

Smarden Primary School Prospectus

2021-2022



2020– 2021 Prospectus

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SMARDEN PRIMARY SCHOOL

Address: Pluckley Road
Swarden
Ashford
TN27 8ND

Telephone No: 01233 770316
E-mail: office@smarden-tkat.org

Head Teacher: Mrs Claudia Miller

Chair of Governors: Mr Matt Hardwick, Parent Governor

The Kemnal Academies Trust: Kemnal Technology College,
Sevenoaks Way,
Sidcup,
Kent DA14 5AA

STAFF

Mrs Claudia Miller, Head Teacher
Mrs Hannah Taylor, Deputy Head Teacher

Teaching Staff

Mrs R Pickering
Miss S Judge
Mrs E Warner
Mr H Bedford Cooper
Miss K Bisbrown
Mr J Pickles

Associate Staff

Mrs K Wilson
Mrs E Leech
Miss E Jordan
Mrs A Smith
Mrs S PettitPierre
Mrs E Leeks

Office Manager:
Pre-School Administrator:
School Business Manager:
Cleaner in Charge:
Caretaker:

Mrs S Speight
Mrs L Pickard
Mrs E Rice
Miss V Mannouch
Mr J Mannouch

TERM DATES FOR 2021-2022

Term 1

First day of term
Last day of term

1st September 2021
22nd October 2021

Term 2

First day of term
Last day of term

8th November 2021
17th December 2021

Term 3

First day of term
Last day of term

4th January 2022
11th February 2022

Term 4

First day of term
Last day of term

21st February 2022
1st April 2022

Term 5

First day of term
Last day of term

19th April 2022
27th May 2022

Term 6

First day of term
Last day of term

6th June 2022
22nd July 2022



Welcome to Smarden Primary School

We welcome you and your child to Smarden Primary School and hope that this will be the beginning of a very happy period in his/her life, one in which we can work together for the benefit of your child. For this reason, parents are welcome to come into the school to discuss what we are doing, or to talk over any problems that have arisen. We recognise that the process of education is one that begins when a child is born and continues right through their life. During this time many people have an effect on what and how the child learns and therefore we value your help in making this process a shared experience. You will be invited to come into the school on many occasions during your child's time with us, and you will be encouraged to share with the teacher and your child, decisions about your child's education.

We aim for our children to develop the skills and ability to take responsibility for their own learning so that they can face future challenges with confidence. Our goal is to ensure each day presents exciting challenges creating a joy and thirst for knowledge in each individual child. We celebrate diversity and respect all children regardless of ability, gender, ethnicity or religion. We encourage children to recognise and build on their strengths, extending and developing their potential. At Smarden Primary School, we pride ourselves on providing a happy, caring, supportive and positive learning atmosphere where each and every child can achieve success.

We actively encourage a partnership between our parents and our local community. We are a school that is constantly striving for excellence and we always ensure that we are in charge of our own destiny.

Smarden Primary School joined The Kemnal Academies Trust (TKAT), a non-profit organisation in October 2011. Academies are state-funded independent schools that can benefit from greater freedom and flexibility in order to raise standards within the school and the local community. TKAT shares the school's values of high attainment and real opportunities for staff and students alike.

Parents and visitors are invited to look around our school and where possible meet the staff and children. Our friendly office staff will be only too pleased to arrange an appointment. Please come and see our school in action. This prospectus is intended to provide you with as much information as possible about the school. It has been compiled for your reference and we hope that you will find it useful and informative.

Mission Statement

Smarden Primary School will provide a stimulating and secure environment in which children will develop a sense of responsibility and respect towards themselves, each other and the wider community.

Children's intellectual, emotional and social skills will be developed through a broad and balanced curriculum that promotes the highest possible standards of achievement.

We emphasise the value of independence, cooperation and honesty, encouraging pupils to evaluate their own and others' achievements.

School Aims

These are:

At Smarden Primary School everyone is a learner, we always promote high achievement, excellence and enjoyment by working together to empower our learning community to:

- Develop a sense of togetherness, shown by a common purpose and shared enthusiasm for learning
- Be inquisitive, independent and creative learners with the personal skills and expectations to achieve their full potential
- Achieve to the best of their abilities through a varied and stimulating curriculum
- Broaden their horizons, be ambitious, and have a strong sense of self-worth, esteem and image
- Develop an inclusive community where we will develop an awareness of self and sensitivity to others
- Provide a rich stimulating environment in which all of us are made to feel happy and secure in the knowledge that they matter
- Embrace change, and learn from their strengths and challenges
- Be caring and considerate, balanced individuals
- Appreciate the importance of our diverse world and their value within it, having the respect and understanding of others
- Enjoy the wide-ranging experiences and opportunities in life, to nurture a confidence and happiness in themselves

School Values

Children at Smarden Primary School are encouraged to **value**:

- * **R**espect, by valuing the diversity, rights and property of others
- * **E**njoyment, through active involvement in school life and making the most of our opportunities
- * **F**riendship, by showing consideration to others
- * **L**eadership, by understanding that we are all leaders of our own learning
- * **E**ndeavour, by striving to achieve our best and also valuing the achievements of others
- * **C**ooperation by working together appropriately to achieve our aims
- * **T**rust, by having faith and confidence in each other to guide us on our journey together

And to **REFLECT** upon their learning and actions at all times.

Our children are also actively encouraged to **reject**:

- ❖ Discrimination
- ❖ Racism
- ❖ Bullying
- ❖ Cheating
- ❖ Deceit
- ❖ Cruelty
- ❖ Irresponsibility
- ❖ Dishonesty

British Values

The promotion of British values and ethos is a key part of life at Smarden Primary School. They are an integral and long standing element to our approach to teaching and learning and the wider school community.

The Department for Education define British values as having 5 different elements:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of those of different faiths and beliefs

As a school we value and celebrate the diverse heritages of everybody in our community. In addition we value and celebrate being part of Britain; this means that we celebrate traditions and customs throughout the year such as Harvest festival during the Autumn term, or the Nativity at Christmas.

Children, parents and staff have many opportunities for their voices to be heard an obvious example of this for children is through school council. Pupils are listened to by adults and are taught to listen carefully and with concern to each other, respecting the right of every individual to have their opinions and voices heard.

The importance of rules and laws, whether they be those that govern our school or our country, are referred to and reinforced often, such as in assemblies and when reflecting on behaviour choices. At Smarden Primary School we help and support children to understand and value the reasons behind the laws, that they govern and protect us and that we all have a responsibility to uphold them. Children are taught that actions both positive and negative have consequences; positive actions are rewarded and praised through our positive behaviour systems while negative actions incur sanctions such as time out.

We promote children's freedom of choice and their right to hold and express views and beliefs in a respectfully and considered way.

Children know and understand that it is expected that respect is shown to **all**, whatever differences we may have and to **everything**, whether this be a school resource, a belief or a part of the natural environment. Children learn that their behaviour choices have an effect on their own rights and those of others. **All** members of the school community are expected to treat each other with respect.

School Description

Smarden Primary School is situated in a popular rural village, whilst being situated just outside the main town of Ashford. The school is very much the focal aspect of village life. Parents and governors are very interested and supportive of the school and play an active part in school life. Whilst the majority of our pupils reside in the village of Smarden, others travel from a wider catchment area to experience our family centred education.



Stephen Dadson, a Bethersden bricklayer, founded our village school in 1716. The original school building can still be seen in our village, opposite the Post office. The current building dates back to 1858 and was extended in 1995. We have a great deal to look back on with pride but we always enthusiastically challenge ourselves to continually enhance our provision for our children as they begin their lifelong learning journey.

The site is interesting with a purpose built outdoor classroom, a wooded area and a pond. Our school offices occupy the original school building dating from 1870. We have the benefit of a generous playing field which is used for recreational sessions, games and after school activities.

In 2015 Smarden Primary School underwent extensive refurbishment and new building works. This was a wonderful opportunity for the school and was part of the Priority School Building Programme (PSBP). This is a centrally managed programme spread across the entirety of England set up by the Education Funding Agency (EFA) to address the needs of the schools most in need of urgent repair.

Smarden Primary School is now able to deliver a 21st century learning environment which includes :

- a new single-storey building located to the rear of the existing school,
- a new link corridor connecting the new classroom block and the existing Victorian building,
- a new outdoor space with provision for games, social use and outdoor classrooms.

We are very much enjoying our new surroundings.



Information for Parents

Admissions

There are 18 places available for new entrants next academic year. Class sizes in Key Stage one are not permitted to exceed 30. There are currently 126 pupils on roll, organised into five classes.

Whenever the school is oversubscribed the school's own admissions policy will be employed:

1. Children in care of Kent County Council
2. Denominational (not applicable at Smarden School)
3. Sibling connection (at the time of entry)
4. Children of current staff at the school
5. Health and special access reasons
6. Proximity of child's home to the school

We welcome parents putting their children's names down on our books. However, the LA will only be able to give a firm assurance of a place for the Foundation Stage, in writing, in the May before the child is due to start school in the September.

After you have been informed that your child has been offered a place, you will receive information regarding our carefully designed induction programme for children joining our Foundation Stage.

Communication with Parents

The school communicates with parents/carers in various ways, for example, newsletters, Dojo, questionnaires, interviews and informal evenings. Parents/carers are invited to assemblies and Parents' Evenings throughout the year. Every year parents/carers are invited to attend our Sports Day and Open Evenings as well as children's performances.

No matter how trivial a concern may be, we hope that you will feel encouraged to come and talk to us. Minds can be put at rest, or, if action is required, it can be taken.

In the first instance it is important to share any concerns with your child's Class Teacher, this is part of our partnership. This will usually result in a resolution to the problem; however, you may wish to discuss the matter further with the Headteacher. If the issue is of a serious nature you may wish to refer it directly to the Head Teacher.

If the complaint cannot be resolved by the Head Teacher then the complaint should be submitted to the Clerk to the Governors, who will acknowledge receipt of the complaint and arrange for it to be considered by the Governors. The matter will be dealt with according to the school's complaints procedure, which is available on our school website.

School Security

During school hours all visitors are asked to enter the building through the main front door, via our security entry system.

On arrival visitors will be welcomed by the office staff, and invited to sign the visitors' book. Visitors are given an identity badge to wear when on site.

School Organisation

Each class is in the care of a Class Teacher (or teachers in the case of a job-share arrangement) with whom they will work for much of the school day. However, some teaching during the week will take place with other members of staff, for example when the Class Teacher is released from class teaching to undertake planning, preparation or assessments (PPA). Class groups are organised, as far as possible, with a balance of boys and girls, and ages within each year group and, therefore, a range of abilities. Children are grouped within class in a variety of ways: ability, mixed ability or with learning partners.

In a school of this size, we are fortunate in having a team of staff that offers a range of expertise and enthusiasms. Your child will benefit from having a variety of staff during their seven years with us. When we offer your child a place at Smarden School we give no guarantees as to who will teach which age group, or when. Neither do we guarantee that the child will necessarily remain with the same group of children with whom they started as we mix year groups.

School Times

Morning	8.55am – 12.15pm
Afternoon	1.00pm– 3.15pm

All children have a 15 minute break during the morning.

We have a supervised breakfast club running each day. Before that time parents are responsible for the health and safety of their child. Children may enter their classrooms from 8.45am for a prompt start to the day at 8.55 am. Children arriving after 8.55am will need to enter through the main entrance. We also offer after school care from 3.15pm until 6.00pm.

Teaching and Learning

At Smarden Primary School we provide a learning environment that is a positive, rich and challenging experience for all children. Literacy and Mathematics, which are taught daily, are the cornerstones of children's learning. We also provide a broad and balanced curriculum that meets the needs of the National Curriculum. Other subjects taught in the school include Science, RE, ICT, PE, DT, Geography, History, Music, PSHE and Citizenship, Art and Modern Foreign Languages.



We encourage creative thinking across the curriculum. At Smarden Primary, we recognise learning styles: visual, auditory and kinaesthetic, and ensure that every lesson is planned and delivered in a way to engage all learners. It is important that we develop children's understanding of how they learn best as well as continuing to encourage self-motivation and high self-esteem. We encourage metacognition, where children challenge themselves by thinking about thinking.

Smarden Primary School's high standards of achievement are maintained through the continuous assessment of children's learning. Through this on-going assessment we build a complete picture of your child's development, not only intellectually, but emotionally, socially and physically. Assessment can take on many forms. We assess through discussion and observation as well as using more formal procedures such as testing. Formal assessment is undertaken once a year in May. This allows us to track the progress of individual pupils or year groups and also helps us to identify strengths and weaknesses across the school. Parents will receive information about the results of these tests as part of their child's annual school report.

We provide parents with three reports per academic year and two short data reports with summaries on progress during December and April. During July a full school report is provided.

Providing for Each Child's Individual Needs

Every child is assessed and their progress is tracked during their time at Smarden Primary School. Any additional educational needs are identified (as laid out in the SEN Code of Practice). These may include pupils who have a specific learning difficulty or disability, as well as gifted and talented pupils. Our SENCo has developed a SEN policy which is available on our school website.

Support for Children with Special Educational Needs

Pupils identified as having specific needs will be offered additional support, following discussion with parents and carers. This may take the form of additional support within the classroom, focused work or individual programmes.

Different Cultures

The school is committed to welcoming pupils from all cultures and walks of life. We actively promote values of respect, tolerance and acceptance.

Inclusion – Accessibility

The school audits accessibility on an annual basis and identifies appropriate developments.

Homework

At Smarden Primary School we believe that a well-managed homework programme helps our pupils to develop the skills and attitudes they will need for successful lifelong learning. Homework also supports the development of independent learning skills, and provides parents with an opportunity to take part in their children's education. We appreciate the time and effort that parents give in order to make sure that homework is completed. If you ever have any queries about the work that your child should be doing at home, then please contact the Class Teacher.

Sex Education

Sex education is dealt with as part of our science and health education programme and parents will be informed when any sensitive issues are being discussed. Parents are free to examine any of the material that is used as part of this programme. Sex education is not compulsory and therefore, parents can, if they wish, withdraw their child from these lessons. The regulations state that parents do not have to give reasons for doing this.

Music

Our school offers all children the opportunity to sing and participate in music lessons through the school curriculum and performances take place throughout the year in assemblies, plays and concerts. All children have the opportunity to learn how to play a musical instrument in school. Additionally, the school also has the benefit of a range of peripatetic music teachers from the Kent School of Music who provide small group or individual instrument tuition, available at a small cost.

Languages

Our school offers every child the opportunity to develop their potential as linguists. An after school French Club is also available.

Acts of Worship

Daily assemblies are held. These may take the form of class, key stage or whole school assemblies. Worship is predominately of a Christian nature, though material from other faiths and cultures may be included. If you wish to withdraw your child from worship please arrange to discuss this with the Head Teacher.

Partnership with Parents

We have built a dedicated and very capable staff team who are highly professional in all that they do. We are an ambitious school; we want to be the best that we can because we feel that your children deserve no less.

We welcome parents and carers into Smarden Primary School believing we are partners in the education of your children. There are many opportunities for parents to become involved in the work of the school and to gain a greater understanding of its work. Parents' time and expertise can be used in many ways in school and is greatly valued. DBS checks are carried out on all adults helping in school. If you are able to help, please contact our office.

Smarden FOSP

The Friends Of Smarden Primary contributes actively to the quality of educational provision and social life at our school. All parents are welcome to attend the meetings and participate in the social and fund raising functions during the year.



School Council / Student Leaders

The children elect two members of each class to represent them on the Student Governing Body. The School Council, alongside a member of staff, meet regularly to discuss matters raised by pupils. Notes are taken of the meetings by the children and the outcomes fed back to each class. The School Council gives opportunities for pupils to express their ideas on the day to day life of the school.

Our Student Leaders are able to offer playtime help and they also assist in resolving conflict, through peer mediation.

Forest School

We have now started weekly on-site Forest School sessions with Mr J Pickles & Mrs S Petitpierre, our qualified Forest School leaders. Every class is involved throughout the week with an amazing selection of activities and learning for all ages, including shortly for pre-school children.



School Discipline and Rules

At Smarden Primary School we aim to provide an environment in which our children are secure and confident, irrespective of race, gender and religion, with equal opportunities for all. We have a school Behaviour for Learning Policy designed to encourage all members of the school to work together in a supportive way. It aims to promote an environment where children are encouraged to learn and co-operate to the best of their ability.

Our school Behaviour for Learning Policy aims to promote positive relationships between all members of the school community in order to encourage the learning of all children in the school; to ensure that all members of the school community feel valued and respected; to reward and encourage good behaviour in order to promote an ethos of kindness and co-operation in the school; to encourage children to take responsibility for their own behaviour.

Classroom rules are agreed by each class at the beginning of the academic year. These rules are designed for the children's well-being, health and safety. General requirements of the school with regard to such aspects as dress are outlined in this prospectus.

Where necessary, the disciplining of children may most often be undertaken by the Class Teacher or member of staff involved. More serious misconduct is dealt with by a member of the Senior Leadership Team, who may consult with parents as to the most appropriate course of action, should the necessity arise.

Smarden Primary School does not tolerate bullying of any kind. The school has an anti-bullying policy and we act immediately to stop occurrences of such behaviour should they arise.

School Uniform

Children are expected to wear school uniform because it promotes a sense of pride and belonging. On a practical note, it is often easier for parents if the children know what they have to wear each day. This uniform has been decided upon in consultation with the children of our school.

Girls' Uniform

A white blouse

A school tie
A grey skirt, pinafore dress or trousers
A green school jumper or cardigan
Suitable flat black shoes
In summer a green and white checked dress or white short sleeved blouse with grey skirt

Boys' uniform

A white shirt
A school tie
Grey trousers
A green school jumper
Black shoes
In the summer, a short sleeved white shirt with grey shorts or trousers

All items of uniform can be purchased through the school office.

Please note that trainers are **not** part of the school uniform. This is because we think that this footwear is appropriate for sport/PE or for leisurewear activities but is not in keeping with the smart appearance of a school uniform. We require all children to wear shoes as stated in the uniform list.

Each child will require a jade green school polo-shirt, black shorts, Zoodie and trainers for PE/trainers for games. All clothing and personal property must be clearly marked with your child's name.

All PE kit must be kept in a named draw-string bag. Large rucksacks and bags must not be sent to school as these present storage problems.

Jewellery

Earrings and any other forms of jewellery must not be worn to school, primarily for health and safety reasons. Jewellery is easily lost and can be a danger to the wearer. A small pair of stud earrings may be worn if the ears are pierced but no other piercing is allowed. Earrings must be removed by your child for all PE/sport activities. It is a good idea to remove earrings before your child comes to school in the morning.

Hairstyles should be appropriate for school and it is preferable for long hair to be tied back.

Universal Infant Free School Meals

September 2014 saw the introduction of the new nationwide scheme '**Universal Infant Free School Meals**'.

This means that all children attending school in Reception, Year 1 and Year 2 will be entitled to free school meals regardless of income or eligibility for benefits.

By receiving free school meals you can save up to £ 400 per year and ensure your child is eating a healthy, balanced meal every day.

School meals are freshly prepared every day using high quality ingredients which provide the right amount of energy to ensure that children can perform throughout the day. Meat and vegetarian options are available every day and children who have other dietary requirements are catered for where a menu is agreed in advance.

Your child may still bring a packed lunch to school if preferred, however, we would strongly encourage them to try a school lunch with their friends. This will give them a varied diet and save you time and money.

School Meals

The cost of a school meal to Key Stage 2 children is currently £2.25 per day.

Packed lunches should be brought to school in a suitable container which is marked with the child's name. No glass containers or cans of fizzy drinks should be brought to school or items containing nuts. Drinks should be in non-breakable plastic flasks/bottles.

Children are taught about healthy eating from an early age. To reinforce this, children are not allowed to bring sweets, crisps or similar snacks to school. Fruit is currently provided for our Foundation and Key Stage 1 children. Key Stage 2 children are encouraged to bring a piece of fruit to consume at break times.

Children have access to drinking water from water fountains in school. Additionally, children are encouraged to bring a water bottle to school and to drink water regularly to ensure they do not become dehydrated.

Free School Meals And Pupil Premium

In addition to the Universal Free School Meal offer the school could also receive extra Pupil Premium funding of up to £ 1300.00 per pupil, per year if your family is in receipt of one of the following :

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit (not including Working Tax Credit) if the household income is below £16,190
- Guaranteed Element of State Pension Credit
- An income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999 if you are an asylum seeker

If you think you may be entitled to Free Schools Meals and Pupil Premium for your KS2 child or the extra Pupil Premium funding for a Foundation/KS1 child please speak to the school office or for further information please visit Kent.gov.uk (Education and Learning, Free School Meals) <http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

This funding is given to schools to raise the attainment of children and enables us to provide additional support or resources along with financial support for educational visits and activities. The purpose of this funding is to ensure that children from low income families are not at a financial disadvantage during their education as a result of home circumstances.

Transfer to Secondary School

Pupils transfer to their Secondary School in the September following their eleventh birthday. During their time at Smarden School regular sharing of assessments with parents will give both teachers and parents a good indication of ability, aptitude and attainment.

During the autumn term, Year 6 pupils are invited to attend a briefing to outline the LA admissions procedure and a consultation with their Class Teacher to discuss the choices available.

Pupils from Smarden Primary School apply to state schools in Tenterden, Ashford, Maidstone, Cranbrook, Tonbridge, Folkestone and others.

In September 2019 our Year 6 leavers started at the following schools: Homewood School, High Weald, Cornwallis and Highworth School for Girls Grammar

School staff liaise closely with secondary colleagues to ensure the smooth transfer of our pupils.

Charging

Education is free to all children, however, parents should note that the Education Reform Act allows schools to seek voluntary contributions towards some activities, for example when organising school trips or visits which enrich the curriculum and educational experience of the children. The school may invite parents to contribute to the cost of the visits or activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution.

There are charges for children receiving music tuition from a peripatetic teacher.

Our 'Charging Policy' is available to read on the school website.

Welfare Matters

Arrival and Departure

Children may enter their classrooms from 8.45 am for a prompt start to the day at 8.55 am. Children arriving after 8.55 am will need to enter through the main entrance.

At the end of the school day parents should wait on the playground to collect their child from the class teacher. Could parents please remain out of sight of classrooms in order to avoid distracting children. Lessons are timetabled to finish at 3.15 pm. On occasions, time is required for gathering books, letters etc. before leaving school.

If you have to change the way that your child is to travel home, do please inform the school. This is particularly important for young children, who can easily become confused and upset by changes of routine.

If your child needs to leave school early, for any reason, please let the School Office know in good time. Before leaving, your child must be signed out at the School Office. No child will be released without an adult to collect him/her.

Parents are required to update emergency contact data, held by the School Office. Adults listed on this data sheet are the adults authorised by you to collect your children. If it is necessary for someone other than these adults to collect your child, please would you inform the School Office so that a message can be passed to the teacher.

Parking

Inconsiderate parking of cars or dropping off of children outside the school entrance is dangerous. Please park away from the school entrance and walk to the gate when delivering your child. Courteous parking is appreciated by our neighbours.

Emergency School Closures – severe weather conditions



In the event of severe weather, or other emergency such as heating failure, the school will use Kent School Closures and local radio stations to advise if the school is to be closed.

Should it be necessary to close the school during the course of the day then parents will be informed by telephone. The school website and Kent County Council website will also be kept up to date. <http://www.kentclosures.co.uk/master.php?sli=1>

Absences

A brief phone call on your child's first day of absence advising why your child is off school and every day thereafter that they are not in school. This saves us worrying unduly about any non-arrivals. If we have not heard from you by 9.00am, on your child's first day of absence, our administration team will attempt to contact you to satisfy ourselves that your child is safe. Failure to report an absence means that by law we have to count your child's absence as unauthorised and this has to be recorded on the end of year report.

Requests for leave of absence in term-time

Following the Department of Education's amendment to The Education (Pupil Registration) (England) Regulations 2006, from September 2013 Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Governors of Smarden Primary School have therefore decided that holiday requests will not be automatically authorised. Any parent wishing to remove their child from school for any reason other than illness will be required to write to the Chair of Governors to request permission. It will be the Governors decision and NOT the school to decide if the absence will be recorded as an authorised or unauthorised absence. Please see our Attendance Policy, which is on the school website, for further information.

Illness

If your child is unwell the best possible place for her/him to recover is at home. If your child becomes ill during the day, we will contact you so that you can collect him/her.

Please do not send your child to school if they are unwell (high temperature/rash/sickness/diarrhoea). Certain illnesses require a short period of exclusion from school to prevent the condition spreading. Your doctor should advise you of this, but if you are in any doubt please seek advice from the school.

Medicines

Generally, we do not administer medicines at school. The best place for your child when under medication is at home, however, there are times when medicines have to be administered during school hours. To ensure your child's health and safety we maintain a school medicine record and ask that parents complete the relevant form at the school office. We will only administer medication from original packaging as dispensed for your child at the pharmacy. Medical conditions requiring treatment in school should always be discussed with the Head Teacher.

Proprietary remedies such as cough sweets or analgesics must not be brought into school.

Medical Examinations

Soon after admission, and throughout their time in school, your child may be seen by the school nurse for routine medical screenings. Dental inspections are also carried out in school at regular intervals and you will be notified prior to these sessions and contacted by medical practitioners should these need to be followed up.

Child Protection

Every school in Kent is required to follow a set procedure in cases of suspected child abuse. The Head Teacher is required to refer concerns to the Social Services Department for further investigation so that children at risk can be identified quickly.

This procedure is in place to protect children without apportioning blame. Further investigation takes place to establish whether a child is at risk.

Safeguarding

At Smarden Primary School we regard the safeguarding of children as our main priority. We believe that we all have the right to be happy, to be safe and to learn. We all have the responsibility to make this happen. Our aim is to establish an environment where pupils feel secure, are encouraged to talk, and are listened to when they have a worry or concern. Parents and carers may also contact us when they have concerns about the safety & welfare of their child.

Areas of Safeguarding

Our safeguarding policies cover all areas of school life and include:

Staff & Visitors	Ensuring they are vetted, informed & trained
Children's Behaviour	Promoting safer & happier behaviours & lifestyles
Parents & Careers	Promoting links & supporting families
Premises	Keeping them safe, pleasant & fit for purpose
Curriculum	Providing positive, life affirming learning experiences
Outside School	Ensuring safer activities and environments outside school

Members of staff responsible

We are all responsible for ensuring that each child remains safe, however the Designated Safeguarding Leads are the Head Teacher, Claudia Miller and our Pre-School is Abi Cox.

Safer Recruitment

We follow strict procedures to ensure that everyone who works with our children is vetted, keeping our children as safe as possible. Ongoing checks and "whistle blowing" are in line with current policy.

Staff Training

Staff are trained in child protection issues and they are aware of the procedures to follow. Staff are encouraged to be vigilant in order to maintain the safety of our children. All staff & volunteers are given our handbook "Guidance for Staff & volunteers" and are directed to the documents: "Guidance for Safer Working Practise for Adults who work with Children and Young People 2009" and "Keeping Children Safe in Education 2018".

Dogs

Dogs are not permitted anywhere in the school or the school grounds and the school field should not be used for exercising dogs.



Smoking

Our school and our grounds are non-smoking, this includes electronic cigarettes. Please support us in this policy.

Pre-school

Smarden Pre-School is situated next to the school and is now under the management of Smarden Primary School from September 2019. To contact Smarden Pre-School please do so through the main school office on 01233 770316 or office@smarden-tkat.org.

Public Access to Documents and Information

Smarden School Publication Scheme is available from the school office, which lists all documents available for inspection.

Disclaimer

The information given in this prospectus is current and relates to the school year 2019/2020 and was accurate at the time of printing. It should not be assumed that there will not be any changes affecting either the arrangements generally described in this prospectus or in any particular part of them before the start of the school year or in subsequent years.