

# Crockenhill Primary School



## Prospectus 2020

*Learning together. Working together. Achieving together.*

# Crockenhill Primary School

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## ***Headteacher's Welcome***

*Dear Parents/Carers*

*We realise that choosing the right school for your child is an extremely important decision; parents want a good education for their children but they also want to know that they are happy and feel safe and secure. We are confident that we can offer all these things at Crockenhill. We pride ourselves on the hard work and commitment of our staff and the atmosphere of togetherness and co-operation which we believe is always evident. We value our pupils and believe that their time with us should be rewarding and fulfilling.*

*This prospectus is designed to give you detailed information about our school and how we work, to help you make the best choice for your child. We are very proud of our school and welcome prospective parents and pupils to come in and see for themselves what our school has to offer. We hope to meet you and your child soon, but should you have any questions or concerns in the meantime, please feel free to contact us at any time.*

*Yours Sincerely*

*Karen Dodd*

***Headteacher***

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## School Information

<b>Address:</b>	The Green Crockenhill Swanley Kent BR8 8LT
<b>Telephone:</b>	03000 658300
<b>Email:</b>	<a href="mailto:office@crockenhill.kent.sch.uk">office@crockenhill.kent.sch.uk</a>
<b>Website:</b>	<a href="http://www.crockenhill.kent.sch.uk">www.crockenhill.kent.sch.uk</a>
<b>Pupils on roll</b>	201
<b>Type of School</b>	Community
<b>Age &amp; Gender</b>	4-11 years, Mixed
<b>Headteacher:</b>	Mrs Karen Dodd
<b>Chair of Governors:</b>	Ms Isabel Sheppard Fidler
<b>School Hours:</b>	Morning 09:00 – 12:00 Afternoon 13:05 – 15:15
(Infants)	
(Juniors)	13:05 – 15:20
<b>Local Authority:</b>	Kent
<b>School Accreditations:</b>	Ofsted GOOD March 2019 Tigerlily Gold Paediatric First Aid Award Eco-Schools (Silver Award) Kent Safe Schools Modern Foreign Languages "Flair" Award (Bronze) School Travel Plan Award Healthy Schools School Games Award (Silver) Young Carers Award



Our School Clock Tower

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## ***About Our School***

Crockenhill Primary School is a community primary school for children aged between 4 and 11 years, occupying an attractive site, at the heart of the village of Crockenhill.

The main school building was built in 1906 and houses two classrooms, an ICT Suite and library and art room. In 1977 an extension was added to provide a hall and kitchen. The kitchen was converted to form a permanent classroom in 2001. More recently, in 2010, an extensive building programme was completed to accommodate:

- Four Key Stage 2 classrooms
- A dedicated music room
- A kitchen
- Head Teacher's Office
- New office and reception area
- Medical and care facilities
- Staff room

Furthermore, in 2013 two rooms which were part of the original building were converted to two brand new classrooms with new furniture, modern technology and an outdoor play area with a canopy for the Reception year group. In 2016 an old toilet block for our Year 1 pupils was converted into a brand new Learning Pod and new toilets fitted for pupils.

The school also has its own two and a half acre playing field and a dedicated environmental area.



Centenary School Bell

The school was proud to celebrate its centenary in 2006/07, and to mark this special occasion we commissioned a commemorative school bell.

Crockenhill is part of the Swanley & District Partnership of schools, and works closely with other member schools to share good practice as well as development of ideas and resources.

Crockenhill is a lively, happy and hardworking school where positive relationships between all members of the school community are encouraged and maintained. We are committed to providing for the needs of the whole child, both in and out of the classroom. We value input from the children, as well as parents, in helping us establish and achieve our aims. Equal opportunities are provided for, regardless of gender, ability, background or belief. In all our teaching and school life, we seek to develop trust, confidence and self-esteem, to create an environment where everyone is able to make the most of their opportunities and initiative. In order to provide the best possible education for our pupils, we set both children and adults high standards and clear aims.

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## ***Our School Vision***

### **Unlocking Potential**

Crockenhill Primary School is committed to providing children with the safety of Crockenhill School to be brave, daring and creative with the chances to explore their world, both inside and out, and the potential in it. Crockenhill gives our students every possible support to learn from mistakes—being resilient and stepping forward to 'have another go'.

We provide a curriculum which advocates independence, creativity and resourcefulness, which up-skills our young people to live in a changing world. Giving reason for what our pupils learn and life skills to set them on their future pathway.

It is our vision that we build the character of our children, as well as their cultural capital.

My vision would be that every individual, regardless of age, gender, belief or disability, sees their potential and with the help of those around them succeeds in unlocking it.

### **Our Values are:**

Cooperation

Perseverance

Independence

Motivation

Creativity

Aspiration

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## **Management and Organisation of the School**

### **The Governing Body**

The Governing Body is responsible and accountable for all major decisions about the school and its future. Governors have a legal responsibility to conduct the school with a view to promoting high standards of educational achievement. They set the school's vision and strategic aims, monitor and evaluate performance acting as a critical friend to the Headteacher and senior leaders, and ensure that the school is accountable to those it serves. Governors work in partnership with the Headteacher and other school staff to promote high standards of educational achievement at the school. Crockenhill's Governing Body is made up of key stakeholders:

- Parents (parent governors are elected by other parents at the school)
- Staff (including the Headteacher and Deputy Headteacher plus other staff members elected by the school staff)
- The community (the governing body appoints community governors)
- The Local Authority (the Local Authority appoints one Local Authority (LA) governor)

At Crockenhill we are fortunate to have a committed and supportive Governing Body with a wide range of expertise and experience. Governors meet once every term for a full Governing Body meeting, with sub-committees also meeting once per term. A full list of Governors can be found in Appendix 1.

### **Safeguarding Children**

The Governing Body takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children and expects all staff, governors and volunteers to share this commitment. Our Child Protection Policy and Safeguarding Policy has been developed in accordance with the principles established by the Children and Families Act 2014, the Education Act 2002 and in line with government publications. Copies of our policies are available on our school website ([www.crockenhill.kent.sch.uk](http://www.crockenhill.kent.sch.uk)). Our Designated Safeguarding Lead is Mrs Karen Dodd (Headteacher) with the support of Deputy Safeguarding Leads Mrs Lisa Higgs (Head Teacher), Mrs Liz Carter (SENco) and Mrs Charlotte Sharp (Family Support Worker)

### **The Senior Management Team**

The day to day running of the school is managed by the Headteacher, with the support of the Senior Management and Leadership Team (SMLT). The SMLT comprises the Headteacher, Deputy Headteacher, Pupil Premium Leader, KS2 Leader, Special Educational Needs Co-ordinator (SENCo) and the Maths Leader. Our staffing structure helps to ensure the sustainability of the school, help build capacity for continuous school improvement, as well as promoting good career development and opportunities for our staff. A full list of staff can be found in Appendix 1.

### **School Organisation**

At primary school level our curriculum consists of three stages:

<b>Infants</b>	Early Years Foundation Stage (ages 4 to 5 years old)
	Key Stage 1 (ages 5 to 7 years old)
<b>Juniors</b>	Key Stage 2 (ages 7 to 11 years old)

Crockenhill is a one form entry school, with capacity for up to 210 pupils. The children are taught by their own class teacher in mixed ability groups with children of the same age. There is one class per year group that takes up to 30 children. We use a wide variety of teaching strategies according to the needs of the children and the nature of the activity. They include whole class, small group and individual teaching. The groups may be different according to the task and will be flexible to reflect individual strengths. The staffing complement for each class in both KS1 and KS2 is a fully qualified teacher, plus a trained teaching assistant during the morning session. Intervention groups also take place during the school day where appropriate.

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## ***The School Day***

Parents and children are welcome to enter the school grounds from 8.50am. From Year 2 upwards the children are able to enter the classrooms immediately. We call this a 'Soft Start'. Parents are welcome to wait with their children on the playground until the children enter the classrooms.

School session times are: -

<b>Infants</b>	9.00am to 12.00pm	Morning Lessons
	12.00pm to 1.05pm	Lunch Break
	1.05pm to 3.15pm	Afternoon lessons
<b>Juniors</b>	9.00am to 12.00pm	Morning Lessons
	12.00pm to 1.05pm	Lunch Break
	1.05pm to 3.20pm	Afternoon lessons

All children have a 15 minute mid-morning break, with infant children also having a mid afternoon break.

At the end of the school day the school gates are opened at 3.10pm and parents are welcome to enter the school grounds to collect their children. The class teachers will ensure that children leave the school safely; and depending on the age of the child, are collected by an appropriate adult.

## ***School Terms***

Under the 2011 Education Act children are required to be in school for 190 days each academic year. In Kent these are divided up into six terms. Term dates for the current academic year can be found in Appendix 2 and can also be found on the school website.

Teaching staff are in school for a further five days for professional training (INSET days).

## ***Attendance and Punctuality***

Good attendance and punctuality are vital to your child's education. A detailed record is kept of attendance. If your child is unable to attend school because of illness or injury please telephone the school office to let us know before 9.30am on each day of absence. If we have not been notified by this time we will make every effort to contact you. When your child returns to school, please send a written explanation of the reason for absence. Absence without an acceptable reason or agreement by the Headteacher is recorded as "unauthorised absence" and will be referred to Kent County Council's Education Welfare Service.

Parents have no legal right to withdraw their child from school for holidays during term time. Absences during term times will not be authorised unless there are exceptional circumstances. If you wish to request absence for exceptional circumstances, you should write to the Headteacher explaining the circumstances. Please refer to the school's Pupil Absence Policy for full details. Crockenhill's most recent attendance data can be found in Appendix 2.



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## ***Your Child's Learning***

Every classroom is fully furnished and equipped with the highest quality learning resources, which include computers, high risers and interactive whiteboards. In addition, each class will have timetabled sessions for use of the ICT Suite, Library, Art Room, Hall, wildlife area and school field.

At Crockenhill, we have a curriculum that we believe is exciting and fresh and provides for the academic, moral, physical, creative, personal and social development of every child. In education today, we recognise that learning consists of:

- Acquiring knowledge
- Developing ideas
- Perfecting skills
- Nurturing creativity

In order for this to take place the children must:

- Become involved with things that interest them
- Be active in their learning
- Be encouraged to work with each other
- Make progress and be challenged in each area of learning
- Be encouraged to think and act for themselves and become independent



Refurbished ICT Suite comprising 31 Personal Computers and Interactive Whiteboard

## ***Celebrating Achievement and Effort***

Praise and celebration of learning and good behaviour are an important feature of school life at Crockenhill. Children's efforts and achievements are rewarded in class and around the school by a variety of methods e.g. House points, stickers and verbal praise. Our Friday assembly is a celebration of the work of the school for the previous week and includes special mentions for individual children who receive merit certificates, as well as those that have achieved out of school.

## ***Special Educational Needs and Disabilities***

At Crockenhill, we treat all our children as unique individuals with differing needs, strengths and abilities so we use a variety of teaching styles and adapt accordingly. Our staff are always alert to children who are experiencing difficulties academically, socially or emotionally. We also carefully consider the needs of the very able child.

Any concerns that teachers or parents have, will be discussed with the Special Educational Needs Co-ordinator (SENCo) and if it is felt appropriate, specific strategies and support will be provided. The SENCo works with parents, school staff and outside agencies where appropriate. The school follows national guidelines for special educational needs set out in the new SEND Code of Practice (Jan 2015). We involve parents at all stages in the provision of support for their children.

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## ***Assessment***

Careful monitoring of each child's progress throughout their time at Crockenhill is essential to ensure that all children are moving forward effectively in their learning and that any difficulties are rapidly identified and addressed. Class teachers monitor and track their pupils progress constantly to assist in their learning. Assessment records are regularly updated. From Years 2 to 6 more formal assessments, in addition to teacher assessments, are carried out at regular intervals. These include statutory assessments in Years 2 and 6. In line with government policy all children in Year 1 are also assessed on their phonic knowledge. Reception children are informally assessed to gain a baseline judgement on their development. In 2020, Year 4 should have sat an online times tables assessment.

## ***Collective Worship***

A daily act of collective worship is a requirement for all schools. At Crockenhill assembly is an important part of the school day, when we meet together as a community. It is a time when we place emphasis on the development of values and attitudes towards each other and the world around us. Assemblies are non-denominational and although they are of a broadly Christian nature, due consideration is given to the multi-cultural society in which we live. Assemblies also provide opportunities for school news to be shared and for children to celebrate their achievements. At key moments during the school year, parents are invited to attend class assemblies in order that the children can share their learning.

Parents have the right to withdraw their children from all or part of collective worship and/or Religious Education (RE) should they wish. Parents who have reservations about RE should first contact the Headteacher and discuss their concerns before withdrawing their child.

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## ***The Early Years Foundation Stage***

The Early Years Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others.

The prime areas of learning that make up the Foundation Stage are:

- Communication and Language
- Physical development
- Personal, Social and Emotional Development

The specific areas of learning are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The outdoor environment is also a very special part of the Foundation Stage curriculum. The Reception classroom has its own specially equipped outdoor learning area which is used on a daily basis.

Children come to us with a wide range of experiences. During the first half of the autumn term the teacher will visit you and your child at home to gain any information which will help them settle into school. They will also carry out a baseline assessment for every child. This will establish where they are in their learning and development and will help with future planning. The results of this early assessment will be shared with parents at the parents evening in the autumn term. Assessments of development and learning needs will be on-going throughout the year. By the end of the year the teacher will have built up an accurate profile of each child's development.

We encourage children towards reading, communication and mathematical skills from the very beginning. Much of this earlier learning is achieved through carefully structured play. Young children who cannot read or write often express their ideas and feelings through play. It is an important way of developing new skills and building up relationships with other children both individually and in groups.

Reading is taught through a variety of different structured reading schemes supplemented with a wide range of other books. Books are organised in a structured, graded way to allow children many opportunities for consolidation of key vocabulary. We encourage parents to work with their child at home by hearing them read on a daily basis.

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## **Key Stages 1 and 2**

At Crockenhill we provide a curriculum that is broad, balanced, creative and relevant to today's world. Children experience a wide range of activities planned in accordance with the National Curriculum. These are taught through stimulating and relevant themes.

The **core curriculum** at Key Stages 1 and 2 comprises:

- English
- Mathematics
- Science

Children also study the subjects below as part of the National Curriculum. These are called **Foundation Subjects**:

- Art and Design
- Design Technology (DT)
- Geography
- History
- Computing
- Modern Foreign Languages (MFL)
- Music
- Physical Education (PE)

Children are also taught Personal, Social, Health and Citizenship Education (PSHCE), Sex and Relationship Education, and Religious Education (RE).

### **Religious Education**

Non-denominational Religious Education is provided for all children as part of the curriculum and is in accordance with the local agreed Kent Religious Education syllabus. One hour of RE is usually taught each week by the class teacher. Schemes of work are used that are suitable children of different ages, and utilise a wide range of resources and teaching methods. Pupils study religious beliefs and moral teachings from around the world, and have the opportunity to discuss and think about what people believe and how they behave.

### **Personal, Social, Health and Citizenship Education (PSHCE), Sex and Relationship Education**

Health education is provided through the curriculum and includes healthy eating, exercise, drugs awareness (including medicines, alcohol and tobacco use) and sex education. These areas of the curriculum are taught as part of the school's PSHCE programme.

Parents are consulted prior to any lessons concerned with puberty or sexual reproduction; the emphasis being on personal awareness and relationships. A copy of the schools PSHCE Policy is available on request.

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## ***Sport***

Sport plays an important part in life at Crockenhill. We aim to offer our pupils two hours of quality curriculum PE each week as well as offer a range of extra-curricular sporting opportunities on both a competitive and non-competitive basis.

PE is a National Curriculum subject that is compulsory for all pupils across all Key Stages. At KS1 PE includes dance, games and gymnastics, and at KS 2 includes athletics, outdoor games and adventurous activities.

We offer a wide range of extra-curricular sporting clubs, which include football, tag rugby, running, cricket, netball, rounders, speed stacking and multi-skills. Children from these clubs are frequently given opportunities to participate in inter-school matches and tournaments. We are extremely proud of our excellent record in these events.

We also encourage active playtimes by providing children with a range of playground equipment ranging from skipping ropes and balls to permanent playground equipment.

Crockenhill has a track record of success in both inter-school and cross-school tournaments and fixtures.

## ***Music***

Alongside music lessons as part of the curriculum, there are also opportunities for your child to take private music lessons in piano and violin. Please contact the school office for further information if you are interested.

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## ***Reading***

We believe reading to be the key to the curriculum and therefore place great emphasis on the early acquisition of the necessary skills building on their phonics learning. There is a structured scheme in use within the school, with our core scheme being the Oxford Reading Tree Scheme. Parents are introduced to this scheme at the parents meeting and are given advice on how to support their child at home. Parental support with reading is invaluable. As well as acquiring the necessary reading skills, we try to engender a love of books, and to this end children are introduced to the library in a planned way from Reception onwards.

A school library has been provided in the main building by our School Association. This gives children the opportunity to borrow books in the same way as they use their local library. The school encourages adults to hear children read at school and appreciates all offers of help. Our librarian runs regular reading challenges to engage pupils in reading.

## ***Extra-curricular Activities***

We are extremely lucky at Crockenhill to have members of staff and parents that are happy to give up their own time to run extra-curricular activities to enhance and extend our curriculum teaching. As a result we are able to run a wide variety of clubs either during lunchtimes or after school, which normally finish between 4.00pm and 4.30pm. Activities on offer will vary according to the time of year, and the age of the children.



## ***Educational Visits***

Educational visits play an essential role in reinforcing classroom activities and take place on a regular basis. We include visits to places of interest linked to areas of study. These vary from visits to museums and art gallery's to outdoor activity residential trips. Whenever such activities take place parents are asked to make a voluntary contribution to the cost of travel and entrance fees (see Charging and Remission Policy).

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## **Broader Curriculum Offering**

It is an important part of our provision at Crockenhill that we offer a broad curriculum both inside and outside of school hours.

- **Access to resources.** Pupils are given access to the Internet or Library to research a topic more widely.
- **Opportunities to work with talented adults or older peers.** These could include special sessions or workshops run by visiting experts or groups e.g. cricket coaching, a visiting theatre group, artist or author, or ICT experts.
- **Clubs and societies.** Participation in clubs and organised activities can broaden and support pupils, especially if what they offer expands upon the child's existing knowledge base e.g. Art Club, Gardening Club, Football Club, Science and Lego clubs.
- **Visits.** Visits by pupils to see specialists or places of interest e.g. Bowles, Victorian experience day or river study at Horton Kirby.
- **Performing & Broadcasting.** Children from all year groups have opportunities to perform to other pupils, parents and the wider community e.g. nativity play, year 6 leavers production, carol concerts, assemblies.
- **Feature days/weeks or festivals.** Such events can showcase work in a particular area. e.g. Maths or Science Week where each class participates in activities aimed at broadening children's knowledge and understanding of the world.

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## ***Home Learning***

Children begin their learning at home from their very earliest moments, therefore a child's learning is significantly influenced by their parents. At Crockenhill we place a special emphasis on the partnership between home and school. When parents and the school work together to support a child's learning, the results in achievement are measurable.

Crockenhill has developed homework guidelines for each year group. These include reading, playing games, maths activities, spellings, tables, research and projects. The work done at home is set in order to support that done in school. The aim is for all pupils to develop good study habits for life long learning and to enjoy academic success.

## ***Parental Links***

We would like parents to feel welcome in our school. Good communication with parents is a priority of the school and we actively encourage parents to take an interest in their children's education, and be as involved in the life of the school as they choose.

The school has a Home School Agreement, which is an important document that helps clarify for parents, school and the children the expectations we have of each other. Parents, school and the children are asked to read and sign this document at the start of each new key stage.

We believe in an 'open door' policy. Parents are welcome to make contact at any time if they need clarification on any matters, or they have specific concerns. We do ask that where possible such contact be either after school or by appointment, and not at the start of the day when teachers are trying to settle their classes.

Parents can help their children more effectively when they know what the school is aiming to achieve and how they can help. Our teachers produce a class newsletter on a termly basis, explaining what the children will be learning about. Whole school newsletters are sent out fortnightly with news & reminders. Parents will receive other letters and updates to keep them informed about school news and events as appropriate. These are also available on our school website.

'Welcome to the year group' meetings are held within the first three weeks of the school year. A formal parents evening is held during the Autumn Term and the Spring Term, where parents are invited in to discuss their child's progress with the class teacher. A formal written report is sent home to parents in July. An open evening is normally held at the end of the Summer Term where parents have the opportunity to come and see their child's work, and look around the school.

Those parents who wish to offer any kind of help during the school day are very welcome to get involved and should contact the Headteacher. Parents can help in many ways, including listening to children read, helping with cooking or art sessions, and in many other ways. Parents who are able to offer any other skills such as sports coaching, carpentry, plumbing etc. should contact the Headteacher who would be most pleased to find ways in which those skills can be utilised for the benefit of the school.



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## ***Community Links***

We recognise that our school is part of a wider community, and as such we actively seek ways in which we can develop links within it. It is important that children realise they have a place in society and understand how that society is made up of many interrelating and interdependent agencies.

We have well established strong links with Crockenhill's All Soul's Church and the Baptist Church, where we hold our annual Christmas Carol Services. Pensioners from the village are invited to come into school for our Harvest Tea, and see our Nativity and school plays. Each year, a group of children representing the school attend the village's Remembrance Day service.

We maintain strong links with the local Pre-schools and Secondary schools. A primary school needs to liaise closely with its feeder nursery groups to promote a smooth start to school life, and then later in the child's career to liaise with the local secondary schools in order to ensure continuity and progression throughout the key stages of the National Curriculum.

## ***Pastoral Care & Behaviour***

Each teacher is responsible for the care of his/her own class and accepts a shared responsibility for the care of pupils within the school's buildings and grounds.

Staff members supervise children during break times, this includes lunchtimes when they are led by a team of mid-day supervisors. A member of staff and usually the Headteacher are "on-call" in case of emergency.

Successful delivery of the curriculum requires a disciplined environment. Children are encouraged to develop self-discipline by being made aware of the consequences of their actions and their own responsibilities to themselves, to others and to the school. We have a behaviour policy which is consistently applied by all adults who work in school. Punishment is by loss of privileges and time (missing playtimes)

The Headteacher will ask to see parents of children with more persistent problems to agree a joint programme for improvement. If bullying does arise at Crockenhill, staff that suspect bullying are required to report the incident to the Headteacher. Similarly, if parents suspect that their child is being bullied must inform the Headteacher who will investigate the complaint and report back to the parents. Our Behaviour Policy and Anti-Bullying Policy are available on our school website.

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## ***Joining our School***

### **Arranging a visit**

Prospective parents are welcome to come and visit our school to meet the Headteacher, staff and children and to look around the school as well as ask questions and discuss any concerns they may have. Each year we have two Open Mornings for prospective parents of children approaching school age. These are led by the Headteacher and are very popular with parents. Alternatively a tour of the school by Y6 pupils followed by a discussion with a member of the SMLT can be arranged by contacting the school office.

### **How to Apply for a Place at the School**

#### **Children approaching school age**

All children are admitted in the academic year of their fifth birthday. The allocation of Primary School places, for Reception age children, is undertaken by the Local Authority - KCC in the academic year before a child is due to start school.

The procedure for applying to KCC for a place and the current criteria can be found detailed in the KCC booklet 'Your guide to applying for a Primary School in Kent 2020' which is updated annually and available online at [www.kent.gov.uk](http://www.kent.gov.uk) or available to view in school. To apply for a Primary school place you can apply online at [kent.gov.uk/ola](http://kent.gov.uk/ola) or by post. Applications open on Thursday 5th November 2020 and close on Friday 15th January. You can apply for up to three schools, in order of preference and submit your application to KCC. If completed by hand you can either return it to one of the schools or directly to the Kent Primary Admission Team.

The Local Authority will notify parents on Friday 16th April 2021 which school their child has been allocated. Parents whose children have not been successful in gaining a place, at their preferred school, have the right to Appeal – details of which will be sent by letter.

#### **Children already of School Age (i.e. Transferring from another school)**

If following a visit to the school you decide that Crockenhill School is the right school for your child you will be asked to apply for a place in writing. If a place is available then you will be formally offered the place in writing and asked to confirm your acceptance in writing. Alternatively if no places are available your details will be retained on a waiting list and you will be contacted when a place becomes available.

#### **Admission arrangements for disabled children (AEN Children)**

Parents of children with a disability are invited along to meet with the Headteacher to discuss the child's needs. Every effort is made to ensure that the child can access the National Curriculum to their full potential and take part in the many other aspects of school life. If the school is considered appropriate, a place will be allocated using the procedures already discussed.

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## ***Starting School***

At Crockenhill children commence school in September of the school year of their fifth birthday. Children generally enter the school at the beginning of the school year altogether.

All children begin school part-time, building up to a full week within two weeks.

Every effort is made to ensure that the important step of starting school is a welcoming and happy one. Links are established between local Pre-schools and the school for this purpose.

### **Preparation for school**

During the school term before your child starts, you will have the opportunity to take part in our extensive induction programme. This includes:

- A preliminary visit into school
- Information meeting for new parents
- Time spent in school for children to meet their new teacher and make friends.

### **Time in school**

We understand that starting school can be an anxious time for both children and parents, therefore we aim to make this important step as smooth as possible for all involved by:

- Home visits during the first week.
- Inviting parents to our "Tea and Tissues" session on the first day of school (hosted by the School Association), where they can chat to and share the experience with other parents.
- Receiving daily communications from the Reception Class teacher during week one on how their child is settling in, and thereafter receiving regular communications.
- On the children's first full day at school parents are invited to join the Reception Class children during the afternoon session so they can see how for themselves how their child is settling in.

# Crockenhill Primary School

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## ***Transfer to Secondary School***

Choosing the right secondary school for your child is an important decision. We are lucky in the Crockenhill/Swanley area to have a wide variety of secondary schools available to us that offer a wide range of opportunities. These schools include both mixed sex and single sex wide-ability schools, as well as grammar schools and academies.

Kent County Council is the Admission Authority for secondary schools in our area, and publish and co-ordinate the admission arrangements each year. Parents are required to complete one Kent Secondary Common Application Form (SCAF) - either on paper or online, normally in November of the year the child enters Year 6.

Parents who are interested in a grammar school place for their child must register their child for the Kent Selection Tests; the school will provide information on how to apply for these tests. The tests now take place in September of Year 6, and the parents and child are informed of the results of the tests in October, before they have to complete the SCAF in November.

There is a lot to consider when you are deciding which schools to apply for, therefore we encourage parents to discuss their child's ability and style of learning with their teacher.

Schools and academies in the area will hold Open Days and Evenings, between September and November, and we encourage parents to take their child to visit schools they are considering applying for.

The school will hold an evening meeting to explain the procedure to parents and will also offer an opportunity for parents to meet privately to discuss the most appropriate school for their child.

During recent years, children from Crockenhill School have transferred to secondary schools which include: -

- Orchards Academy
- Dartford Grammar School for Boys
- Dartford Grammar School for Girls
- Wilmington Grammar School for Boys
- The Grammar School for Girls Wilmington
- The Leigh Technology Academy, Dartford
- Knole Academy
- Longfield Academy
- Wilmington Academy
- Kemnal Academy, Sidcup
- St Olave's, Orpington
- Newstead Wood, Orpington
- Dartford Science & Technology College

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## ***School uniform***

Uniform is worn at Crockenhill to develop a sense of pride in being a member of the Crockenhill School community. The school colours are red, white and grey. A detailed list of school uniform can be found in Appendix 4.

## ***School Meals & Snacks***

In KS1 all pupils are entitled to a free school lunch every day. Alternatively, they are given the choice of bringing in a packed lunch. In KS2 school lunches can be purchased daily at a reasonable cost.

**School meals:** School meals are provided by Principals Food Services in partnership with KCC. Their priority is to offer and promote healthy eating for children with a range of tasty menus. An on-going programme ensures that all meals meet the most recent Government nutritional standards, with menus planned over a three week period. Links to the current menus can be found on the school website.

At Crockenhill we offer the choice of having school meals as and when you prefer. You can book and pay for school meals via the Principals website. The latter however is subject to a minimum payment of one week.

**Free school meals:** Many families are entitled to free school meals and this can be arranged confidentially through the school office, or directly with KCC. A link to the KCC Guide to free school meal entitlement can be found on the school website.

**Packed lunches:** Children should be encouraged to eat a healthy balanced diet, and packed lunches should be no exception. Fizzy drinks, nuts, sweets and chocolate bars are not permitted in school packed lunches. We have a link on the school website to the British Nutrition Foundation, where parents can get guidance and ideas on what to include in their child's packed lunch.

**Fresh fruit:** Every child in KS1 is offered, free of charge, at least one piece of fresh fruit each day during morning break-time. This is an ideal opportunity for children to try new fruit as the selection is varied throughout the seasons. KS2 children can bring in a small piece fruit as a snack for break time.

**Free Milk:** Every child under 5 and those on free school meals are offered semi-skimmed milk during the school day. From 5 it is available if funded by parents.

## ***Caspers Breakfast Club***

At Crockenhill we run a Breakfast Club between 7.45am and 9.00am each morning, where parents can drop their children if needed. Breakfast club can be used either on a regular or an occasional basis. Bookings for Breakfast and After School club should be made in advance. Payment for these clubs may then be paid in full, in instalments or via Childcare Vouchers on the Gateway App.

An adult must sign the child into Breakfast Club each day. The breakfast offered includes cereal, toast, jam, marmite, fromage frais, fresh fruit, fruit juice, squash & milk. A range of indoor toys & games are available for the children to use, with supervised outdoor play possible in good weather.

## ***Caspers After-School Club***

We run an After-School Club between 3.15 and 5.30pm. This is a pre-booked club, at a minimum cost of £6 per session which is paid via the Gateway App. This includes a hot or cold snack. A booking form can be obtained from the school office — Child Care Vouchers are accepted.

# Crockenhill Primary School

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## ***Policies and Documents***

### **Charging and Remission Policy**

We aim to provide an exciting and stimulating education for our children. We cannot, by law, charge parents for educational activities which take place mainly within school time, other than instrumental lessons. We would, however be unable to provide such activities unless we receive assistance from parents. We therefore ask for a voluntary contribution on these occasions. Such contributions are requested for visits and other additional activities and we are grateful that we receive the fullest co-operation from parents. No child will be excluded from these activities if their parents are either unable or unwilling to contribute, however as there are no extra funds available, if several parents decline to pay then the activity will be cancelled.

### **Complaints**

We hope that should any cause for concern arise, you will initially contact the class teacher, and thereafter, if necessary the Headteacher, for informal discussion. The vast majority of concerns can be dealt with in this manner. In the event of a complaint, parents should contact the Headteacher. The Governing Body has formulated a complaints procedure which is available on request. Complaints about the delivery of the National Curriculum should be addressed to the Headteacher.

### **Policies and Documents**

Copies of all recent Department for Education documents, circulars, LA documents, National Curriculum documents and school policy documents are available for reference on request or on our school website. Please contact the school office if you would like to view any of these.

## ***Emergency School Closure***

On the rare occasion that a decision is made not to open the school due to extreme weather conditions, or for any other reason, a message will be posted on the school website and a notice will be clearly displayed outside the school. We also use a text messaging service to inform parents of emergencies. In addition, updates will also be broadcast on the following local radio stations and their respective websites.

- BBC Radio Kent 96.7FM/104.2FM/DAB
- [Www.news.bbc.co.uk/local/kent/](http://Www.news.bbc.co.uk/local/kent/)
- Heart Kent 103.1FM/102.8FM [www.heartkent.co.uk/](http://www.heartkent.co.uk/)

# Crockenhill Primary School

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## ***Standard Assessment Tests (SATs)***

During Term 5 of Years 2 and 6, children carry out the required Standard Assessment Tests (SATs), aimed at assessing your child's progress compared with other children of the same age.

### **Key Stage 1**

Children in Year 1 have their reading ability assessed through a statutory phonic test in the summer term.

Key Stage 1 SATs take place in year 2 and can be taken at any time during May. Each child is teacher assessed in reading, writing, grammar, punctuation, spelling and maths. Your child's class teacher will set short pieces of work in English and maths to judge what level of ability your child is considered. The SATs tests support the on-going assessment carried out by the class teacher. The results are not reported separately but are used to help the teacher assess your child's work. The teacher assessment is moderated by the local authority to make sure teachers make consistent assessments of children's work.

### **Key Stage 2**

Key Stage 2 SATs take place nationally on set days in May and are more formal than Key Stage 1. The tests which are taken in year 6 cover the two core subjects, English (including reading, writing, spelling, punctuation and grammar) and Maths (including mental arithmetic). The papers are sent away to be marked with results being available before your child leaves primary school in July. A standardised score will be reported to parents.

### **SATs Results**

Parents of both Key Stage 1 and Key Stage 2 children are informed of how their child has done at the end of the summer term as part of their child's annual school report.

Details of Crockenhill's most recent SATs results for Key Stages 1 and 2 can be found on our school website.

### **Phonics**

Phonics Screening takes place at the end of Year 1

### **TimesTables**

Year 4 children take an online tables test during the Summer Term.

## ***Inspection Reports and Developments***

Our most recent Ofsted Inspection took place in March 2019. A copy of the report is available on both the Schools website and on the Ofsted Website. Alternatively a paper copy can be requested from the school office. We are delighted that the school remained Good after the last inspection.

# Crockenhill Primary School

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## ***Crockenhill Parents' Association***

The Crockenhill Parents' Association is a very active and very supportive group that has provided many valuable pieces of equipment and activities for the children, as well as strengthen the link between the home and the school. All parents are automatically members of the association. New parents are encouraged to support the association as the children benefit directly from their activities.

A number of fundraising and social events are held each year, which have included the Summer Fayre, the Christmas Bazaar, quiz nights, ladies pamper nights, and children's sponsored walks/fun runs.

In recent years, the money raised from these events has provided funds for new playground markings, equipment and furniture for the classrooms, computers, picnic tables, outdoor play equipment and renovation of the school wildlife area, as well as many other useful items.

Each class normally has two parent representatives on the Parents' Association, who liaise between class teachers, year group parents and the association.

An AGM enables the association to report on the years events and provides an opportunity for new parents to become involved in its work.



# Crockenhill Primary School

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## **Appendix 1a— Staff**

### **Staff employed at Crockenhill Primary School (as at September 2020)**

Mrs K. Dodd	Headteacher
Mrs L. Higgs	Deputy Headteacher/Year 4 Class Teacher
Mrs J. Simber	Year 6 Class Teacher
Ms J. Angus	Year 5 Class Teacher
Miss L. Welsford	Year 3 Class Teacher
Mrs L. Hudson	Year 2 Class Teacher
Miss L. Franklin	Year 1 Class Teacher
Miss Magda	Reception Class Teacher
Mrs L. Carter	Special Educational Needs Co-ordinator
Mrs C Hudson	Pupil Premium Teacher
Mrs W. Rope	PPA Cover Teacher
Miss N Rennie	PPA Cover/Art Leader
Mr W. Everest	Supply Teacher
Mrs C Sharp	Senior Family Support Worker (Tuesday & Thursday)
Mrs R. Everest	Teaching Assistant/Speech & Language Support
Mrs A. Andrews	Teaching Assistant
Mrs A. Barnes	Teaching Assistant
Mrs G. Canty	Teaching Assistant
Mrs E. Griffin	School Office/Teaching Assistant/Midday Supervisor
Mrs S. Hart	Teaching Assistant
Miss E. Lewis	Teaching Assistant
Miss N Murray	Teaching Assistant/EYFS
Mrs L. Pilling	Librarian/Teaching Assistant
Mrs E. Spooner	Teaching Assistant
Mrs T Longley	Teaching Assistant
Mrs E Waterman	Teaching Assistant
Mrs C John	Finance Administrator
Mrs C Bickel	Office Manager
Mrs J. Warner	Office Assistant/Attendance
Mrs T. Wise	Senior Mid-day Supervisor/Breakfast Club Supervisor
Mrs R. Bradley	Mid-day Supervisor/Breakfast Club and After-School Manager
Mrs D. Bristow	Mid-day Supervisor/Breakfast Club and After-School Supervisor
Mrs N. Carey	Mid-day Supervisor
Mrs J. Stanton	Breakfast Club Assistant/Relief Mid-day Supervisor
Mrs C. Surtees	Principals Catering Services
Mrs E Hobden	Principals Catering Services
Mr P. Salmon	Caretaker
Mr P. Whitehead	Cleaner

# Crockenhill Primary School

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## **Appendix 1b – Governors**

### **Crockenhill Primary School's Governing Body (as of September 2020)**

Mrs Isabel Sheppard-Fidler	Chair of Governors
Mr Laurie Everest	Co-opted Governor/Vice Chair of Governors
Mrs Karen Dodd	Headteacher
Mr Lisa Higgs	Deputy Headteacher
Mrs Liz Carter	Special Education Needs Co-Ordinator (SENco)
Mr John Bunker	Co-opted Governor
Mrs Winnie Yu	Designated Parent Governor
Mr Robbie Cooke	Designated Parent Governor
Mrs Carol Bickel	School Office Manager
Mrs Teresa Longley	Staff Governor

Mrs. F. Porter Clerk to the Governing Body

# Crockenhill Primary School

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## **Appendix 2—Term Dates**

### **Term Dates 2021-2022**

<b>Term</b>	<b>Start of Term</b>	<b>Last day of Term</b>
Term 1	2nd September 2021	to 22nd October 2021
Term 2	1st November 2021	to 17th December 2021
Term 3	5th January 2022	to 11th February 2022
Term 4	21st February 2022	to 1st April 2022
Term 5	19th April 2022	to 27th May 2022
Term 6	7th June 2022	to 12th July 2022
There will be a total of 5 Inset Days during the academic year.		

All clothing, including footwear, should be clearly marked with the child's name.

Children should wear black school shoes which are safe and suitable for school wear. No sling backs or mule type shoes, and no trainers should be worn. Boots may be worn on the journey to school but shoes must be worn during the school day.

We believe uniform to be an important part of the ethos of the school, and we therefore urge parents to support us in this. Appendix 4 gives more information about our School Uniform.

# Crockenhill Primary School

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## ***Appendix 3—Kent Admissions Policy***

If Crockenhill is oversubscribed, as it is most years, then the Local Authority's admission criteria will be applied (in so far as they apply to Crockenhill). The current published Kent admission criteria is: -

- **First priority**—Children in Local Authority Care
- **Second priority**—Attendance at a linked school (not applicable to Crockenhill)
- **Third priority**—Denominational preference (not applicable to Crockenhill)
- **Fourth priority**—Current family association (A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school – or have moved to a new property that is nearer to the school than the previous property)
- **Fifth priority**— Health and Special Access reasons (Children who for reasons of health or physical impairment need to attend a particular school) this must be supported by evidence provided to the school of choice.
- **Sixth priority**—Nearness of children's homes to school

# Crockenhill Primary School

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## **Appendix 4—School Uniform**

On all special school occasions and visits all children will be required to wear school uniform.

It is good practice for children with long hair to tie it back to avoid the contamination and spread of head lice however, please avoid very large multi coloured hair bows and bands. Children should only wear small stud earring if any at all.

### **Winter Uniform**

Red sweatshirt with logo  
Red knitted pullover/cardigan  
Grey trousers/Grey skirt or pinafore  
White shirt/white blouse  
Red tie  
Black school shoes (no trainers)

### **Summer Uniform**

Red sweatshirt with logo  
Red and white dress (gingham or striped)  
White polo shirt with logo  
Grey trousers/Grey shorts (tailored)  
Sun hats may be worn in the summer months

### **PE and Games Kit**

T-shirt—White plain  
Red knitted pullover/cardigan  
Grey trousers/Grey skirt or pinafore  
White shirt/white blouse  
Trainers (for outside games) for Juniors  
Plimsolls for Infants  
A tracksuit is recommended for older children playing outdoor games in cold weather.  
A named drawstring bag will also be required.

