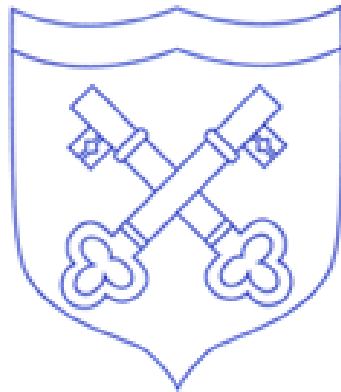


**Bredhurst C.E. Primary**



**School Prospectus**



*Living and learning together with*

Self Control, Perseverance, Inclusion, Respect, Inspiration and Trust

Dear Parents,

Thank you for taking the time to consider our school for your child. This brochure is designed to give you relevant information about our school and its aims and values.

As a 'Controlled' Church of England School, Bredhurst CE Primary enjoys close links with the local church and with the Parish of South Gillingham. Reverend Brian Senior, serves on our Governing Body. He leads an act of worship in the school regularly, as do other members of the Parish team including The Family Trust. We have close links with St Peter's Church in the village, where we hold Acts of Worship at Harvest, Advent, Easter and Pentecost. End of year services are held in church too.

The content of our worship is based on teaching children about the Christian Faith and Values.

Our core values are linked to the '**SPIRIT OF BREDHURST**'

Self Control, Perseverance, Inclusion, Respect, Inspiration and Trust

These values lie at the heart of our school ethos. We revisit these regularly to explore the uniquely Christian and Anglican aspect of each.

The school has a daily act of worship. Class-led worships, celebrations of the main Christian festivals and special services to mark the end of the school year all contribute to our community life. Our worship provides opportunities to learn, sing and pray together as well as time for quiet reflection.

The right of parents to withdraw their children from acts of worship and religious education are respected.

Staff and parents share the same goals, namely the education and welfare of the children. At Bredhurst we strongly believe that the education of children is best served when home and school work as a partnership, where there is mutual support and co-operation.

In our school, you will find caring professionals who, together with parents and friends of the school, work hard to create a warm family atmosphere that encourages high standards through meaningful work.

Each child is treated as an individual and relationships with other people are taught by example in a meaningful and sensitive way. Children need the comfort and support of firm, sympathetic and consistent adults, so all the staff at Bredhurst work together to help the children achieve their best - both educationally and socially.

At Bredhurst we strive to ensure children have a broad and balanced curriculum with creativity at the heart. Our teaching across all areas are linked into key topics/themes which we develop into all areas of learning where possible.

We believe that it is our joint responsibility to ensure that your child has a happy and productive time here at Bredhurst. As a small village school, we hope that you and your family will soon feel part of our community and welcome your involvement in your child's education.

We look forward to working in partnership with you in the years to come.

Yours sincerely

Michelle Cox  
Head Teacher

**Information published on behalf of the Governors of  
Bredhurst Church of England Primary School**

Address: Bredhurst, Gillingham, Kent ME7 3JY

Telephone: 01634-231271

Head Teacher: Mrs Michelle Cox

Chair of Governors: Mrs Julia Clarke

Status: Voluntary Controlled

Type: Primary: Junior and Infant  
Co-educational  
Age Range: 4 - 11 years

Number on roll: 120

Pupil Admission Number: 15

## **Mission Statement**

As a caring, Christian, family school we will provide a fun education that gives confidence, independence and success for everyone, today and tomorrow.

## **Our Vision and Aims**

At Bredhurst C.E. Primary together we will ensure success and achievement for all through:-

- Bold and creative learning that prepares us for the future
- An environment that make us proud and encourages us to learn
- Skills that will help all of us achieve everything we can
- A feeling of fun, excitement, care and respect
- Working together with home, school, the Church and Bredhurst
- Excellent teaching and learning to help everyone reach their goals

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## **1. Governors and Staff**

### **Governing Body**

Mrs J Clarke	Chair of Governors
Mrs M Cox	Head Teacher
Mrs Y Razzak	Clerk to Governors
Mr B Senior	Ex Officio Foundation
Mrs L Wainwright	Foundation
Mrs M Dewar	Foundation
Mrs L Nicholas	LA Governor
Mrs C Vaughan	Staff Governor
Miss C Preston	Staff Governor
Mrs J Evans	Parent Governor
Mrs W Hegley	Co-opted
Mrs K Springer	Co-opted
Mr S Hall	Co-opted

### **Staff**

Head Teacher	Mrs M Cox
Assistant Head Teacher	Mrs F Steer
SENCO	Mrs K Place

### **Class Teachers**

Oakwood - Year 6	Mrs C Carey
Kemsley - Year 4/5	Mr K Eggleton
Hurstwood – Year 3/4	Miss R Meade
Forge - Year 1/2	Mrs R Fisher/Mrs L Green
Fir Tree - Year R/1	Mrs C Harvey/Mrs F Steer

### **Teaching Assistants**

Kemsley - Year 4/5	Mrs C Vaughan
Hurstwood – Year 3/4	Miss C Preston
Forge - Year 1/2	Mr D Peters/Mrs S Adamson
Fir Tree - Year R/1	Miss A Fenson
Additional Teaching Assistants	Mrs G Burch

### **Support Staff**

Administrative Assistant	Mrs C Sage
Business Manager	Mrs P Hewitt
Network Manager	Mrs L Jarvis
Caretaker	Mr L White
Cleaner	Miss S Hogg

### **Mid-day Supervisors**

Mrs C Crouch
Mrs J Wood
Mrs R Fullbrook
Miss A. Skudder

<b>Early Morning Club Supervisor</b>	Mrs. G. Woods/Mrs C Crouch
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## 2. Admission Procedure and Pre-school

Most children begin primary school at the start of the school year in which they reach school age (5 years old). We admit children from the September following their 4<sup>th</sup> birthday. However, children with birthdays in the months from January to August will only be accepted full time after two weeks of half days if they are ready.

Children are not legally required to start school until the beginning of the term following their fifth birthday, however this school encourages all children to start in September. Parents are not obliged to accept the offer of an early entry. For more information regarding deferred admission please see the [KCC admissions website](#).

Places will be allocated according to the Kent Admission criteria. These are:-

- **Children in Local Authority Care** - This is a child under the age of 18 years, for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the act. This applies equally to children who immediately after being looked after by the local authority became subject to adoption, residence or special guardianship order. (As identified by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989.)
- **Current Family Association** - This refers to a brother or sister at the school at the time of entry. This includes: natural or adopted siblings; step or foster brothers or sisters; those who live as brothers and sisters in the same house. This does not include cousins.
- **Health & Special Access Reasons** - Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally, this priority will apply to children whose parents/guardians physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school.
- **Nearness of Children's Homes to School** - The home address for a child is to be a residential property that is the child's only or main residence and not an address at which the child may stay at during the week such as at grandparents.

Distances are measured in a straight line from a defined point within the child's home to a defined point within the school as defined by Ordnance Survey. The same address point on the school site is used for everybody.

The number of places available each year is determined by the physical capacity of the school and is called the "Pupil Admission Number". For Bredhurst School the standard number is fifteen.

Should parents be unsuccessful in their application for a place at this school, they may appeal in writing to the Area Education Office.

## **Please Note**

Places are offered on a provisional basis, pending confirmation of the parental address on presentation of two utility bills from the previous three months. Failure to do so means a place will be withdrawn.

## **Pre-School**

Before your child starts school, an appointment will be made for a member of the teaching staff to visit you and your child at home. This will usually be the Class Teacher and the Teaching Assistant of Fir Tree Class. We believe this to be an important visit in that it allows your child to meet either of us on his/her own familiar territory. This visit also provides an opportunity for us to discuss any problems or answer any questions concerning school.

There are many practical ways in which you can help prepare your child for school:

1. Give time and opportunity for your child to dress him/herself. Confidence in this area helps children enormously in school.
2. Train your child to use the toilet properly, to flush it and wash hands as a matter of habit.
3. Try to ensure that he/she can blow his/her nose and please always provide a clean handkerchief or tissues.
4. Train him/her to tidy up toys and put them away in the proper place.
5. Teach proper use of knife, fork and spoon.
6. Make sure he/she knows his/her own name and address.
7. Please always discuss school in a positive manner - your child will reflect your attitude.
8. In our pre-school pack there will be a sheet showing the style of handwriting used in the school. It will help your child enormously if you use this style of writing for him/her to go over or copy. Capital letters should only be used in the appropriate places.

Your child will be invited to come to school for sessions prior to admission as part of our induction programme. He/she will also be given a 'school folder', in which will be something he/she has done during the session and a book which he/she has chosen. This helps to make your child feel a part of the school as soon as possible. Please do not expect your child to 'read' the book. It is simply something for him/her to share with you from school.

## **Admission for Year Groups other than Reception**

In year 'casual' admissions are admissions which take place outside of the normal entry to school. Parents can approach the school regarding places. If you are moving into the area, parents can contact Kent County Council for general school places in the area.

Any child admitted to Bredhurst within any school year will be given an opportunity to spend time in their new class prior to them starting full-time at the school.



### **Emergency Contact Information**

In case of illness or accident at school we need to have an emergency telephone number where you may be contacted. When you register your child you will be required to complete an Emergency Contact form which asks for this information. To be effective these documents need to be kept up to date and we ask for this information at least once a year. Should circumstances change in any way please notify the school immediately by letter or telephone.

### **3. Attendance, Classes and the School Day**

#### **Bringing your child to school**

The school day begins at 8.55 am but children are expected to be in the playground by 8.50 am. The time before school is used by the staff to prepare for the day and therefore this is not a good time to speak to teachers. Should you wish to talk to a class teacher, however, the office staff will be happy to arrange a mutually convenient time.

In wet weather children will be brought into school early by the duty teacher.

The school gate is open from 8.45a.m. when a member of the teaching staff is on duty in the playground and a member of the senior staff on the school gate to meet and greet. We provide 'Breakfast Club' for those children who require it. It runs between 7:30a.m. – 8:45 a.m. There is a small cost for this and details of the current arrangements are available from the school office.

After your child's first term at school we encourage parents to 'drop off' their children rather than staying with them in order to promote their independence.

#### **Meeting your child from school**

When meeting your child please do not park on the zig-zag, yellow lines outside the school gates or the staff parking places. Parked cars outside the school grounds, along Hurstwood Road, can create a hazard to children leaving school. If for any reason you find you will be late collecting your child, please telephone and leave a message. Should you ask someone else to meet your child after school, please ensure that the class teacher knows who is collecting him/her.

We ask that you are as prompt as possible to pick up your child as children can become anxious and upset whilst waiting.

#### **Organisation of Classes**

As a small village school we have smaller than national average year groups **but not necessarily smaller than national average class sizes**. The school operates with five classes, which may consist of mixed age year groups.

## School Times

Time	Activity/Lesson
8:55 - 9:05	Registration/warm up activity
9:05 - 9:30	Collective Worship
9:30 - 10:40	Maths
10:40 - 11.00	Break
11.00 - 12.30	English
12:30 - 1:30	Lunch
1:30 - 3.30	Other curriculum areas

## Absence

If your child is absent from school please notify the school by phone on the first day of absence and write a letter of explanation when he/she returns. If the school is not notified of any absence the secretary will contact parents on the first morning. Children leaving during the school day (dental/doctor's appointments etc.) must be collected from the office and signed out.

Holidays in term time will not be authorised. Each request for leave of absence, other than for holiday, will be considered on its own merits and the child's attendance records will be considered when making a decision. Should the child's attendance, for the current academic year, be less than 95% the leave will automatically be unauthorised.

Any absence for which no telephone message, letter or holiday form is received by the school, will be recorded as an unauthorised absence.

More information on this can be found in our attendance policy.

## School Meals

Children have the choice of bringing a packed lunch or having a school dinner. Dinner money for school meals is payable in advance by cheque or cash. Cheques should be made payable to 'Bredhurst Primary School.'

Free School Meals: Details of entitlement for free school meals are periodically revised and are available from the Welfare section at the Area Education Office. Please check if you think you may be eligible to claim. The school takes special care to ensure that neither children nor parents are caused embarrassment by taking up free meals to which they are entitled.

All Key Stage 1 children are currently entitled to a free school meal.

## 4. Clothing and Equipment

### School Uniform

The School colour is navy blue. We encourage all children to wear school uniform and take a pride in their appearance.

Winter: Navy blue V neck jumper or Cardigan embroidered with school logo.  
(available from the school office)

Grey skirt or trousers.

School tie – elastic, regular or clip on.  
(available from the school office)

White shirt or blouse (**Not Polo Shirts**)

White or grey socks

Black sensible shoes. (Trainers can be worn at lunchtime only)

Summer Blue and white checked dress

Grey shorts or trousers

White shirt or blouse (**Not Polo Shirts**)

White or grey socks

### P.E. Kit:

Indoor P.E. Plain white t-shirt and navy shorts

Outdoor P.E. Winter - Trainers and navy track suit

Summer - Trainers, shorts and t-shirt

Small PE Bag.

An old shirt, modified with elastic in sleeves is essential for protecting clothes during creative activities.

**Please ensure all clothing is named**

### Jewellery

Jewellery should never be brought to school as no facilities exist for its safekeeping. K.C.C. guidance states that no jewellery (rings, chains, watches, necklaces, earrings, large hair slides, etc.) to be worn during games or physical education periods, as this could constitute a danger to the wearer and other children. Earrings should not be worn to school on days when children have P.E. and games, and only 'stud' earrings at other times. Exceptions will be made for medical jewellery, which should be covered for PE lessons.

## **5. Pupil Welfare**

### **Health**

#### **Medicines in School**

From time to time we are asked to administer medicine, pills, inhalers, etc. to children who are recovering from illness, are well enough to return to school, and are required to finish a course of medicine prescribed by the doctor. Also, a small proportion of children may be receiving long-term treatment which requires frequent dosages throughout the day. This is permissible, at the discretion of the Head Teacher, provided that the following procedures are agreed to in advance:

1. A school medicine form must be requested at the office and completed by the parent.
2. The medicine is brought to school by the parent and delivered to the office.
3. Medicine containers must be clearly labelled with contents, owner's name and dosage. They will then be administered in accordance with these instructions.

#### **Head Lice**

This is a national problem and we occasionally have isolated cases of head infestation in school. Regular checks by the school nurse are no longer carried out as a matter of routine, so the only way to be sure is to check your child's hair regularly. If you find any signs please let us know immediately and we can advise you on what to do and use.

#### **School Health Service**

Height and weight checks are undertaken in Year R and Year 6 by the school nurse team. Vision checks are also undertaken in Year R.

#### **Healthy Eating Policy**

Children may require a snack that they can eat during their mid-morning break. We encourage the eating of fruit or vegetables as part of our 'healthy eating policy'.

As part of a scheme all KS1 children are offered free fruit or vegetables for consumption at playtime. In addition, through an arrangement with a private company, parents can purchase chilled milk for children at playtime. Please see the office for more details.

We allow children to bring in a treat to share with their classmates when it is their birthday. However, no lollipops please and parents must not feel they need to do this at all.

## **6. Behaviour and Discipline**

This school is an orderly community where staff and pupils work together happily and efficiently. To this end, all children are expected to be helpful and co-operative members of the school, being courteous and considerate to one another at all times - in short, to develop and display self-discipline.

The children are split into four 'houses' (St Patrick, St. David, St. George, and St. Andrew). Each week all house teams accrue 'house points' and the winning house each week is recognised in Celebration Worship. At the end of a term the house with the most points is entitled to a 'tag day', when children can wear their own choice of clothes.

Children receive weekly Star of the Week, Spirit and Writer of the Week awards. They receive a trophy to keep in their classroom and a certificate to take home. For the Spirit award children are nominated by their peers.

Children will be made aware of inappropriate behaviour and corrected. Any punishments or sanctions imposed will depend on the seriousness and/or the circumstances of the situation. Usually, this will involve the loss of free time during lunch or break and the inappropriate behaviour discussed. We ask and expect all parents to support the high standards of behaviour at this school. Should you be concerned about the behaviour of your child, or any sanction given, you should request an appointment with the Head Teacher to discuss this matter. Further legislation under the Education Act (No. 2) 1986 means that with effect from the 15th August, 1987 corporal punishment will no longer be permissible in maintained and non-maintained schools.

In extreme circumstances where problems of a serious or persistent nature occur, parents will be invited to school to discuss the problems with the Head Teacher. As a last resort a pupil may be excluded permanently from school; however, parents of any such child do have a right of appeal.

## **7. The Curriculum**

### **General Aim of the School**

Mathematics and English are both taught through core subject schemes and class topics. Science, Geography, History and Art and Design Technology are taught by means of a thematic approach using structured class topics (unless there is a particular aspect of Science that requires being approached separately). R.E., Music and Drama are integrated parts of our school life but are taught as separate subjects unless there is a clear opportunity for cross curricular work. Other cross-curricular issues such as Health and Environmental Education are also included in our topics. Children may be taught in a class group, a small group or on an individual basis, depending on the nature of the subject and the ability of the child.

## **8. Other Activities**

### **Educational Visits**

We take children to places of interest as part of their class work and general education, e.g. zoos, museums, castles, theatres and so on. Due to the Education Reform Act 1988, the Governors adopted a policy that would allow for voluntary contributions to be asked for, to facilitate the continuation of activities during school hours for which charges may no longer be made. This change came into effect from 1st April, 1989 and in practice means that:

- (a) Parents would be asked to contribute the cost of their child/children for a visit or activity.
- (b) This contribution would be voluntary and no child would be excluded.

If parents are experiencing financial difficulty they should contact the Head Teacher in confidence, as help may be available.

### **Clubs / After School Activities**

Clubs and after school activities may vary according to the time of the year and the skills and interests of staff and children.

## **9. Friends of Bredhurst School (FoBS)**

All parents are automatically members of The Friends of Bredhurst School. As members, parents are invited to become actively involved in the life of the school. The Friends of Bredhurst School arrange events each term and help with school functions such as Christmas productions, May Day and Sports Day.

### **Volunteer Helpers**

Volunteer helpers are required to undergo a police check for criminal convictions in line with statutory recommendations. All volunteers will have a short induction session with the Head Teacher.

## **10. Home School Contact**

### **Parent/Teacher Contact**

At Bredhurst a senior member of staff is present on the school gate daily to listen to any parental concerns or share information about a child. Similarly, staff will bring out their children at the end of the day and be available to talk to any parents as necessary. There are also more formal termly meetings, when you will be able to discuss your child's learning with his/her class teacher. If, however, you are in any way concerned about your child, or if there is any change in family circumstances, please contact the school and an appointment will be made to discuss the situation as soon as possible. We also have regular 'Parents in School' sessions where parents are invited to join their child in the classroom.

### **Written Reports**

Parents will receive a written report three times a year, giving information about their child's/children's attainment and progress. At the end of N.C. Key Stages one and two, parents will also receive their child's formal assessment results following the Standard Assessment Tasks.

### **Newsletters**

A weekly newsletter is written by the Head Teacher. This give dates and information about school events. Parents receive copies of these through the school website, via e-mail and can also request a paper copy if they wish.

Each teacher sends out their own curriculum overview giving details of the work that their class is covering. This information is also available on the school website

### **Website**

Our school website address is [www.bredhurst.kent.sch.uk](http://www.bredhurst.kent.sch.uk). Here you will find both current and updated information regarding the school. We also subscribe to a web app which once downloaded onto your mobile device will send you notifications of school information and events.

## **11. Special Education Needs/ Gifted and Talented Pupils**

We follow the Government's Special Education Needs Code of Practice. We always work closely with parents in keeping them informed of their child's current progress and needs and how they can support at home as well as in school. Our named SENCO is Mrs K Place.

For more information please see our SEN policy.

## **12. Complaints Procedure and Policy**

The Governors of Bredhurst C.E. Primary School have adopted the principles and practice of the Local Authority.

The aim of this procedure is to ensure complaints are dealt with fairly and quickly for the benefit of pupils, parents and staff.

There will be occasions when concerns can be resolved through the class teacher or office staff.

Where a parent is dissatisfied after the initial contact and wishes to take the matter further, the first formal approach should be to the Head Teacher.

If after the first approach, the complainant is dissatisfied with the decision or outcome, he/she should write to the Clerk of Governors giving details of the complaint.

The Chair of Governors and one other governor will then consider the matter. Other governors should not be drawn into this process at this time as they may be involved at a later appeal stage, e.g. disciplinary procedures. This could lead to allegations of earlier involvement tainting outcome.

In cases where there is a possible disciplinary element, immediate advice will be sought from the Local Education Authority (Area Personnel Manager). The final outcome of any complaint will be given in writing.

### **Appeals**

Should a complainant remain dissatisfied they can write to the Area Director for Education at:

Mid-Kent Area Education Office

Bishops Terrace,

Bishops Way,

Maidstone

ME14 1AF

### **Acknowledgements and Replies**

The Governors seek for all complaints stages to be dealt with in ten days. However, this may not be possible on every occasion. If a full reply cannot be given within ten days, an acknowledgement will be sent within three days of receiving the complaint.

### **Recording**

All formal complaints will be logged at each stage in line with the complaints policy.