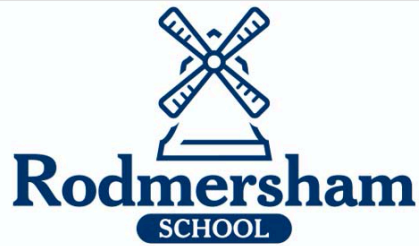


# Prospectus 2018-2019



## Prospectus for the 2018 – 2019 Academic Year

**Dear Parents/Carers,**

**The whole school community is driven by enthusiasm and a desire to achieve. We aim to bring learning alive, making it exciting and stimulating. We want to give our children a thirst for learning that continues with them throughout their future school experiences and lives.**

**At Rodmersham Primary School we see education as a partnership between home and school. We want our children to have a happy school life and as a member of a learning community that values each individual child. We view education as a joint venture, involving everyone – children, parents, staff, Governors and the wider community. We hope that we will be able to depend on your co-operation and support in this partnership, knowing that together we can provide the best for every child.**

**This prospectus has been created to give both prospective and current parents as much information as is possible about the values and the ethos of our school as well as information about everyday workings of the school. We hope it will alleviate any anxieties that children (or parents) may have when joining us.**

**With a talented and hard-working team of both teaching and non-teaching staff we provide a smooth transition for any child joining the school and strive to meet the needs of all.**

**If you should have any questions, please do not hesitate to contact me. I look forward to working with you and your children.**

**Yours sincerely,**

**Nicola McMullon**

# Find your feet, follow your dreams

## **Our Vision is:**

Rodmersham; A child centered school where everyone is a learner and every experience is a learning opportunity. A place where everyone thrives and sparkles in their achievements

## **To achieve our vision we aim to:**

- Create a happy, secure, stimulating teaching and learning environment.
- Nurture a positive attitude towards health and the environment to promote a sense of well being.
- Recognise, value and respect others and their beliefs within the school and the wider community.
- Develop questioning minds and a sense of awe and wonder to promote a positive attitude to lifelong learning.
- Enable all children to feel safe, worthwhile and to smile.



## Introduction

Rodmersham School is a five class primary school situated in a picturesque spot on Rodmersham Village Green, two miles south of Sittingbourne. The school serves an area that includes local farms, the village with its mixture of old and new owner occupied properties.. Many children are brought to the school from neighbouring areas through parental choice.

The Victorian school building was built in 1869 and over the years the school buildings has been developed. We have endeavoured to make the environment bright and pleasant for all. We have a large school field, which is used for many activities, including wildlife studies, as well as sporting activities.

The Village Hall is situated next to the school and we make use of it for lunchtimes, to perform P.E. and drama lessons and hold whole school assemblies.

## Class Organisation

Our school has 5 classes, organised as follows and in every class there is at least one Teaching Assistant.

Class 1	Reception
Class 2	Year 1
Class 3	Year 2 and 3
Class 4	Year 4 and 5
Class 5	Year 6

## Our School Day

<b>School gates open</b>	8.45 am
<b>Registration</b>	8.45am - 8.55 am
<b>School gates shut</b>	9.00 am
<b>Morning session</b>	<b>KS1 8.45 am. – 12.00 pm</b> <b>KS2 8.45 am. – 12.00 pm</b>
<b>Morning Break</b>	10.30 am – 10.45 am
<b>Lunch Break</b>	12.15 am – 1.30 pm KS1 12.30 am – 1.30 pm KS2
<b>Afternoon session</b>	<b>1.00 pm – 3.30 pm</b>
<b>Afternoon Break (KS 1 only)</b>	2.30 pm – 2.40pm
<b>School gates opened</b>	3.15 pm

## Beginning and End of the School Day

The school gates are opened at 8.40 am, parents can drop their children off between 8.40-8.55 am. Your child will go directly into school. **Parents are requested not to leave their children before this time as they will not be supervised and the school is not responsible for their safety.** Parents of Reception children can accompany their children directly to the classroom, whilst other parents are requested to use our 'drop and go' system including the use of the 'turning circle' in the car park. When dropping off or collecting your child please drive safely and park considerately.

Parents should ensure that children are in school before registration closes at 9.00 am. Pupils arriving after the registers have closed will be recorded as unauthorised absence, for that session, unless they have notified the school that they will be late on that particular day.

Parents are requested to collect their children promptly at 3.30 pm, unless they are attending after school clubs. Children may not leave the premises until a parent or designated adult arrives to collect them. Parents may wait on the playground to collect their child where the children will be dismissed directly to them. Children are not permitted to cross the Village Hall car park or Village Green without supervision.

The playground gates are locked from 9 am until 3.15 pm Please ring the security 'Call' button, on Gate 1, for access to the school during these hours.

Once your child has arrived in the school they must not leave without the office being advised.

Playtimes are supervised at all times. During playtimes children are encouraged to use sports equipment. These provide further opportunities for the development of personal responsibility, trust and self-esteem – important aims of our school.

## Lunch

At lunchtime children may either have a cooked meal or bring a packed lunch. Cooked meals are provided by Lansdowne Primary School kitchen and cost £2.30 per meal. Meals can be ordered on a daily basis through the school office. It is important to note that all cooked meals must be paid for in advance. This can be done via the school meal provider's website, where parents can pay for weeks, term or even a year in advance. Alternatively, money should be put into an envelope with the child's name and reason for payment. The meals menu is available 6 weeks in advance. From time to time, on special occasions such as for Father's Day, Mother's Day etc, parents will be able to enjoy cooked meals with their children.

The school is happy to provide guidance to parents on eligibility for free school meals. Parents who are eligible for free school meals are encouraged to avail of this service.

We are trying to encourage the children to develop healthy lifestyles and this should be reflected in the contents of lunch boxes, wherever possible. For this reason we politely request that chocolate is not included. Please do not put nuts or nut products into lunch boxes as some children may have allergies. **We are a nut free school**

## Uniform

We want our children to be proud of belonging to Rodmersham Primary School and so we anticipate that all parents will send their child to school in school uniform. Uniform with the school logo may be purchased from Forsters in Sittingbourne, alternatively uniform can be bought from high street retailers and the school will provide iron on badges at a small cost.

### **School Uniform:**

Grey trousers / grey skirt/grey pinafore  
White polo shirt / blouse  
Navy blue sweatshirt / cardigan  
Navy blue zipped fleece with logo  
Navy blue waterproof zipped fleece with logo  
Grey / white ankle socks (summer)  
Grey or black tights (winter)  
•Blue & white striped /Checked summer dress.

### **PE Kit (in a named bag) as follows:**

- White round-necked t-shirt
- Blue / black shorts
- Trainers or plimsolls
- Dark blue / black tracksuit or jogging bottoms / sweatshirt (Winter)

### **Other useful equipment:**

- Book bag
- Hat / Sun cream Summer)

**All clothing and equipment should be clearly named.** This is important, as they can be responsible for their own belongings and this is far easier if their belongings are named. Clothing should be checked periodically to ensure that names are still visible.

It is expected that children will refrain from wearing make up and that hair styles are suitable to school life; e.g. long hair should be tied back and colours added to hair is not appropriate.

### **Jewellery and Personal Effects**

It is our policy that jewellery should not be worn in school, with the exception of watches for the KS2 children. If your child has pierced ears they may only wear small studs and they must be able to remove these themselves before any PE or Games lessons. No child wearing earrings will be allowed to participate in these lessons. Earrings can create many problems and it is for your child's safety that we request these guidelines are adhered to. Ear piercing, if it to be done, should be done at the beginning of the summer holidays. Please note that KCC and therefore the school do not accept any responsibility for personal effects.



## Our Team

Head Teacher	Nicola McMullon		
Teaching Staff	Mrs Maria Cooper	Mrs Joanne Henderson	
	Mrs Val Phillips	Miss Amy Ibrahim	
	Mrs Jolande Lodge	Mrs Natalia Harrison	
Teaching Assistants	Miss Danielle Wilson	Miss Daisy Robb	
	Miss Robyn Smith	Mrs Rachel Williams	
	Miss Chelsea Williams	Mrs Karen Jackson	
Family Liasion Officer	Justine Williams		
Finance Officer	Alison Presdee Colley		
Personnel Officer	Sarah Corder		
Midday Meals Supervisors	Ms E Rains	Mrs S Dodd	Mrs N West
Cleaner in Charge	Mrs A Harrison		
Site Manager	Mrs Steve McMullon		

## Our Governing Body

The school Governing Body is made up of representatives from the staff, parents, Local Authority & the wider community.

The Governing Body is responsible for the management and direction of the curriculum, conduct of the school and budget. The Head Teacher is accountable to the Governors for the internal organisation and daily running of the school.

School Governing Body	
Chair of Governors	David Roche
Deputy Chair of Governors	Nigel Simpson
Parent Governors	Mr C Harris
	Mr J Gambell
	Mrs Katie Barnes
Community Governors	
Associate Governors	Mr Steve Dodd
	Mr A Brooks
	Mrs Caroline Timms
Co-opted Governors	Mrs Monique Bonney
Staff Governors	Mrs Nicola McMullon
Clerk to the Governors	Mrs Alison PC

## The Early Years Foundation Stage

Teachers and Teaching Assistants provide the curriculum in the Reception classes of up to a class size of 14 children. There are seven areas of learning and development of which three are “prime areas,” and four “specific areas.”

The prime areas are;

- Communication and language
- Physical development
- Personal, social and emotional development.

The specific areas are

- Literacy
- Mathematics
- Understanding of the world and
- Expressive arts and design

The curriculum your child receives at pre-school settings and is continued throughout the time spent in the Reception Class. Through more structured activities, the children are able to build on and extend the skills they have already acquired.

Equal amounts of time and attention are given to increasing the children's personal, social and emotional development.

There is a strong emphasis on the teaching of English and Mathematics, through daily lessons. This enables the children to develop firm foundations on which to build their concepts of language and number.

A variety of practical activities enable the children to develop a knowledge and understanding of the natural and man-made world. The activities undertaken by the children provide a sound basis for historical, geographical, scientific and technological learning. Physical activities increase the children's control, mobility and awareness of space. The children are encouraged to establish positive attitudes towards a healthy and active way of life.

The children continue to explore art, music, dance, stories and imaginative play in order to develop

Through careful assessments and observations, including information provided by parents and other settings, children's development levels are assessed. The balance will shift towards a more equal focus on all areas of learning as children grow in confidence and ability within the three prime areas. However, if a child's progress in any prime area gives cause for concern, staff will discuss this with the child's parents and/or carers and agree how to support the child. This may also include a discussion with the SENCo in order to access Additional Needs support.





## English

We use English to communicate in both written and spoken form. We use language to build our view and opinion of the world and our community. We continue to learn, develop and enhance our knowledge and understanding of English throughout our lives.

English is taught based on the new National Curriculum. It is taught daily with work appropriately differentiated to match all abilities. All children receive approximately one hour of literacy work each day.

With parental support, we want our children to:

Speak clearly and confidently in any situation.

Listen actively and respond appropriately developing knowledge and opinion.

Read fluently for both pleasure and information.

Write clearly and with confidence in any given genre.

Use spelling rules, phonics and grammar accurately.

Be able to proof read their own work and make amendments and improvements.

## Reading

Great emphasis is placed on the teaching of reading and the promotion of reading as an enjoyable activity. Each year a significant amount of our school budget is spent on

extending and developing our reading resources. Parental involvement in reading is an important element in developing a child's reading skills. We also welcome parents who would like to come into school and assist with reading activities.

## Written Work

The desire for quality written work is promoted in class and all teachers aim to extend vocabulary in these written forms.

Presentation is important. Children are encouraged to take pride in all that they do. A structured scheme for handwriting encourages this. Children are taught to form their letters correctly and gradually joined up script will be used from Year 1 onwards.

## Spelling

Children's ability to spell is closely related to their ability to read. However spelling is a difficult skill. To help develop this skill spelling lists are given to the children on a weekly basis from Year 1 onwards, in addition to whole class teaching of spelling. Please encourage your child to practice and learn these spellings.

## Grammar and Punctuation

Grammar and punctuation are very important aspects of language development. As children reach an appropriate stage of development they are taught punctuation and grammar skills through exercises and creative writing.

## Religious Education and Collective Worship

All children receive education in religious studies each week. Religious Education at Rodmersham Primary School underlines that education concerns the whole person: body, mind and spirit, enabling pupils to explore meaning and purpose in their lives.

Considerable importance is attached to school assemblies where the life and work of the school is considered and celebrated. Schools are required to provide daily acts of collective worship that is "wholly or mainly of a broadly Christian character."

Parents do have the right to withdraw their children from Religious Education lessons and acts of Collective Worship.

## Mathematics

We aim to provide our children with a wide mathematical education taught in an enjoyable, relevant and creative way. We use 'real life' experiences so children begin to understand the importance of applying maths skills in order to solve problems and engage them for future learning.

Maths is taught daily based on the new National Curriculum. Each child receives approximately one hour each day. This hour includes mental arithmetic, written recording, practical work and plenary. Teaching is structured according to the needs of the children and includes individual, group and class teaching. Children move through the Key Stage building on existing skills and developing their knowledge and understanding. Pupils explore all four number operations and are encouraged to try different strategies that best suit their learning. Pupils explore shape and space and develop their measuring skills in a range of contexts. They are given lots of opportunity to discuss their methods and encouraged to use the appropriate mathematical vocabulary.

Children are mainly taught maths in ability groups but also have experience of mixed ability lessons. We want our children to know and understand mathematical concepts, skills, facts, relationships and strategies and be able to apply and communicate these in a confident way.

We also recognise some of the more traditional concepts of mathematics, e.g. times-tables, which you can help your child practise from Year 2 onwards.

## The National Curriculum

The National Curriculum is divided into:

**The Core Subjects: -**

**English, Mathematics, Science, Computing and Religious Education (RE).**

**The Foundation Subjects: -**

**History, Geography, Art, Design & Technology, Music, Physical Education (PE), PSHE and Citizenship.**

Our approach is to work through topics or themes that weave these individual subjects into a more engaging & stimulating Creative Curriculum.

Children learn through a variety of methods and as teachers we provide a variety of stimuli to enable them to learn effectively. Class group and individual teaching methods are employed according to need. Much of the work planned for our children is rooted in first hand experience with an emphasis on active learning and teaching. There is a stimulating mixture of practical and written work, sometimes formal and sometimes informal in nature.

## Computing

The school has fully equipped, state of the art, wireless ICT system in place. Children are encouraged to use laptops, not only for dedicated ICT lessons, but also for a mixture of work across the curriculum. All our children quickly become comfortable with using and respecting hardware and software. The school operates a KCC recognised E-safety Policy and filtering system to ensure that all children are safe from harm when accessing the internet

## Creative Curriculum

Curriculum subjects often naturally relate to each other and where possible these are combined by the class teacher. Learning opportunities will often be based upon historical or geographical themes and these serve as an excellent stimulus for Craft, Design and Technology. As with all other areas of the curriculum these activities are carefully planned and recorded to ensure that breadth and balance are achieved.



### **Science**

Science is a vital part of the National Curriculum. Schools have a clear obligation to prepare children for a rapidly changing scientific world. The learning of science at primary school level is founded upon learning through direct experience. The skills of observation, raising questions, investigating, predicting and using appropriate equipment are central to scientific understanding and are also great fun!

### **Music and Drama**

Music plays an important part in the life of the school. Within school children are given the opportunity to learn to play a variety of instruments and we also have a guitar tutor. Opportunities are offered to our children we work closely with the Kent Music School. The school also organises a number of drama/music workshops throughout the year to further enhance the children's learning.

### **Art**

Art often is a means of self-expression, especially for children who find the written word difficult, and is a vital means of exploration of the world around them. Many different media are used to enable experience of working creatively in 2D and 3D forms.

### **Sex Education**

The governors and staff believe that sex education is an important part of a child's overall development. It provides an opportunity for pupils to learn about themselves now, and how they will mature in the future. Parts of this work are included in the science and religious education curriculum as well as the personal, social and health education curriculum. Each part is delivered at an appropriate level for the age of the child.

**Parents have the right to withdraw their child from certain aspects of sex education.** However we hope that parents would discuss such concerns with their child's teacher or the head teacher before taking this course of action. The policy and scheme of work are available to parents on request. Parents are invited to attend a screening of the puberty video and speak to the school nurse prior to this information being given to Class 4 and 5. A copy of the school's Sex Education Policy is available on request from the office

## **Additional Educational Needs**

We aim to provide support for all children with additional educational needs. In our school we consider that children may have additional needs due to learning difficulties or because they are gifted and/or talented pupils, sometimes in more than one area.

Children who are potentially gifted participate in extension activities planned by their teachers. They are also encouraged to pursue individual interests through personal study.

A child who is felt to have learning difficulties will be given support to their needs. For the majority of pupils this support is provided by the class teacher in consultation with the Special Needs Co-ordinator. For children with further difficulties support may also be provided from a classroom assistant working with the child on a programme of work developed by the class teacher and Special Needs Co-ordinator. In other cases, outside agencies may assess the child's needs and develop a plan of action.

Parents will be advised if their child is identified as having additional needs. If you would like further information about our special needs provision please contact the Head Teacher or your child's class teacher. A copy of the school's SEN Policy is available from the office or viewed on the website.

### **Movement, Physical Education and Games**

The development of physical co-ordination, awareness and acquisition of basic skills in dance, gymnastics and games are important aims. Children are encouraged to take part in a wide range of activities and we offer football, rounders, tag-rugby, cricket, cross-country and athletics. Each year we participate in friendly matches with local schools and take part in the local cluster sports day. Swimming lessons are provided at Faversham pool for all children except Year R.

### **Personal, Social and Health Education**

We believe that we have the responsibility to develop in our children's confidence and self-esteem, which is the foundation of mutual respect. As a school we fully embrace the principle of Every Child Matters and seek to provide learners with opportunity to develop healthy lifestyles, feel safe and secure, enjoy and achieve, make positive contributions to their community and develop the skills to achieve economic well being. The school also utilises the Social & Emotional Aspects of Learning (SEAL) materials to further enhance lessons & assemblies.



## Clubs & Extra curricular activities

### Introduction

We are proud to offer a wide range of after school clubs. These are offered voluntarily by staff and/or parents and typically include:

Football, hockey, recorders, art and craft, computers, cross-country running and kwik cricket. Children who attend after school clubs need to obtain written permission from parents by completing a club letter from school. After school clubs typically finish at 4.15pm.

We are always seeking to improve our provision and if you have any skill that you would like to share please let us know. Each year we provide an extensive range of visiting professionals. These help us to support and enhance our curriculum provision.

### Transport of Pupils to Off-site Activities by Parents

As we are a small school, there will be times when we require parents support to transport children to off-site activities such as swimming or day trips and we are grateful to any parents who can provide help with this. We have a fully compliant minibus which carries 15 children. Any child that is less than 12 years of age and is under 135cm (4ft 5ins) must have a booster seat to sit on in a car. Parents also need to ensure that, under the terms of their insurance, they are allowed to carry other people's children. Any parent that is willing to help with the transport of pupils to off-site activities should complete a 'Transport of Pupils' form, which is available from the office. This must be done on an annual basis.

### Outdoor education and residential visits

The outdoor classroom can be used to bring learning alive for many children and we aim where possible to use our immediate surroundings to inspire and stimulate our children. We also aim to utilise the local surrounding community and try to link local churches, businesses and residents to enhance the curriculum.

#### Clubs and extra-curricular activities 23

Class 4 get the opportunity to go on a 3 day residential trip, normally to Swattenden and Year 6 normally go camping for a few days. These residential trips are a great way of building self-confidence and increasing independence as well as allowing children to develop teamwork skills and friendships.

### Educational Day Visits

A number of off-site visits are made each year and these have included visits to Dover Museum, Maritime Museum, Wildwood, Marlowe Theatre and Rodmersham Church.

Groups of our children proudly represent the school in many different events in the local area. During the last year we have taken part in many sporting events. We have many educational visits and it must be stressed that should a parent not contribute to the cost of a visit their child will not be excluded.

We welcome the help we receive from other professionals who visit us from time to time. Parents or relatives of children in the school are also welcome. If you would like to give some of your time please speak to the Head Teacher or member of staff.

### Governors Policy On Charging For Educational Visits

Under the terms of the Education Reform Act, schools may not charge for educational visits that take place predominantly during the school day. This legislation is wide ranging and has important implication for a variety of school activities. As the school cannot solely carry the cost of visits we ask for a voluntary contribution of an appropriate amount. The Headteacher can be told, in confidence if this causes any difficulty. No children are excluded from such activities because of non-payment. The FORs Association often helps subsidise the cost of school trips.

## **TRANSITION**

### **Settling Into Reception**

Rodmersham School has a policy of single intake, in September. In the summer term prior to joining, parents and children will be invited to an introductory meeting led by the Head Teacher and Class Teacher. This will be followed by two afternoon class visits which offer the children the opportunity to familiarise themselves with the teacher, teaching assistant, classroom and the resources and then Stay and Play.

The pupils will stay for half days for the first week of Term 1, leaving as the morning session ends. From the second week of Term 1 the children will be encouraged to stay for the whole school day. Parents of Reception children accompany their children into the classroom, rather than drop off and go until the children are ready for more independence. Reception children are collected from the classroom throughout the year.

### **HOME SCHOOL LINKS**

#### **Contact with school**

Positive home / school relationships are encouraged in order that we can work together for your child to fully benefit from all our school has to offer

At the start of each school year we ask that all children and their parents agree to and sign our 'home / school agreement', so that are all working in partnership to improve standards within an environment of trust.

Day to day communication is facilitated through the reading record/homework diary, where both parents/carers and teacher are able to make comments. There are also a fortnightly newsletter. In order to encourage an orderly start to the school day, we operate a 'drop and go' system for your child. Class teachers are usually available at the end of the school day for a brief chat. If a longer conversation is necessary then it would be better to make an appointment through the School Secretary. Our 'open door' policy means that parents may see the Headteacher at any time but, for your convenience, it is helpful if you phone in advance to check availability. Teachers can also be contacted via email, these addresses are given to parents at the start of each term.

Parents are encouraged if possible to sign up for Parentmail, which is an instant messaging system. We aim to try and have an effective system of communication between school and home. Newsletters are produced biweekly giving diary dates and news of what activities undertaken in each class. Short notice changes are communicated via Parentmail text messages for convenience.

### **Changing Year Groups or Classes**

A successful transition into your child's new year group or class is vital to ensure that your child settles successfully and without distress. Therefore in the lead up to the end of the Summer `term, your child's new teacher will visit their current classroom to introduce themselves and familiarise themselves with each of the children. Further into the term the children will then visit their new classroom and adjust themselves to the new rules and routines of that classroom. Parents are also invited to our annual Meet and Greet so that they too can introduce themselves to their child's new teacher.

### **Transition to Secondary School**

The transition to secondary school is also of importance to us and we strive to prepare our children and equip them with the skills, knowledge and confidence to continue their learning journey. Our children move on to a variety of schools – both selective and non-selective. We are lucky very good secondary schools in the area and are confident that all our children will find a school that meets their needs. Close liaison with all our secondary schools ensures that the needs of our older children are met accordingly. Year 6 teaching staff share their knowledge about each child with their future schools and provide detailed information in response to secondary school request.

In Year 6, our children have the opportunity to visit local non-selective schools for 'taster sessions'. This not only promotes good liaison but also offers the children an early secondary school experience.

Parents are required to complete a Secondary Common Admission Form (SCAF) prior to a secondary place being offered. For those wanting a grammar school place, children will be required to pass the Kent Test (11+ ).





## Attendance

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities helps raise standards. Attendance is closely linked to your child's progress and 2007 data has shown that fewer than 52% of 11 year olds with an average of 12 days or more absence achieve the expected Level in English and Maths compared to 84% with 6 days or less. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

## Holiday Absence

**In accordance with the regulations, holidays which are taken for the following reasons will not be authorised:**

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

The taking of an unauthorised holiday in term time may result in the issuing of a penalty notice by the Local Authority.

## Administration of Medicines

The Governors will not normally permit the staff to administer any medication. Parents are responsible for their child's medication. Generally children who are prescribed medication should receive their treatment at home. However, occasionally a prescription may make it necessary for medication to be taken during school hours (usually midday) even though the child's doctor regards the child as fit to attend school. If a parent or nominated representative wishes to visit the school in order to administer medication to their child, permission must be sought from the Headteacher.

In exceptional circumstances the Head teacher or an authorised member of staff will administer medication. The parents must give written and signed authorisation and instructions. There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. This is a voluntary role.

## Parental help in school

We are always very grateful to those parents who come in to school and help. Don't be shy! If you have a particular talent or area of expertise, please let your child's class teacher know. Art, music, sewing, reading or design technology are all areas where support would be welcome. So, even if it's for only an hour, come in and help us to help your children.

If you'd like to help but are unsure of how, please come in and talk to us. All regular volunteers will require a CRB check. Please ask at the office for more details.

## Absence due to Sickness

If your child is ill it is best that they stay at home as their teacher will have great difficulties in nursing a sick child as well as dealing with many other children. Absence due to illness should be reported to the school office. This may be through a telephone message or directly telling the secretary or class teacher. However a written note explaining the absence must be handed in on the day of the child's return to school. Any contagious illness should be reported to school as soon as possible and children must be absent from school for at least 48 hours or their last bout of sickness.

Please note that if the school does not receive a note stating the reason for absence it will be noted as "unauthorised" absence and will be reported on the child's annual report and other official school forms.

If your child becomes ill, or has a minor accident, during the school day we will inform you as soon as possible, normally via a telephone call. Please keep the school updated with any changes to your child's details, especially changes to contact details, including mobile phone number.

## Homework

We encourage children to view learning as intrinsically rewarding and valuable. We encourage all children to develop interests, hobbies and talents. There are often times when children wish to continue their studies at home and we encourage them to do so.

Children are expected to read each day. In addition, teachers formally set homework each week from Year 2 onwards, with the amount increasing as the child moves up through the school. The homework task is generally related to area of learning. We always value feedback from parents about homework. We hope that a good pattern of working at home can be established at the Rodmersham Primary School to offer meaningful tasks and to encourage parental involvement.

## Consultation Evenings and Reports

Consultation evenings are held twice a year, usually November and March and parents are encouraged to attend and discuss the progress of their child. The school also hosts an open afternoon each summer during school time where the children show off their work to parents and other family members. A yearly report is issued in the Summer Term and any child who is in Year 2 or Year 6 will receive results of the National SATs tests. The other children will receive the results of the internal assessments which are held. Reports are written in a positive spirit and parents are encouraged to share the contents with their child. Two interim reports are written which highlight not only good progress but targets to enhance further developments.

However parents should feel free to make an appointment to see the class teacher or head teacher at a mutually convenient time should they wish to discuss the education of their child.

## Formal Assessments

### Year 1 Phonic Check

The children in Year 1 are required to complete a Phonic Check at the end of Year 1. The children are tested on a range of words, including 'alien' words in order to ensure that their phonic knowledge is secure. The results are submitted to the Department for Education and parents are informed of their child's results in the end of year report.

### Year 2 SATS

The children in Year 2 are required to complete a more informal SATS test paper at the end of Year 2. Reading, Writing, Spelling and Mathematics are all tested. The results from these tests are submitted to the Department for Education and to the parents in the end of year report.

### Year 6 SATS

Our Year 6 children take the National Standard Attainment Tests (SATs) in May. These are completed more formally than Year 2 and are timetabled nationally to ensure a fair result is achieved. The papers are marked online at a central location and the results are reported to parents at the end of the Summer term in their child's report.

### Kent Test 11+

At the beginning of Year 6, children are able to sit the selective test, should they wish, to enable transfer to one of Kent's Grammar Schools. The format and content of these test is very different to SATs.

Teaching staff are able to provide an informed opinion to support parents and give their opinion on the likelihood of a successful outcome – however, the final decision on whether a child should sit these tests lies with parents. The school is not responsible for preparing children for this test, though may provide a number of familiarisation sessions as an after school club.

The school will advise parents of the procedure and timescales for the Kent Test



## Complaints Policy

It is hoped that any difficulties that you or your child may experience will be dealt with quickly and satisfactorily. However, if you feel the need to proceed further, the school has a Complaint Procedure policy, which along with statutory procedures will be followed when complaints arise. Generally this means that a parent should approach a class-teacher first of all. This will usually produce a solution. If a parent is still dissatisfied they should then approach the Headteacher. This will usually solve any outstanding problems. If the parent is still dissatisfied then they should approach the Clerk to the Governors who will refer the complaint to the Chair of Governors. A copy of this policy can be obtained from the school office.





# **Rodmersham School**

## **Safeguarding Statement**

At Rodmersham School all Staff and Governors share an objective to help keep the children safe by contributing to:

Providing a safe environment for children to learn.  
Identifying children who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

To achieve this objective we will:

Prevent unsuitable people working with children.  
Promote safe practice and challenge poor and unsafe practice.  
Identify instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe;  
Contribute to effective partnership working between all those involved with providing services for our children.

### **Child Protection & Welfare**

The school takes the welfare and safety of all its children very seriously and utilises the guidelines set out in the Kent & Medway Safeguarding Children Handbook. All staff are recruited using national guidelines for 'Safe recruitment' and all adults with regular contact with children are subject to a List 99 & CRB check. The Headteacher is the Designated Child Protection Coordinator and ensures that all staff undertakes required child protection training as per the school's Child Protection Policy.

If you have any concerns about your own or any other child, please speak to the headteacher in confidence. A copy of our Child Protection policy is available from the office.

### **Health & Safety**

We consider the safety of your children of paramount importance and ensure that the school does everything possible to keep everybody, children and adults alike, safe. Please be careful when driving to collect or pick up your children, particularly in the Village Hall car park.

Please be aware of the dangers on the internet. The school has filtering procedures in place to prevent children from accessing unsuitable sites. A copy of our E- Safety Policy is available from the office.

### **Photographs**

From time to time the press are invited to the school to report on activities we are taking part in. Sometimes the press request that they can take photographs of the children. As a school we allow this, provided no full names are used in any photograph captions. If any parent is unwilling for their child to have their photograph taken by the press please could they inform the school via our permission of photographs form available to parents at the start of every year.

We do not encourage photographs of pupils to be taken by parents, without the express permission of the parents of any pupils involved.