



Barham Church of England Primary School Handbook for Parents

Our Mission is that Barham Church of England Primary School provides an education of the highest quality within the context of Christian belief and practice. It encourages every child to become an enthusiastic and independent learner for life through a rich and creative curriculum and by nurturing their individual gifts and talents.

Our vision is that every child leaving Barham School will not only have reached their individual academic potential, but developed a love of learning itself. They will be confident and resilient individuals who reflect our Christian values and are eager for new challenges.

"The distinctiveness and effectiveness of Barham Primary School as a Church of England school are outstanding"

*Pupils have "outstanding behaviour and good manners"
SIAMS (church school) inspection April 2016*

"Pupils enjoy a very broad and engaging curriculum. They get real opportunities to think like historians, geographers, scientists, artists and musicians, to name just some." Ofsted February 2016

"Pupils' spiritual, moral, social and cultural development and their understanding of fundamental British values, such as tolerance, are encouraged well. The school's clearly stated Christian values support pupils' thinking and personal development most positively." Ofsted February 2016

Address

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Chair of Governors: Mrs J Connelly

Clerk of Governors: Mrs M Weatherby
(both c/o Barham C of E Primary School)

The school website

The school website is a good source of information for things such as the curriculum, dates, school policies as well as the latest news. The address is www.barham.kent.sch.uk.

Communication

We believe that good communications between home and school are essential for the successful education of your child. Our teachers are always willing to discuss any aspect of your child's education with you. Unless the matter is very urgent we would ask that you avoid the period before school begins in the morning as our teachers are using this time to make final preparations for the day. An after-school appointment can be made if you need to discuss anything in depth with your child's teacher.

The Head teacher is equally happy to discuss any matter related to your child's school life. Again it is easier if an appointment can be made by contacting the school office.

The School Council

It is important to us at Barham that we listen to our pupils and that they have a 'voice'. We involve our pupils through the school council. Each class from Year 2 to Year 6 nominates two school council representatives each term. They meet regularly with the Head teacher to discuss and share a range of successes and issues. The school council takes part in school decision-making; they are involved in appointing new staff and in the day-to-day life of the school.

Buddy System

Our Year 5 and 6 pupils are allocated a 'buddy' from Wrens or Jays. There are many brilliant benefits to having this system in place. The younger pupils feel more secure and are helped to settle in to school by their buddy and they do things like; reading, making Christmas hats, walking to church or attending special events together. The older children develop a real sense of responsibility and the children build good relationships.

The School Day

08:45 the school gates open (children can go straight to their class)
08:55 the gates close (children who arrive late need to enter the school via

	the main office and will receive a 'late' mark)
15:20	Reception children (Wrens class) end of school
15:30	End of the day for the rest of the school

Home Time

Parents of Key Stage 2 pupils should meet their children outside the front of the school at the end of the day. Key Stage 1 classes (Jays and Owls) are handed to parents from their classroom doors which open onto the path leading up to the office. Parents of Wrens can meet their children by the school gates behind the school house at 15.20. You are asked to make sure that your child knows who is meeting him/her. It is the responsibility of parents to ensure that their child arrives home safely.

If, for any reason, there is a change in the normal meeting arrangements for your child e.g. you have arranged for someone else to meet the child or you have been unavoidably delayed, we ask that you inform us beforehand so that we are aware of the new arrangements. For obvious reasons we cannot act on verbal messages from children.

All children are expected to go to the playground at playtimes unless the weather is very wet. We ask that children are provided with appropriate clothing for the season, including hats and gloves when necessary.

School Events

We pride ourselves on our creative and engaging curriculum. This often involves visits or visitors and special days or weeks in school. There is normally a week's residential visit for the older pupils plus trips to places like Canterbury Cathedral or the Kent Life Museum. We celebrate World Book Day by dressing up and have non-uniform days to raise money. We always hold a 'sports week' where the children can participate in aerobics each morning and an aquathlon and triathlon event is held at the end of the week! The whole school attends the pantomime each year (normally at the Marlowe) and we have music events like the Spring Music Evening, inter-house music competition and a school production. There are many opportunities for parents to join us when we have our church services. The newsletter and website will keep you up-to-date. School life at Barham can get *very* hectic!

Breakfast and After-School Club

We have an excellent breakfast and after school club that is independently run by Mr and Mrs Gower (who own New House Nursery). Should you wish your child to attend or would like more details please ask for a registration form from the office.

Snacks

We do not allow children to have sweets or crisps at break time, but if you would like your child to have a morning snack then a piece of fruit, dried fruit, or some raw vegetables are all quite acceptable. KS1 children are provided with fruit each day. Milk is also provided free to children until they are five years old. All other children can have milk each day at a low cost. Speak to the office for more details.

The health benefits of drinking water throughout the day are well documented and all children are encouraged to bring a (named) water bottle into school.

Lunchtime

Key Stage 1 - 12.15 - 1.15

Key Stage 2 - 12.30 - 13.30

Principals provide hot meals or your child can bring a packed lunch. We encourage parents to provide healthy packed lunches. Please do not send drinks in glass bottles or sweets in packed lunches. All KS1 receive a **free** cooked lunch if they choose.

Any parents in receipt of Income Support can obtain free lunches for their children. Information and application forms can be obtained from the school. These forms are entirely confidential and, when completed, will be sent direct to the area education office by the Secretary.

Holidays

The school year is divided into six terms. There is a holiday at the end of each term and a shorter break halfway through the term. Five teacher training days are included in the 195 day school year. A child's school year is 190 days. We will always let you know in good time when a training day will take place.

In accordance with Government regulations, the Governors have taken the decision

that, from 1st January 2005, absences within term time will not be authorised unless there are exceptional circumstances. Circumstances which will be considered as exceptional are rostered holidays, compassionate circumstances, medical appointments and cultural and educational activities, such as a sporting or musical event or exam. Please ask for a copy of the attendance policy for more details.

School Uniform

The school colours are navy blue, white and grey.

Boys

Winter

Grey shorts/trousers

White long or short-sleeved shirt

School sweatshirt*

School tie (optional)*

Grey / black socks

Black shoes (not trainers or boots)

Summer

Grey shorts/trousers

long or short-sleeved white shirt

Grey / black socks

Black shoes

Girls

Winter

White shirt or blouse

Grey skirt, summer dress, smart trousers.

School sweatshirt*

School tie* (optional)

White /navy blue socks or grey tights

Black sensible shoes

Summer

Blue/white checked summer dress

Navy blue cardigan/School sweatshirt*

White socks

Sandals or shoes, preferably black

All items marked with* may be purchased from the school office.

For safety reasons children should wear strong shoes, with a heel height of less than 5cm (2 inches) Fashion shoes, open-toed sandals or boots are not suitable.

Long hair (male or female) should be tied back and children should not wear make-up or nail varnish. Hairbands and Alice bands should be plain, preferably blue.

Jewellery is not allowed in school for health and safety reasons and earrings must not be worn. If a child has pierced ears then studs may be worn but these should be left at home on PE days or removed before the lesson.

PE Kit

KS1

White school T-shirt* plain navy shorts (not cycling shorts) and trainers.

KS2

White school t-shirt*, plain navy shorts and trainers. As the weather gets colder, children are encouraged to wear the school rugby shirt*, and they may wear plain navy tracksuit bottoms for outdoor games. (*available from the office)

All clothing should be clearly named please.

Swimming

We are so lucky to have our own swimming pool. It is used in the Autumn and Summer terms. Pupils in Year 5 and 6 also have two terms of swimming in deeper water at the Simon Langton Grammar School for Boys. This enables them to work on completing gold, silver and bronze swimming awards. Children are required to have a permission letter to wear swimming goggles.

Valuables

Valuables should not be brought to school. We do our best to safeguard property, but any items brought to school are at the owner's risk.

Medical, Health and Safety

It is important that we are kept informed of any change of address or telephone number so that parents can be contacted in an emergency.

Absences

If your child is absent at any time, please telephone before 08.55 to let us know that your child will not be in school. A note should be sent to the teacher on his/her return giving the reason for absence. In the event of us not receiving a telephone call we will attempt to contact you to ensure that you are aware of the absence.

First Aid.

We have a team of First Aiders who are trained to deal with accidents as well as dealing with minor injuries.

A child suffering from sickness or diarrhoea must be kept at home until all such symptoms have cleared for 48 hours. This is in the interest of your own child and helps to minimise the spread of infection to others.

Asthma, Diabetes, Epilepsy etc.

If your child suffers from any serious illness or condition such as the above, the Head teacher must be informed of this before your child starts school. We will then formulate a care plan which will detail any medication, doses and special actions to be taken in an emergency. Parents will be asked to sign the plan and then keep the school informed of any significant changes should they occur.

Allergies

Please inform the school about any allergies your child may suffer from e.g. nuts.

Medicines at School

Generally the rule is that if your child needs medication he/she should not be at school. In any case no child will be allowed to carry their own medicine. The only exception to this being inhalers for asthma. Children with asthma may keep their inhalers within their classrooms, and on their person when doing PE and Games. If it is essential that your child receives medication after s/he has returned to school, then we ask that you come to school and administer the medication at the appropriate time. We have no secure storage for drugs and it is for this reason that these arrangements are in place.

Cycles

Children who cycle to school should wear helmets and dismount from their cycles

before they reach school premises. Cycles may be stored in the racks behind the head teacher's office and at the back of the Y6 classroom. Cycling proficiency (now known as Bikeability) takes part in Year 6 and we advise that children shouldn't be cycling on the road unsupervised before they have completed this course.

Open Evenings

Twice a year there is a consultation evening where you are invited to make an appointment to come and discuss your child's progress with his/her teacher. The first, which takes place in late October/early November, is used to discuss how your child has settled into school or new class and to air any concerns you or your child may have. The second, is in the spring term, at which you can discuss your child's progress. We have no crèche facilities on these evenings and ask that you arrive approximately ten minutes before your allocated time, in order to look through your child's books. An annual report is sent home in July.

Additional Support for Children

You may feel, after consultation with teachers, that your child needs additional support and help. The school is able to provide some of this help and, if necessary, call upon support from other sources. Parents of children with an Education Health Care Plan will have the opportunity to fully discuss their child's needs and circumstance and any strategies devised for meeting those needs with the Head teacher and staff. The school SENCo is Mrs Michelle Anderson.

Email

News, information, holiday dates and helpful information are circulated through weekly newsletters. Teachers also send a weekly email home to parents with specific information about areas of the curriculum covered that week. All newsletters and other communication are *sent by email*. Please ensure that the school office has a current working email address for you.

Parental involvement

It is our wish to be a community school and as such we welcome the participation of the community in the education of our children. We always enjoy having parents and grandparents working alongside us in school on either a regular or casual basis with either individuals or groups of children. There are so many ways in which you, as parents, can join in and contribute to our school. If you would like to help in any

way, please do not hesitate to contact us and let us know of your interest.

The PTA

PTA is a dynamic organisation and during the year it acts as a focus for social activities for parents as well as raising substantial sums of money. This is done by providing various activities such as quiz nights, fetes and school discos. Although there is a committee, it is very informal and the committee welcomes help from any willing parents. All parents at the school are automatically members of PTA and the organisation also has loyal support over many years from neighbours and other people connected with the school.

Homework

We do ask that children do a certain amount of homework at home. The children receive very little when they are young, but more as they grow older so that they are more prepared when they transfer to secondary school. Details of what the children have been learning each week, as well as the homework, is emailed weekly to parents. There is also class information on the website.

Discipline and Behaviour

The school expects and maintains high standards of discipline and behaviour, both inside and outside school, and we ask that parents support our aims and values. Our aim is to develop self-discipline, and respect for others in all areas of school life. The school discipline policy tries to reinforce positive behaviour through school wide reward systems and by recognising the contributions to school life by individuals. This may be done in assemblies or within other events. The school's house system is used to reward children at class level, and by having a house cup which is awarded weekly, we try to build a spirit of cooperation between children. Sanctions are available, but are used only when necessary. A copy of the Behaviour and Discipline Policy is available on request.

Bullying

We try to ensure that all our pupils feel safe and secure at school. The school has an anti-bullying policy and children are reminded regularly about the school's aims, values and expectations with regard to this area.

In order to prevent bullying we try to impress upon children that if they are feeling picked on in any way, the most important thing they must do is to tell

someone - either a teacher, teaching assistant or parent. Once we know about a problem we will take immediate action.

Extra-Curricular Clubs

It is not possible to list all the exciting opportunities offered throughout the year, but there is always a great variety to choose from. Clubs may include sports, drama, sewing, computing, art or gardening. These can take place before school, at lunchtimes as well as after school. The newsletter will provide more details and how to sign up.

We hope you and your child enjoy your time at Barham Primary School.

"The Christian ethos of the school is very strong and permeates every aspect of school life... There is a total commitment to each individual child both academically and emotionally within a very supportive school community. This is evident from academic results achieved by children including children who are in receipt of pupil premium or have special educational needs."

"There are five school values: thankfulness, compassion, service, humility and endurance... The values are embedded in all areas of school life, especially by the way in which children are valued and cared for." SIAMS April 2016