasting locations as well as the geographical features of the local area. Wherever possible, the work is enhanced by visits to local places or by visitors coming into school. Field work is undertaken when possible. The Year 6 curriculum is enhanced by a one week residential trip to Swattenden, a local activity centre near Cranbrook. Year 5 study contrasting geographical locations at a Carroty Wood for 3 days.

## **Design & Food Technology: Subject Leader Mrs Helen Hunter**

The school has a room designated for technology, including food technology and textiles work. Pupils are encouraged to experience using a range of materials and tools independently and apply logic and problem-solving skills throughout their projects. They are given the opportunity to design and make various products, learning about measuring, cutting and joining techniques and different mechanisms. They evaluate the process and their designs and share their experiences to develop their work further.

## **Art: Subject Leader Mrs Helen Hunter**

Pupils explore and develop ideas, investigate different techniques and evaluate and develop their work further. They use the natural world, established artists and artefacts as sources of inspiration.

Pupils' work in Art and Technology is displayed around the school whenever possible.

## **Physical Education & Sports Leader (P.E.): Subject Leader Mr Darren Mitchell**

All pupils at Mereworth School participate in P.E. at school unless the teacher has received a written note from a parent giving a justified reason why the pupil cannot take part. Pupils are expected to change for P.E and it is suggested that their P.E. kit is kept in a named fabric bag on their peg for a term before the pupils take it home to be washed in the holidays. For P.E. the pupils will need:

- Plimsolls/trainers
- T Shirt in the colour of their house (available from the school)
- Green Shorts (available from the school)
- Neutral colour tracksuit - i.e. black blue or green - not pink and trainers for outside in cold weather.

During the Autumn and Spring terms, pupils play rugby, football, hockey and netball as outdoor games and gymnastics and dance inside. During the Summer term, pupils play cricket, rounders and tennis and participate in athletics events. There are after school clubs for netball, rugby, football and cricket & more.

For pupils in Year 2 and 6, there are swimming lessons in seasonal blocks. Pupils are taught to swim and their stroke style is refined. In addition they are able to attempt distance awards from 5m to 1000m. Swimming lessons take place at a local swimming pool and pupils are transported to the leisure centre by coach. Parents are asked for a voluntary contribution towards the cost of this activity.

**Please note: Earrings and other jewellery should not be worn for PE or games. This is for safety reasons as there is a danger of pupils being injured if jewellery is worn. Children need to be able to remove their own earrings or come to school without them in as staff are not permitted to remove earrings for them.**

### **Modern Foreign Languages- French (MFL): Subject Leader Miss Kelsey Watts**

The emphasis of MFL at Mereworth is to provide pupils with opportunities to express themselves in French in speaking & writing, which should build their confidence and provide them with a base to build on when they move to secondary school. From Year 1 upwards, pupils are introduced to Key words and phrases.

### **Music: Subject Leader Mrs Nicola Jones**

Music plays an important part in the life of Mereworth School and through class and more specialist teaching, pupils are given opportunities to listen to music, sing, play instruments and compose music. In year 4 pupils receive 5 terms of teaching by a professional musician and learn how to play the ukulele.

In addition to class music, tuition from peripatetic tutors is available, currently we offer: drums, piano, flute, clarinet, guitar and brass. Details of how to apply for tuition and the cost of lessons is available from the school. There are weekly singing assemblies and Sing Up is used across the school to encourage singing. There is a boys' choir and a girls' choir who perform regularly throughout the year and a Key Stage 1 singing club.

### **Tracking Pupil Progress**

During the school year, pupils are assessed formally 6 times a year and their progress is discussed in school between the teacher and the Head Teacher as part of a Pupil Progress meetings. In this way, it is possible to ensure that all pupils are making progress and to discuss any concerns relating to rate of progress.

Pupils in year 3-6 are involved in setting their personal targets to ensure they make progress through the National Curriculum Age Related attainment through a one to one discussion with their class teacher. Parents receive copies of their child's targets so that they can encourage and support their learning at home.

In the Summer Term, the assessment is more formal and enables a standardised score to be obtained. At the end of Year 2 and Year 6, pupils take the end of Key Stage SATs tests and their scores are used to provide the Local Authority and the Government with comparative data which enables them to track how well schools are doing and identify any weaknesses.

At regular intervals during the year, parents are invited to come into school to discuss their child's progress. In addition, parent workshops are organised to help parents understand the curriculum that is taught and the levels the pupils are working at.

## **Special Educational Needs & Disabilities (SEND)**

Mereworth is an inclusive school where all pupils have access to a balanced and broadly based curriculum with opportunities to join in all activities organised by the school. Within the school, it is recognised that not all pupils have the same academic ability and some may need more support than others to enable them to achieve at school. All pupils are welcome, including those with special educational needs, in accordance with the LEA Admissions Policy.

Details of the school Special Educational Needs & Disabilities Policy can be found on our website, or a paper copy is available from the school office.

Mereworth School has no specialist unit but provides Learning Zones for small group teaching and resources. As projects/opportunities arise, the needs of and access for children with physical disabilities are considered. The KS2 buildings have ramp access for wheel chairs and a toilet designed for the disabled.

Through termly tracking and pupil progress meetings, the PAENCO and Head Teacher will identify children who are not making expected progress. Intervention, if necessary, will be planned in conjunction with the Class Teacher. The child's needs will be discussed with parents during Parents' Consultation evenings, and various appointments or informal meetings throughout the year. Parents will be given the opportunity to attend SEND surgeries to discuss the needs of children on the SEND register.

### **External Support Services:**

The school has arrangements for securing access to external support services for pupils with special educational needs. This may include liaison with special schools and other specialist provision. There is regular liaison and exchange of information between the PAENCO and these services through referral to the Local Partnership and subsequent school visits and meetings. At present, the school receives support from professionals from the Educational Psychology, Learning & Cognition, Language and Sensory Services. It is able to access support from Outreach Services from Special Schools.

## **School Uniform**

Pupils are expected to wear the Mereworth Uniform, as it ensures they are identified as part of the school. It avoids difficulties relating to distractions, peer pressure or inappropriate clothing being worn to school. On no account should personal or casual clothing be worn to school (unless it is a special 'non- uniform day'). We regularly check suppliers for value for money to ensure that the uniform we stock is affordable for everyone. A current price list and full range of the items we stock is available from the school office. The uniform is:

**Boys:** Grey shorts/trousers, white shirt or polo shirt, green jumper or school sweatshirt, dark socks, black shoes (**not** trainers or boots)

**Girls:** Grey skirt, culottes, knee length shorts or pinafore dress, white / white green check blouse or polo shirt , green jumper, cardigan or school sweatshirt, white, grey, green or black socks or tights, black shoes preferably flat but definitely with a heel less than 2.5cm. In the

summer, a green and white checked or striped dress is acceptable. Boots should **not** be worn in school.

**Hair:** As in all schools, there is a continual issue with head lice. All children (boys and girls) with hair longer than shoulder length should have it tied back. Long fringes can get in the way when children are concentrating on their writing. If your child has a fringe which falls over their eyes, we ask it be clipped or tied back when they are in school. The expectation is that hair clips or bands are subtle, plain, and in school colours.

### **Jewellery**

Jewellery should not be worn to school as there is a risk of it getting lost or causing an injury. The exception to this rule is earrings. The only acceptable earrings for school are small plain metal (gold or silver) studs or sleepers. Earrings must be removed for PE and Games. If you are planning to get your child's ears pierced, please do so at the beginning of the summer holiday so that the ears are healed and earrings can be removed by the time the pupils return to school. Children will not be able to participate in P.E wearing earrings.

### **Absence from School**

Parents are asked to work with the school to encourage good attendance from their child/children, the Government Target is 96%, Mereworth's target is 97%. Attendance below 97% does have an impact on pupil attainment as learning is disrupted. It is, however, important that pupils are not sent to school if they are unwell, especially if they have sickness or a tummy bug.

If your child is absent, a phone call should be made to the school office before 9.30am on the 1<sup>st</sup> day explaining the reason for the absence and this should be followed up by a letter or a note in the contact book when your child returns to school. If we have no reason given for the absence or if we do not agree that the absence is for an acceptable reason, the absence will be recorded as 'unauthorised'. Persistent cases of absence will be investigated and may be referred to the Attendance Advisory Service.

We request that parents do not arrange for holidays to be taken in school time. All requests for absence must be made to the Head Teacher in writing, explaining the reason for the request. For further guidance please refer to the Attendance policy which is available on the school web site or via the office.

If your child has a dental or Doctor appointment, the school should be notified and the child returned to school after the appointment if at all possible.

If a child arrives at school late, they should be brought to the office by their parent and signed in the late book. Persistent cases of lateness will be investigated and may be referred to the Attendance Advisory Service. For more information please refer to our school attendance policy available on the school website.

### **Accidents, Illness and First Aid**

If your child is ill or has an accident at school, a message will be sent to you asking you or a named person to collect them. A list of emergency numbers is kept by the school and you should notify us straight away if any of the numbers change.

The school has a team of staff trained in First Aid, and are therefore available in school for minor injuries. Injuries that are treated at school are recorded in a book and in the case of a bump to the head or a bad fall or graze, parents will be notified by a phone call or letter.

### **Medical and Health care**

Medicals including ear and eye tests and height and weight checks are held at school by the school nurse or doctor. You will be advised in advance when any of these are happening. Please note that the results are confidential to the family, and school will not be informed of the outcomes, consequently you will need to inform us if a health issue is identified.

As in most schools, Head Lice can be a widespread problem. Head lice are transmitted from person to person and favour all types of hair, even really clean hair! We ask that you check your child's hair regularly (at least weekly) and notify the school if you find live lice or eggs. School will notify parents that there is a case of Head Lice in their class. A range of treatments are available from Head Lice combs with very fine teeth to special lotions. Combing conditioner through your child's hair is also a recommended treatment as it contains less strong chemicals. If a child is seen to have head lice, a call to the parents will be made and treatment will need to be administered immediately and then the child returned to school. This is not a reason for protracted absence.

It is helpful if the older girls are aware of the facts concerning menstruation before it starts, although this is also covered as part of our relationships and changes programme in year 5 and 6. If any girls do start their periods, facilities are available for them. Please advise the school if this happens to avoid embarrassment and anxiety.

### **Medicines in School**

There are only certain medicines that we are able to administer in school. In all cases, the medicines should be clearly labelled with the child's name and the required dose. The request to administer medication should be made to the office, and parents and carers will be required to complete an information sheet before we can administer medicine.

- Asthma Inhalers
- Epi Pens
- A medicine such as Ritalin prescribed by a Doctor which needs to be taken on a regular basis and is sent into school in the original box with a pharmacy label clearly identifying the name of the pupil and the dose.
- A medicine prescribed by a Doctor in the short term in response to an illness or specific difficulty which needs to be taken on a regular basis and is sent into school in the original box with a pharmacy label clearly identifying the name of the pupil and the dose.

### **Behaviour and Discipline**

At Mereworth School, it is expected that pupils will have self-control and consideration for others. The result is a happy atmosphere within the school and pupils who show respect, care and concern for the well-being of others. The behaviour expectations within the school are supported by the S.E.A.L. programme referred to earlier in this document. There is a zero tolerance to bullying at Mereworth School.

If an incident of poor behaviour occurs, the matter is dealt with by the class teacher, following our 'Good to be Green' Behaviour policy.

1. Every pupil starts every day on **Green**.
2. If a lapse occurs, they are moved onto **Blue**, but can work their way back to **Green** by making good behaviour choices.
3. If the pupil continues to make bad choices, they are moved to **Yellow** and have time out away from the other pupils.
4. Further lapses in the day means the child is moved to **Orange** and sent to another classroom.
5. An additional lapse means the child is moved to **Red** and has to see the Head Teacher to discuss the poor behaviour choices they have made.
6. If a child is on **Red**, or has several instances where they are at **Yellow** or more, we inform the parents to ensure they are aware of the situation.

The school has a Policy for Behaviour & Anti-Bullying and this is available from the school.

### **Mid-day Meals**

Pupils are able to eat either a school meal provided by our caterers Edwards and Ward or a packed lunch that is brought from home. All children in year R, 1 and 2 are entitled to free school meals. We will be encouraging all children in the new year R class to take up this offer.

The hot meals provided at the school are freshly made and much of the produce is local. A menu is available for parents from the school. The cost of a school meal is £2.30. *(From September 16)*

Meals should be paid for at least weekly via Scopay, Edwards & Ward no longer except cash or cheques. Any credits for meals due to a child being absent are carried forward. If a parent runs up a debt in excess of £20, we will not provide the child with further school meals until the debt is paid. We will contact the parent in advance of this happening to alert them that this will happen.

Pupils are able to bring a packed lunch from home, but in view of the healthy school status the school has achieved and the requirements to promote a Healthy lifestyle, we ask that:

- Lunches are brought in a proper lunch box or bag that is clearly named
- The drink in a lunch box is juice or water and NOT a fizzy drink. The drink should be in a plastic bottle or carton and securely sealed.
- The lunch is healthy and contains fruit or vegetables if possible
- There is no more than one packet of crisps, chocolate coated biscuit or cake in the lunch box per day.
- As pupils do need some carbohydrate during the day to give them energy, they should be given either a sandwich or crackers as part of their lunch
- Sweets or chocolate bars should NOT be included in the lunch boxes.

Some pupils opt to have packed lunch for most of the week, but school lunch on a Wednesday (roast dinner) and Friday (Fish fingers and chips!). Any change from school meals to packed lunches or vice versa should be made in writing giving **1 school week** as notice to ensure the order for produce etc. can be amended appropriately.



Information relating to free school meals for children in years 3 - 6 is available in confidence from the school office, or by following the link [www.kent.gov.uk/education-and-children/free-school-meals](http://www.kent.gov.uk/education-and-children/free-school-meals)

### **School Council**

Mereworth School Council is made up of 2 pupils from each class in Years 1 to 6. They meet together on a regular basis with a member of staff and report back to the Head Teacher. The aim of the School Council is to help the pupils to become decision makers and to ensure that pupil voice has a part to play in the organisation of the school.

### **Clubs**

Mereworth offers a wide range of clubs both during and outside of school hours. Individual instrumental lessons (guitar, piano & brass) are available for pupils at an extra cost. Details are available from the school office.

### **Breakfast Club & After School provision**

Mereworth offer child care both before and after school, to enable parents who work to have quality childcare in their absence.

Breakfast club is available from 7.30am each morning. Children are given a nutritious breakfast and have a huge variety of activities which they can get involved in before they start school.

After School Club is open until 6.00pm & offers a flexible booking service. Children will have the opportunity to have structured play activities as well as a snack and some 'down time'.

Further details of both, including the charges are available from the school office.

### **Home Learning**

Pupils are given homework on a weekly basis.

Year R children will be given words to learn at home as well as phonic and numbers to practice once they have settled into school. Each pupil from year 1 – 6 will receive weekly word and number work, as well as an additional piece of work to support class activities. Pupils will receive more homework as they progress up the school to prepare them for their next school.

We expect all pupils to read to their parents regularly at home and that parents will also read to the pupils (especially the younger ones).

If you are concerned about the type or amount of homework, please speak to the class teacher in the first instance and if the issue is not resolved to the Head Teacher or Deputy Head. Full details of Home Learning are in our Home Learning Policy which is on the website.

### **Communication**

We are working very hard to ensure that the communication from school is informative and gives plenty of notice. Newsletters are regularly sent out from the Head teacher and FOMS to notify families of events that are taking place in school. In addition, texts are sent from the

office and letters may also come out from classes. We do try to limit the amount of paper that comes home to you.

The school Website is a useful source of information and is updated regularly. The school uses a text message service to send reminders or urgent updates to a nominated mobile phone.

Each pupil has a contact book which comes home with a reading book. This is also a good way of ensuring two way communications with parents/carers.

### **Friends of Mereworth FOMS**

The school has an active FOMS which organise a range of events during the year including a Christmas and Summer Fayre and social evenings. The FOMS also provides support at school functions. The FOMS fundraising is used to purchase additional equipment for the school such as large equipment for the playground and additional equipment for ICT. Class representatives provide information to parents of that class, the Chairperson of the FOMS can be contacted via the school.

### **Helping in School**

Parental help in school is both welcome and appreciated. Parents who help in school will need to have a DBS check to fulfil safeguarding requirements. Details of how this can be done are available from the school office. If you are able to offer help to hear readers please liaise in the first instance with the class teacher.

### **Money and Valuables**

For security reasons, pupils should not bring money into school. Staff are not able to look after money and obviously there is a risk of loss if money is left in trays or coat pockets. If money is requested for photos or for a charity event, it should come into school in a clearly labelled envelope and it will be sent straight from the classroom to the office in the class box. We have an online payment system called **Scopay**, parents are given an unique number for each child, once registered parents can pay for School run trips, uniform and Breakfast and After School club provisions, this is our preferred method of payment.

Under no circumstances should mobile phones, I-Pods, MP3 players or any other electronic equipment be brought into school unless specifically requested by a member of staff.

### **School Visits**

Children are given the opportunity to participate in a range of school visits to enhance and extend their learning. Parents are asked for voluntary contributions towards the cost of the trips; however, no pupil will be excluded from a trip if there is financial hardship. If a parent is unable to contribute towards the cost of a trip, they should make an appointment to speak to the Head Teacher in confidence. However, the school reserves the right to cancel the trip if insufficient funds are collected.

Children in receipt of Pupil Premium Funding will have the cost of school trips subsidised.

Details of the charging policy for school trips are available from the school.

## **Use of Photos/videos by Parents/Carers**

Parents/carers are permitted to take photographs or video footage of events for private use only, these images must not be shared on Social Media platforms as you cannot guarantee that other children are not visible and this will be a breach of the new GDPR.

## **School Documents and Policies**

There are a number of documents and policies that are available for parents to access if they wish.

Paper copies are available from the school office are also available on the school website.

Documents available include:

- School Development Plan
- The Latest OFSTED Report
- The latest Prospectus

We are continually updating our Policy Page on the website. The following policies are available;

- SEND
- Administration of medicine
- Admissions
- Anti-bullying
- Attendance
- Behaviour
- Calculation
- Collective Worship
- Complaints
- Drugs Awareness
- E Safety
- Home School Agreement
- Homework
- Marking and Feedback
- Safeguarding Policy
- Relationships and Changes
- Teaching and Learning

## School Term Dates 2019-2020

### Term 1: 7 Weeks

Monday 2nd September: Inset Day  
Tuesday 3rd September: Term Starts  
Thursday 17th October: Term Ends  
Friday 18th October: Inset Day

### Term 2: 8 Weeks

Monday 28th October: Term Starts  
Wednesday 18th December: Term Ends

## Christmas Holidays

### Term 3: 6 Weeks

Monday 6th January: Inset Day  
Tuesday 7th January: Term Starts  
Friday 14th February: Term Ends

### Term 4: 6 Weeks

Monday 24th February: Term Starts  
Wednesday 1st April: Term Ends

## Easter Holidays

### Term 5: 5 Weeks

Thursday 16th April: Inset Day  
Friday 17th April: Inset Day  
Monday 20th April: Term Starts  
Friday 22nd May: Term Ends

### Term 6: 8 Weeks

Monday 1st June: Term Starts  
Wednesday 22nd July: Term Ends

## Summer Holidays