



# Crockenhill Primary School



## Prospectus 2024



*Learning together. Working together. Achieving together.*



# Crockenhill Primary School

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## *Head Teacher'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>Mobile:</b>	07376235773
<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>	Mrs Jo Pennell
<b>School Hours:</b>	08.40-08.50 soft start
<b>Finish</b>	3.20pm finish Reception & KS1 3.25pm finish for KS2
<b>Local Authority:</b>	Kent



Our School Clock Tower



March 2019

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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, in 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 - Head Teacher's Office - New office and reception area - Medical and care facilities - Staff room

The school has its own two and a half acre playing field, a dedicated environmental and pond area and a Forest School. 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.

## **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 upskills 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.

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 Liz Carter (Special Educational Needs Coordinator—SENCO), Mrs Clare Hudson (Senior Teacher) and Mrs Louise Bunch (Deputy Head Teacher)

### **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, Senior Teacher, 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 bring their children to school from 8.40am allowing a soft start, into the classrooms until 8.50am.

All children have a 15 minute mid-morning break, with infant children also having a mid afternoon break as well as an hour for lunch.

At the end of the school day the school gates are opened at 3.20pm and children are collected from school at the gate.

## **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 on our 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. Absence without an acceptable reason or agreement by the Headteacher is recorded as "unauthorised absence" and will be referred to Kent County Council.

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.

## **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



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## ***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. Dojo 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. Each class also has its own Recognition Board to celebrate individual achievements.

## ***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 (April 2020). We involve parents at all stages in the provision of support for their children.

## ***Applying for Free School Meals***

If your child is eligible for free school meals they will also qualify for the holiday activity and food programme. Your child may be able to get free school meals if you are in receipt of any of the following : Income Support—The guaranteed element of State Pension Credit—income based Jobseekers Allowance—income related Employment & Support Allowance—support under part VI of the Immigration & Asylum Act 1999—Working Tax Credit Run On—paid for 4 weeks after you stop qualifying for Working Tax Credit—Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190. Please see [www.cloudforedu.org.uk/ofsm/kent](http://www.cloudforedu.org.uk/ofsm/kent) to make your application.

## ***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 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 and Year 4 take part in a Times Table assessment. Reception children are informally assessed to gain a baseline judgement on their development.

## ***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. During the spring term, 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 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 the Statutory Baseline Assessment for every child. This will establish where they are in their learning and development and will help with future planning. 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, language and 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.

Phonics is an integral part of the early years/KS1 curriculum where children learn and understand the sounds that letters make in order to learn to read. We use Twinkl phonics scheme to support the children's learning

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.

## **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 of English, Mathematics & Science. Children also study the subjects below as part of the National Curriculum. These are called **Foundation Subjects**: Art & Design, Design Technology (DT), Geography, History, Computing, Modern Foreign Languages (MFL), Music and 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 and Health Education (PSHE), Relationship and Sex Education (RSE)**

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 PSHE/RSE 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 PSHE/RSE 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 KS2 includes athletics, outdoor games, swimming and adventurous activities.

We encourage active playtimes by providing children with a range of playground equipment ranging from skipping ropes and balls to permanent playground equipment such as our Table Tennis Tables.

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.

## **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. 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.

Our school library 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. The library is also open to use after school on a Monday. All are welcome.

## **Extra-curricular Activities**

We aim to offer a broad balance of extra-curricular activities.

Our after school clubs include Multi-Skills Club, Football and Netball clubs.

We have opportunities in school time such as pond-dipping or Forest School activities



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## **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).

## **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—Art club, Gardening Club, Football Club 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.

## **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.

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## **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 curriculum overview on a termly basis, explaining what the children will be learning about. Parents will receive other letters and updates to keep them informed about school news and events as appropriate. Teachers communicate with Parents via the Class Dojo.

'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.

## **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 to 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 support your children in their play alongside the midday team. 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 open events for prospective parents of children approaching school age. These are led by the Headteacher and are very popular with parents.

### **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 2022' which is updated annually and available online at [kent.gov.uk](http://kent.gov.uk) To apply for a Primary school place you can apply online at [kent.gov.uk/primary admissions](http://kent.gov.uk/primary-admissions) or by post. Applications are open from Friday 3rd November 2024 and close on Monday 15th January 2025. You can apply for up to three schools, in order of preference and submit your application to KCC.

The Local Authority will notify parents in April 2025 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 from KCC.

**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 by completing and In Year Admission Form which can be obtained from the School Office. If a place is available then you will be offered a tour of the school and to meet with the Head Teacher. Then you will be formally offered the place, if one is available, 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 SENCo 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

## 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. In Reception, 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 induction programme. This includes - Information meeting for new parents - Time spent in school for children to meet their new teacher and make friends - Meet with their Year 6 buddy

**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 - Receiving daily communications from the Reception Class teacher during week one on how

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## **Transfer to Secondary School**

Choosing the right secondary school for your child is an important decision. Crockenhill/Swanley area has 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 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.

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
- Dartford Science & Technology College
- Trinity School
- Newstead Wood

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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. There is no requirement to wear uniform with the school logo on.

## **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 Caterlink 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.

**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.

**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 separate from their lunch box.

**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 7.35am and 8.40am for £4.41 each morning when pre-booked and £5.51 when booked on the day. Parents may drop their children into Breakfast club without booking. 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 3.20 and 5.45pm. This is a pre-booked club, at a minimum cost of £9.92 per session which is paid via the Gateway App. This includes a 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**

School policy documents are available for reference on our school website.

## ***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 class Dojo message and/or text message will be sent to parents and a message will be posted on the school website.

## ***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 retained its Good judgement at the last inspection.

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

During Term 5 of Years 2 and 6, children carry out the 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.

### **Phonics**

Phonics Screening takes place at the end of Year 1

### **Timetables**

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

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## **Crockenhill Parents' Association**

The Crockenhill Parents' Association have 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 and Christmas Fayres, Discos for the children, movie nights, and children's sponsored walks/fun runs.

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 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.

All parents are welcome to join the Parents Association WhatsApp Group which is used as a means of communication.

# Crockenhill Primary School

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## Appendix 1a – Staff

### Staff employed at Crockenhill Primary School (as at October 2024)

Mrs K Dodd	Headteacher
Mrs L Bunch	Deputy Headteacher / Year 6 Class Teacher
Mrs C Hudson	Senior Teacher
Mrs L Carter	Special Educational Needs Co-ordinator
Miss Magda	Reception/EYFS Class Teacher
Miss R Williams	Year 1 Class Teacher
Miss A Hemsley	Year 2 Class Teacher
Miss L Welsford	Year 3 Class Teacher
Mrs J Simber	Year 4 Class Teacher
Mrs J Brown	Year 4 Class Teacher/ Forest School Leader
Mrs N Kaur	Year 5 Class Teacher
Mrs W Rope	Year 6 Class Teacher/PPA Cover Teacher
Mrs R Morrison	Class Teacher (currently on maternity leave)
Miss N Rennie	PPA Cover/Art Leader
Mrs A Andrews	Teaching Assistant/Speech & Language Support
Mrs A Barnes	Teaching Assistant
Mrs G Canty	Teaching Assistant/PPA Teacher Cover
Miss N Murray	Teaching Assistant
Mrs L Pilling	Teaching Assistant
Ms J Beech	Teaching Assistant
Ms N Sankale	Teaching Assistant
Mrs T Longley	Teaching Assistant
Mrs E Griffin	Office Manager/Visit Coordinator
Mrs J Warner	School Office Admin
Mrs T Wise	Senior Mid-day Supervisor/Breakfast Club Supervisor
Mrs R Bradley	Breakfast Club and After-School Manager
Mrs D Bristow	Breakfast Club and After-School Supervisor
Mrs N. Carey	Mid-day Supervisor/After school Club Assistant
Mrs J Stanton	Breakfast Club Assistant
Mrs C Surtees	Catering Services
Mrs E Hobden	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 2023)**

Mrs Joanne Pennell	Chair of Governors
Mr Robbie Cooke	Vice Chair of Governors/Designated Parent Governor
Mrs Karen Dodd	Headteacher
Mrs Louise Bunch	Deputy Head
Mrs Liz Carter	Special Education Needs Co-Ordinator (SENCo)
Mr John Bunker	Co-opted Governor
Ms Lynne Groves	Designated Parent Governor
Mrs Clowey Bailey	Co-opted Governor
Mrs Teresa Longley	Co-opted Governor
Mrs Ellen Griffin	Staff Governor/Office Manager
Mrs. F. Porter	Clerk to the Governing Body

# Crockenhill Primary School

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## Appendix 2—Term Dates

### Term Dates 2025-2026

Term	Start of Term	Last day of Term
Term 1	1st September 2025	to 17th October 2025
Term 2	27th October 2025	to 19th December 2025
Term 3	5th January 2026	to 13th February 2026
Term 4	23rd February 2026	to 2nd April 2026
Term 5	20th April 2026	to 22nd May 2026
Term 6	1st June 2026	to 21st July 2026
<p>There will be a total of 5 Inset Days during the academic year.</p> <p>1st September 2025 2nd September 2025 6th January 2026 20th July 2026 21st July 2026</p>		

# 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 or previously 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

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## **Appendix 4—School Uniform**

Children are required to wear school uniform but it is not essential that it has the school logo. Uniform obtained from any super-market will suffice.

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 earrings, if any at all. These should be removed on their PE days.

**PLEASE ENSURE ALL CLOTHING & FOOTWEAR HAVE YOUR CHILD'S NAME OR INITIALS**

### **Winter Uniform**

Red sweatshirt with/without logo

Red knitted pullover/cardigan

Grey Trousers/Grey skirt or pinafore

white polo shirt/White shirt/white blouse/

Black shoes—no boots or trainers

### **Summer Uniform**

Red sweatshirt with/without logo

Red knitted pullover/cardigan

Red & White summer dress

White polo shirt

Grey Trousers/grey shorts (tailored)

Footwear should be as winter uniform—no sandals or open toe shoes

Sun Hats may be worn in the summer months

### **PE & Games Kit**

White T shirt

Blue or black shorts

Blue or black tracksuits

Plimsoll for KS1 indoor PE

Trainers for KS2



## **Contact Details**

### **Email**

**office@crockenhill.kent.sch.uk**

### **Phone**

**03000 658300**

### **Mobile**

**07376 235773**

### **Crockenhill Primary School**

**The Green**

**Stones Cross Road**

**Crockenhill**

**BR8 8LT**