

HYTHE BAY CHURCH OF ENGLAND PRIMARY SCHOOL AND CHILDREN'S CENTRE

PROSPECTUS



Hythe Bay Church of England Primary School strives to switch children on to learning through outstanding teaching and care.

Children who are switched on to learning become confident, connected and creative.

Every single child matters to us and the Christian values of love, compassion, tolerance and forgiveness underpin all that we do. Hythe Bay Church of England Primary School, located in the seaside town of Hythe, is a fully extended school with a Children's Centre. We have the most amazing local environment in which to develop our children's learning: the beach which is less than 300 metres from the school gate, the Royal Military Canal, a small town with good local amenities, a great country park and a community that supports the school in any way it can.

Our school is a Church of England voluntary controlled school, which means the school is a church school, the church appoints some of our governors, but there is no church majority on the governing body. All our teachers are employed by the local authority who also fund repairs and capital projects within school. Religious Education follows the Diocesan Board of Education agreed syllabus and worship in the school is Anglican.



Our distinctively Christian character is seen through our ethos, atmosphere and how people are valued. Children have their own distinctive spiritual needs and these are taken seriously, both inside and outside the classroom. The whole school worships regularly at St. Leonard's Church, and a clergy-led team lead worship weekly in the school.

The main body of the school is organised into three phases, with each year group team having two class teachers supported by teaching assistants, subject to pupil numbers:

Phase	Classes
Foundation Stage	Nursery
	Reception Classes
Key Stage One	Year 1 Classes
	Year 2 Classes
Key Stage Two	Year 3 Classes
	Year 4 Classes
	Year 5 Classes
	Year 6 Classes

Our Extended School and Children's Centre are at the heart of our desire to deliver better outcomes for children and families. Children's Centres are places where children and their families can receive seamless holistic integrated services and information, and where they can access help from multi-disciplinary teams of professionals. Our school provides integrated children and family services - education, social services, health, the church and the voluntary services working together in the local area to serve the needs of the local community. We provide access to a **core offer** of extended services:

- childcare for children ages 0-11 from 8am-6pm, all year round
- parenting and family support;
- a varied range of activities for children and families
- swift and easy referral to Early Help and specialist services
- community use of facilities including adult and family learning.

Our School Curriculum

We have worked really hard to develop a curriculum that creates within our children a lifelong love of learning. Our children will need to get along with other people, will be amazed by the wondrous things that happen in the world and perplexed by difficult



questions that no one can answer, they will be able to communicate with others and feel valued. There is no doubt that they will have to be able to cope with a fast changing world. It is important they understand how they learn and that it is okay to be scared and to make mistakes. Our links with the Church ensure everything we do is based upon Christian values. They will need to be taught to make the connections to build upon their learning, to be able to talk about how they feel and to empathise with others. We need our children to be rich in big ideas and provocative questions; children who are

confident, connected and creative, and switched onto learning.

At Hythe Bay Church of England Primary School we believe all children are special; they are complex human beings with differing physical, emotional, intellectual and spiritual needs and the school curriculum must be broadly based to cater for the full development of each child and organised in such a way to promote all aspects of their potential. It is really important that we cater for individual differences in personality, intellectual ability, emotional development and social and cultural diversity. Teachers carefully plan teaching and learning to ensure each child is helped and encouraged to do their very best. We believe that high self-esteem is the key to success, so we look at each child's individual learning style when planning and encourage children to take an active part in the assessment of their own work and personal target setting for improvement.

Aspects of the curriculum that link naturally will be taught and learnt in an integrated way. We believe children learn best when learning has relevance and purpose, challenges their intellectual and creative powers and is deeply engaging. The curriculum is structured to provide continuity of learning throughout the school and also with local pre-schools and secondary schools. Our schemes of work identify the introduction, consolidation and development of key concepts and skills and are linked with the National Curriculum. All work is planned, to ensure that each topic or unit of work will recognise and build on the child's previous learning.

Creativity is at the heart of our curriculum. We believe that Hythe Bay Church of England Primary School is a very special place because we develop children's creativity not just through the creative arts but through the whole curriculum. Every child has a creative learning journal, where they document their creative learning and reflect upon the skills they have developed whilst working in school.



Starting School

Starting school can be a very emotional experience, not only for children but also for parents. To share the care and education of your most precious possession with others can be very hard. We understand this and want to work with you to ensure your child gets exactly what he/she needs to make their introduction to school as enjoyable and rewarding as possible.

Please visit the school before your child starts school to meet staff and see classes in progress. Just telephone or call in and we will arrange a time convenient for you.

Admission to the school is in accordance with the Local Authority Admissions Policy. You will be asked to complete a form from the Local Authority which is available for completion online or from the school office and return it by the date indicated.

Places will be allocated according to the published criteria agreed by the Local Authority. Further information can be found on the website: <u>http://www.kent.gov.uk/education-and-children</u>



When you have accepted a place in the Foundation Stage Classes (YR), you will be offered a home visit. This is a chance for the class teacher to visit you and your child at home. Your child will see his or her teacher welcomed as a family friend and so begin a most important partnership. Then your child will be offered the opportunity to visit the reception class several times with a small group of children who will be in his or her class. At the end of Term 6 he or she will be able to visit his or her classroom with the whole class.

It is our policy to admit all children in Term 1 of the academic year in which they reach five years of age. However, if your child is not five on the first day of Term 1, you may decide that a more flexible start to school is more appropriate. Talk to the class teacher who will help you plan the best start for your child. Starting school for the first time brings with it new routines, social situations and experiences which can be exhausting for very young children.

Children who join the school from other schools will also be offered the opportunity of a home visit and we will work hard with the child's previous school to ensure a seamless transition.

Home & School

We welcome the interest and support of parents in all aspects of school life. We aim to keep parents informed about their child's progress through school reports, newsletters, parents' evenings, open days and the school website (www.hythebay.kent.sch.uk). Parents are encouraged to keep in regular contact with class teachers through link and homework books, email or by calling into the classroom at the end of the day. Mornings are a more difficult time to talk to teachers as a briefing session is held before lessons to discuss whole school issues but, given prior notice, this can be arranged. It is important that any changes

that affect your child are known to us and, similarly, any medical conditions, emotional or physical difficulties notified to class teachers as soon as possible.

Children are encouraged to be independent at school and it will aid their confidence if they are able to:

- go to the toilet without assistance
- use a knife, fork and spoon
- dress and undress
- understand and obey simple verbal instructions

Do not worry if your child is having trouble mastering any of these skills. All children are different and we can work together to develop their skills further.



In the Reception class it is helpful if each day parents bring their child into the classroom with their book bag and a bottle of water. Parents are encouraged to continue to settle their children into their classrooms until they feel ready to go into school independently in the morning. Children in Reception have a piece of fruit and a drink each morning as part of their curriculum time. PE kit in a drawstring bag must be clearly labelled with your child's name and, similarly, their lunchbox, if they are not taking a cooked school meal. We welcome volunteer helpers in class so please contact the school office or class teacher if you have an hour or so to spare. Our volunteers will be asked to complete a Disclosure Barring Service check.

It is really important that children have the opportunity to drink water during the school day; research shows that children who drink plenty are more able to concentrate at school. We really encourage children to bring water (no juice, please) in a named sports bottle to school each day.

Additional Educational Needs

As a school we are committed to promoting achievement and raising standards in an environment which encourages all children to develop their talents and abilities to the full. We aim to provide a rich education for pupils of all abilities and take pride in and celebrate their success.

All pupils, regardless of gender, disability, and ethnicity, social, cultural or religious backgrounds have equal access to the curriculum and the right to an environment which dispels ignorance, prejudice, and stereotyping. Recognising that each member of society has different strengths and weaknesses and understanding that there are many ways to achieve a goal is a valuable lesson for all.

All members of the school community have the right to protection from insults, abuse and bullying of any kind. Discrimination on the basis of colour, culture, origin, gender or ability is unacceptable in this school. Pupils are encouraged to speak out against injustice and parents are invited to contact the Headteacher directly if this is an issue.

All pupils have learning targets which are reviewed by teachers every six weeks. Class



teachers work closely with the specialist teaching service, educational psychologists, speech therapists, physiotherapists and occupational therapists. Pupils with physical, emotional, behavioural and/or learning difficulties are placed on the school Register of Special Educational Needs and their level of need is addressed accordingly. The progress of pupils on the register is monitored by the Special Education Needs Coordinator (SENCo), who can easily be available to meet with parents.

We recognise the need to promote appropriate opportunities to cater for the more able in our school, including those with other additional needs. We identify and meet the needs of more able pupils by providing a wide range of challenging activities which will enable each pupil,

including those with exceptional abilities to realise their potential. The progress of more able pupils is monitored by lead teacher for the More Able.

School Access for Disabled Pupils:

The school is fully equipped to cater for pupils with physical disabilities. Doorways are particularly wide, ramps provided and lavatory cubicles have been converted to be fully accessible to pupils. Parents of children with physical and/or sensory impairment are asked to notify the Headteacher at the time of enrolment. Sometimes other agencies need to be involved in ensuring that the building is adapted to meet the needs of individual pupils and sometimes staff need training in order to support the pupil adequately. We aim to provide a

place for all local children whatever their needs or abilities but we do need advance notice to ensure that the needs of all children can be met.

Homework

Homework is any activity that pupils undertake outside of school lesson time, either on their own or with the support of family members. At Hythe Bay we have a strong commitment to parental involvement and see homework as one way of developing this partnership.

Why we Give Homework

- It can inform parents about work going on in class
- It can further stimulate enthusiasm for learning
- It takes advantage of the home environment and resources and the chance for someone to one adult time
- It can be a great source for gathering topic information to share with all the children



- It is a great opportunity to rehearse key skills such as times tables, doubling facts, addition sums, spellings, handwriting and other key facts
- It helps to foster good habits of organization and self-discipline in preparation for the demands of Secondary School.

Our Routines and Expectations

Homework is usually set on Thursday and completed by the following Tuesday. The amount of time taken on a piece of homework will vary according to the ability of the child:

Our current expectations are:

Nursery – sharing books

Reception – daily reading, learning key words

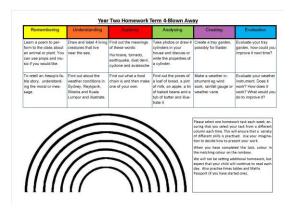
Year 1 and 2 – daily reading, weekly homework grid task.

Years 3 and 4 – daily reading, weekly times tables , spellings and weekly homework grid task

Years 5 and 6 - daily reading, weekly times tables, spellings and weekly homework grid task.

Occasionally extended projects running for a few weeks will be set.

It is important that parents and the school are clear about what is to be achieved and are



mutually supportive. Homework builds on work done in the classroom. It enables the class teacher and the parent to confirm that the child has an understanding of a subject and helps to install and develop a sense of discipline about work at home. Sometimes teachers may set a piece of family homework which is an opportunity for you to work together with your child on a specific project based on classroom learning.

There may be times when some children will be asked to complete work begun in class, to ensure that they maintain optimum progress. Any child not completing work to the expectation of the teacher in class may be asked to finish their work at home. Time spent on this should not exceed 30 minutes.

Behaviour & Discipline

We aim to create a Christian environment in which each child is valued and special and in which respect for the rights and needs of others is nurtured. As a Church school we believe all we do is supported by biblical guidelines.

The establishment of a sound, positive and caring ethos is an essential prerequisite for learning. It depends on trusting relationships and co-operative teamwork from all members of the school community.

At Hythe Bay School we always try to:

- be polite and kind
- keep our hands and feet to ourselves
- take care of our school and town
- look after our own and other people's things
- listen when others are speaking, then we will be ready to learn.

We know that when children are content and happy they are more likely to be able to concentrate in class and learn more effectively. So, with this in mind, some staff and children at Hythe Bay have devised a strategy that all children have discussed, acted out or drawn and written about in class to help us all deal with upsets in the same way. All the adults who deal with children in school know this strategy too:

How I keep happy in school!

Sometimes in school children do things I don't like. When children do things I don't like I will hold up my hand and say something like

"STOP IT, I DON'T LIKE IT"

If there are still things I don't like, I will tell a grown up. The grown up will listen to me. We will go and find the child who upset me. The grown up will help me tell them what they did that made me sad. Usually the person who upset me will say "SORRY" and promise not to do it again. Then we will be friends and I will be happy.

Rewards

Each class will negotiate their own reward system. When agreed this will be displayed on the wall clearly so that all other adults in the class work within that system.

Each class teacher will choose one child each week to receive a Superstar award these will be given out in assembly. In this way we acknowledge those children who always behave well and make the right choices. In addition the class with the best weekly attendance will receive the attendance award; this will also be awarded in assembly and displayed within school. All adults in the school will look out for good behaviour around the school, they will stop and compliment and acknowledge any child seen behaving well.

Headteacher Awards will be given to any child sent to Senior Leadership Team (SLT) by a member of staff for particularly good work – this would include effort as well as achievement.

Sanctions

Playground inappropriate behaviour will be addressed by an on call member of the SLT who will arrange for some time out and discuss the behaviour with children and attempt to understand the reasons for the behaviour whilst reminding children of whole school behaviour strategy. These incidents will be recorded in an incident book held in school office and monitored regularly. Children who have hurt others or spoilt our school will be asked to do Community Service at lunchtime, they will be expected to put something back into our school. Usually they will be asked to do specific jobs around the school.

There is a retreat space available where children may choose to take themselves if they find the playground difficult. This will be supervised by the designated midday supervisor who will work with children to encourage them to feel happy outside at playtimes when they feel ready. Children may also get a pass for the Learning Zone if their teacher thinks they have behaved well in class.

In class disruption will not be tolerated. All children have the right to learn and all teachers have the right to teach.

Children who are disrupting lessons will be:

- given one formal warning
- 5/15 minutes working in isolation
- move to work in another classroom
- be sent to on call SLT who will discuss the behaviour with children and attempt to understand the reasons for the behaviour whilst reminding children of the whole school behaviour strategy. These incidents will be recorded in an incident book held in school office and monitored regularly. Children who have hurt others or spoilt our school will be asked to do Community service at lunchtime.

If inappropriate behaviour is persistent then parents and other agencies will be involved in developing personalised behaviour plans for children. Children may have to work away from their classroom with a senior teacher if disruptive behaviour continues.

Liaison with Parents

Parents will be kept informed about their child's behaviour through discussion with the class teacher. If a senior member of staff has been called to deal with the behaviour of a child then the class teacher or a senior member of staff will relay information to parents as necessary.

Exclusion

Excluding pupils is very rare and only happens in the interests of the health and safety of either the child concerned or others within the school. In the unlikely event of a child being excluded, the parents of the child concerned will be notified in writing of the reason for the suspension or exclusion. All actions will follow the Kent County Council procedures.

Complaints Procedure

If you have any concerns about your child's education or welfare, please contact the class teacher or the Headteacher.

Whilst we very much hope that any problems could be resolved through discussion, the following information is given in accordance with Section 29 of the Education Act 2002. If you are not satisfied with the response to your complaint or the outcome, you can ask to have it considered the by Governing Body of the school in accordance with Section 2 of the Apprenticeship, Skills, Children and Learning Act 2009. Details are available from the school office or on the school's website: www.hythebay.kent.sch.uk.

Accidents & Illness

School is not a nice place to be for children who are unwell so please ensure a *current* contact telephone number is left with the school office. It is very important that we are able to contact you if your child is unwell or has an accident. Until such times as we are able to reach you, the Headteacher will act in *loco parentis* and take any action required in the interests of your child.

If your child vomits or has diarrhoea, the Community Paediatrician advises keeping him or her at home for 48 hours to reduce the risk of others catching any germs.

Medication may only be given at school if the doctor has agreed to the child attending school and parents have given written permission and instructions.

If your child suffers any injury during school time, he or she will be examined by a First Aider and if deemed necessary, parents/carers will be notified.

Text Service

The school uses a text messaging service which is a fast and reliable way of keeping parents informed of events, cancellation of clubs, emergency school closures and to confirm any child's absence. We see this as a way of improving the quality and quantity of our contact with parents.

Headlice

This is probably an inescapable aspect of school life. If it is any consolation, nits prefer clean hair but if your child catches headlice, please notify the office so that a standard letter can be sent to parents of your child's class so that everyone can be vigilant. The Family Support team is happy to advise parents about the current, most effective way to treat this problem.

School Uniform

Most parents support the wearing of uniform. We hope your child will wear the school colour burgundy. Children will wear grey trousers, skirts or pinafore dresses, light blue polo shirts and burgundy sweatshirts or fleeces. Blue and white summer dresses may also be



worn. It is essential that children wear appropriate black shoes to school.

Embroidered (school crest) school uniform is available from PMG Schoolwear and Tesco online. They both provide an online ordering system for parents/carers which can be accessed via the school website or direct at:

www.pmgschoolwear.co.uk or www.tesco.com/ues.

Alternatively Sainsbury's in Hythe do a range of burgundy/blue uniform which is non-embroidered.

A selection of second-hand uniform is also available from Shirley in the Family Centre.

All clothing MUST be marked with your child's name. Named clothing that has been mislaid will be returned when found. Un-named items of clothing will be placed in the lost property cupboard and disposed of at the end of each term.

Lunchtime Arrangements

For children in Reception Classes, Year 1 and Year 2, a wholesome school lunch is provided without charge under the government scheme for Universal Free School Meals. Other parents can choose to provide their child with a packed lunch or pay for a school lunch, although your child maybe eligible for free school meals. Please enquire at the school office. Menus and latest prices are available from the school office. Dinner money is



always collected in advance and parents are asked to send cash or a cheque in an envelope bearing your child's name to the school office. You can pay weekly or termly.

Charging Policy

There are no charges for the usual curricular activities at the school. For some activities such as school trips or theatre groups, it may be necessary to ask for voluntary financial contributions. No child will be excluded from an activity if parents have not made a voluntary contribution. However, the school reserves the right to cancel planned events if there is insufficient financial support.

We encourage and support parents who may be eligible for Free School Meals if the family is in receipt of some benefits to apply for them also. An application can be made via the school office and if successful can provide the school with further funding.

Attendance



The school is committed to every child achieving 95% attendance. When your child is in school and on time they are learning, progressing and achieving.

However, we understand that children can be unwell at times. Please telephone if your child is unwell so that we know your child is safe at home. The school will make contact with parents if your

child is absent without prior notification. If your child has to attend a medical or dental appointment during the school day, please collect an authorisation slip from the school office.

The school day begins promptly and it is important that children are at school in time for the beginning of lessons. It is really important that children get to school on time every day. Arriving on time is a good habit to develop in life, children who are late for school are often anxious, embarrassed and miss very important parts of their education. Teachers will open classroom doors ten minutes before the beginning of the school day and children may go directly into the classrooms.

Severe Weather Closure

If it appears that severe weather conditions may prevent staff from reaching school, local radio stations will be notified to broadcast information between 7.00am and 8.30am. You



should listen to Radio Kent (96.7 and 104.2 FM) and Invicta Radio (102.8 and 103.1 FM). Or you can look on the Local Authority website: <u>www.kentclosures.co.uk</u> for information.

If weather deteriorates during a school day and staff are advised by police to leave before 3.00pm, you will be asked to collect your child from the school. Parents may decide at any time to collect their children before the end of the school day in order to avoid adverse road conditions.

School Security

It is essential that everyone who works at Hythe Bay Church of England Primary School feels safe and secure. The following procedures are in place to ensure the safety of staff and children.

- The external doors to the school have either secure access control or may only be opened from the inside. Authorised visitors wear security badges and children are asked not to open doors to visitors.
- All members of staff undergo Disclosure Barring Service checks as do regular volunteer helpers in the classrooms.
- Fire practices are held once a term and the school is evacuated promptly.
- Children in Foundation and KS1 are not released from the classroom at the end of the day unless their parent has arrived. Children are not released in to the care of adults other than their parent unless the school has been notified in advance by the parent. The class teacher will always check back with the parent if there is any unnotified person collecting your child. In KS2 children will be allowed to find their parents outside the classrooms after school or make their own way home. If you have any worries or concerns about this simply speak to the class teacher who will hold onto your child until you arrive. Children should be encouraged to return to their classrooms if the adult who is supposed to be collecting them is not outside.
- Taxi drivers are not allowed to take children unless the school has been informed and the driver and/or escort is wearing an identity badge.

Parent, Teacher and Friends Association

This group helps support the school in many ways. They raise a considerable amount of money for the school each year. Every parent is a member of this association formed to bring parents, friends and teachers together to share educational information and raise money for the school. The Annual General Meeting is held early in the New Year to elect committee members to plan the year's fund raising events and discuss the school improvement plan and pupil needs. Needless to say, whether a committee member or not, your help at events will always be appreciated. Any support you give will benefit your child.

Extra Curriculum Activities

The school offers a variety of extra-curricular clubs and activities both during and after school hours. Details of these activities will be sent to parents during the school year and are available on the school website.



Out of School Club

The Out of School Club is available for children aged 4 to 11, whose parents are working or attending recognised courses of study. We aim to develop a real family atmosphere so that children can feel at home, relax and enjoy their time in the club. There is a charge to use these services.

Breakfast Club

Breakfast is available for any children of working parents from 7.45am and 8.15am for other children until school starts. Breakfast is served at family tables and children may choose from a selection of cereals, a small cooked breakfast, fruit juice, milk, yogurt, toast and preserves.

After School Club



The After School Club runs from 3:15pm until 6:00pm. Children are served a snack tea and are offered a variety of activities including homework support, and sporting activities. Children are collected from their classrooms at the end of the school day. Places at the After School Club are limited, so if you are interested in a place please contact, the Out of School Club Manager.

Holiday Playscheme

The Holiday Playscheme runs daily from 7:45am until 6.00pm throughout the school holidays. Children from ages 4-11 are offered a wonderful selection of activities and outings each day. To find out more about the Holiday Playscheme, including fees and activities, please contact the Out of School Manager.

Nursery

Our Nursery offers full day care and sessional care for children from 3 months until they are statutory school age. The day is divided into flexible sessions and the nursery grant can be used to supplement fees. The nursery is very much part of the school. We are lucky enough to have a teacher who oversees all the education provision in the nursery. She works closely with the Reception teachers and together they have developed an



exciting Early Years Foundation Stage curriculum which is highly creative, very real and which lays the foundations for good language literacy and communication; mathematical development; personal, social and emotional development and personal and social skills, creative development; physical development and knowledge and understanding of the world. All meals are provided in the nursery and we will work in partnership with you to plan your child's care. To find out more contact the Nursery Manager.

Family and Community Support Services

Integrated family and community services are at the heart of this school's ethos: Education, Social Services, Health and Voluntary services working together in the local area to serve the needs of the local community and these services are at the heart of Hythe Bay Church of England Primary School. We can provide access to a wide range of support services that include adult education, pre-school activity groups, a family holiday activity programme, a baby clinic and drop in services. These services change according to the need and so we send out termly updates to let you know exactly what is available at school. If it is not what you want or you need any other kind of support, talk to any member of the Family and Community Support team and they will be able to point you in the right direction. To find out more contact the Integrated Family Services Officer.

Hythe Bay Church of England Primary School & Children's Centre Cinque Ports Avenue Hythe KENT CT21 6HS Main telephone number: 01303 267802 General enquiries email: Headteacher@hythebay.kent.sch.uk Website: www.hythebay.kent.sch.uk

What Ofsted said about us:

- 4 We are a vibrant learning community
- Relationships between pupils and with staff are a real strength of the school
- Hehaviour is good, both in lessons and around the school
- Strengths in teaching were seen in well-structured lessons, with clear explanations and the use of questioning to develop understanding
- Pupils feel safe and valued
- Good teamwork and excellent partnerships with parents ensure the nursery provides an inclusive and welcoming environment for children and their families.
- The care, guidance and support offered to users (Children's Centre) and the wider community is exemplary.

Copies of the full Ofsted Inspection Reports may be found online at: www.ofsted.gov.uk