



Shepherdswell Church of England Primary School

Fulfilling our God-given potential

**Taking you step-by-step
through starting at
Shepherdswell Church
of England Primary School**





Mark Lamb, Headteacher, says:
'It's wonderful news that you have chosen our school for your child. Thank you!'

Welcome

Welcome to Shepherdswell Church of England Primary School, we look forward to getting to know you and your child.

We need some information from you

We need some information from you, so please follow the steps in this parent handbook, and give in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01304 830312 and we will be happy to help.

Term dates

On page 15 you will find term dates.



Step 1

STEP 1: SHEPHERDSWELL CE PRIMARY SCHOOL ADMISSION FORM

Shepherdswell Church of England Primary School

All schools are required by law to keep on record details of children admitted; we would therefore be grateful if you would complete this form and hand it into the school office when, or before, your child is admitted.

Your child's birth certificate and proof of home address should be presented at the same time.

Please tick accordingly

Full Name of Child:		<input type="checkbox"/> Male
		<input type="checkbox"/> Female
Date of Birth:	Birth Certificate checked at school (Date and initials)	
Child's Permanent Address:		
Post Code:		Tel No:

DETAILS OF THOSE WITH LEGAL PARENTAL RESPONSIBILITY:

Parent/Carer: (Name) Mr/Mrs/Miss/Ms/Other		Parent/Carer: (Name) Mr/Mrs/Miss/Ms/Other	
Address (if different from above)		Address (if different from above)	
Post Code:		Post Code:	
Tel No:	Home:	Tel No:	Home:
	Mobile:		Mobile:
	Work:		Work:
Email:		Email:	

PLEASE ATTACH A COPY OF ANY COURT ORDERS RELATING TO YOUR CHILD Please tick if attached ☐

DETAILS OF TWO ADDITIONAL PERSONS WILLING TO BE CONTACTED IN AN EMERGENCY IF PARENT NOT AVAILABLE

Name: Mr/Mrs/Miss/Ms/other		Name: Mr/Mrs/Miss/Ms/other	
Tel No:			
Relationship to child:		Relationship to child:	
Doctors Name:	Tel No:	Surgery Name:	

Please tear here

Any known allergies – food/medical – Typical reactions and action needed:			
Any known medical conditions (eg. Asthma):			
Ethnicity	Home Language Spoken	First Language Spoken	Religion
Mother’s Country of Birth	Father’s Country of Birth	Is English an Additional Language	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

NAME AND ADDRESS OF PREVIOUS NURSERY OR SCHOOL ATTENDED

Name:	Date last attended:
Address:	
Post Code:	
Phone No:	

SPECIAL EDUCATION NEEDS AND DISABILITIES	YES	NO
Does your child have difficulty with talking?		
Would your child have difficulty with their learning?		
Does your child have difficulty with hearing?		
Does your child have difficulty seeing?		
Would your child have difficulty making friends or behaving in school?		
Does your child need extra help to do everyday things?		
Does your child have difficulty concentrating?		
Is your child receiving help from outside agencies eg Speech & Language? If so, which ones:		
Please give details of any other information we need to know about your child’s additional needs		

I consent to my child being taken on short visits around the village e.g. to the church, village hall, playing field	Signed:
Should the need arise, I consent to the Headteacher, Teacher or Teaching Assistant of Shepherdswell Church of England Primary School authorising medical treatment, including the administration of an anaesthetic.	Signed:

SIGNATURE OF PERSON WITH LEGAL RESPONSIBILITY		DATE	
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Step 1
Step 2



Dear Parents and Carers,

At Shepherdswell School we use Tapestry, a secure online platform, to assess our children’s development, which has been a very successful tool in providing up to date information about their learning to parents, as well as a fantastic way to show footage of all the exciting things they get up to at school.

Please refer to the information on our school website for full details about the Tapestry Online Learning System.

Tapestry –An Online Learning Journal

Permission Form

Child’s Name:

- Please sign below to agree to the following statements:
- I give permission for an online Tapestry learning journal to be created and maintained for my child.
 - I give permission for my child’s photo to appear in any group photos used in learning journals.
 - I agree not to share, by social media or other platforms, any part of my child’s learning journal.

Signed:

Date:

‘In order for us to set up your user account to access your child’s learning journal, please provide the following details:

First parent/carers

Full Name:
Relationship to child:
Email address:

Second parent/carers/significant adult

Full Name:
Relationship to child:
Email address:

Please tear here

Shepherdswell CE Primary School ~ USE OF IMAGES CONSENT FORM

Taking photographs of the children in our school occurs quite regularly and is linked to current work, events or achievements. Occasionally we may wish to use these images in the school prospectus or in other forms of school promotional literature. We may also make video or webcam recordings for inter-school communications, monitoring or other educational use.

School activities are reported in the local newspapers with accompanying photographs, such as scenes from the nativity plays and these generally involve images of pupils. Occasionally filming takes place in school. Images of pupils featured in these could not only appear in local, but also national, newspapers and on televised news programmes.

To comply with the Data Protection Act 1998 we need your permission before we can photograph or make any recordings of your child to which questions 1 – 6 below refer.

This consent form informs us of your wishes concerning the recording of your child in photographic images or videos.

Name of Child:	Yes	No
May we use your child's photograph (unidentified) in the school prospectus and other printed publications for promotional purposes?		
May we use your child's image (unidentified) on our school website?		
May we record your child's image (unidentified) on video?		
Do you consent to your child being photographed or filmed (unidentified) in press events agreed by the school?		
May we publish your child's photograph in our school Newsletter (it also gets uploaded onto our website)?		
May we use your child's image (unidentified) on our school Facebook pages?		

Please note the following:

- Websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.
- Unidentified, used above, means that we will only use first names.
- The conditions for the use of these photographs are printed below.
- Shepherdswell School's Facebook pages are for two main purposes: to show parents events taking place in school and also to raise the profile of the school in the local community.

This form is valid from the date of signing until your child leaves this school, after which the consent will automatically expire. It is your responsibility to let us know as soon as possible if you want to withdraw or change your agreement at any time.

- The school will not use the personal details or full names – that is the first name and family name – of any child in a photograph, video, our school website, the school prospectus or any other printed publications.
- We will not include personal e-mail or postal addresses or contact numbers on video, on our school website, in our school prospectus or in any other printed publications.

Step 3
Step 3 – 4

- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
- If we name a pupil in the text, we will not use a photograph of that pupil to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use class or group photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
- We will only use photographs of children that are suitably dressed, to reduce the risk of such images being used inappropriately.
- As the child's parents/guardians, we agree that if we take photographs or video recordings of our children, which include other pupils, we will use these for personal and family use only.**
- I/we understand that where consent has not been obtained from the other parents for any use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purposes.
- Separate consent required for videoing an event

Child's Name:
Parent/Carer: Date: ____/____/____

STEP 4: APPLICATION FORM FOR FREE SCHOOL MEALS
Shepherdswell Church of England Primary School

Please note – if you are receiving WORKING TAX CREDIT, you do not qualify for Free School Meals. You are entitled to receive Free School Meals – and Pupil Premium Funding (free fruit, free milk, help with additional paid-for activities in school) – if you are in receipt of one of the following benefits:- Please tick which benefit you receive:-

- UNIVERSAL CREDIT with an annual net earned income of no more than £7,400
- INCOME SUPPORT
- INCOME RELATED JOB SEEKERS ALLOWANCE
- GUARANTEED ELEMENT OF PENSION CREDIT
- CHILD TAX CREDIT (without WORKING TAX CREDIT) AND annual income below £16,190
- INCOME RELATED EMPLOYMENT AND SUPPORT ALLOWANCE
- SUPPORT UNDER PART VI of the IMMIGRATION & ASSYLUM ACT 1999

DECLARATION and SIGNATURE

- I wish my child/children to receive meals free of charge while I am receiving one of the qualifying benefits listed above.
- I will inform the school if there are any changes to my claim ie new claimant, different address, change in name, change of school or I cease to receive the benefits.
- I confirm the information is correct and understand that the Free Meal Service will check with KCC the eligibility of my application.
- I agree that the information I have provided will be used to process my claim for Free School Meals and that other sources as allowed by law, may be contacted to verify my initial and ongoing entitlement.

Signature:	Date: ____/____/____
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Please tear here

STEP 5: SHEPHERDSWELL AFTER SCHOOL CLUB ADMISSION FORM

Shepherdswell Church of England Primary School

If you wish your child to attend an After School Club session, please book a place and pay for it using the School Gateway App by 1pm on the day, at the very latest. For any bookings, or amendments to bookings, after this time please phone the school. Please also ensure that we are aware who will be collecting your child in the event that you are unable to.

At the time of booking please state how long the session you require will be:

- Short session – till 4pm: cost £3:50
- Medium session (includes a snack) – till 5pm: cost £6:50
- Long session (includes a snack) – till 5:45pm: cost £8:50

If your child is booked in for a session and you find that you no longer need the place, please cancel via the App or, if this is last minute, make sure that you inform the school that you wish to cancel it. Likewise, if your child is booked to attend After School Club and at the last minute someone is able to collect him/her from school, please pop into ASC to let the staff know that the child has been safely collected and is not 'missing'!

Our final request is that you collect your child on time – especially, in the case of those children booked in for a 'long' session, which ends at 5:45.

Thank you for your cooperation in helping to make Shepherdswell After School Club a safe, happy and effective environment for both our children and our staff alike.

Full name of child:	
Preferred name:	Date of Birth:
Full Address & Post Code	
Telephone number:	Mobile number:

Details of those with parental responsibility

Mother:	Father:
Home number:	Home number:
Work number:	Work number:
Mobile number:	Mobile number:

Details of person(s) collecting child (emergency)

Name:	Name:
Relationship to child:	Relationship to child:
Phone No:	Phone No:

Current medical details of your child

Does your child have any known allergies or special dietary requirements?	
Does your child have any known medical problems?	
Does your child need any regular treatment?	
Has your child currently/recently injured themselves (eg broken bones) and/or recovering from an ailment? Please give details.	

Signature of person with legal responsibility:

Signature:
Date:

Step 5

Step 6

STEP 6: Home School Agreement

Shepherdswell Church of England Primary School

Agreement on behalf of:	(Child's name)
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The School

- We will treat children fairly and encourage them to develop positive relationships, caring for each other
- We will encourage children to behave well and provide a safe, secure and stimulating learning environment
- We will provide a broad, balanced and exciting curriculum tailored to the needs of each pupil
- We will keep you regularly informed of your child's progress
- We will provide interesting and exciting clubs, visits and other activities
- We will let you know of any concerns that we have

Signed

Mark Lamb

Mark Lamb
Headteacher

The Child

- I will show honesty, respect and be kind to other children and adults
- I will behave well and look after school property
- I will always try my best and begin to take responsibility for my own learning; including my homework
- I will work hard to achieve my targets and bring to school everything that I need for the day
- I will make the most of the clubs, visits and other activities that take place at Shepherdswell
- I will tell a member of staff if I am worried about anything

Signed

Parent/Carer

- I will be respectful to other adults and children
- I will encourage my child to behave well and be supportive of school policies
- I will make sure that my child attends regularly, arriving and leaving on time and encourage them to do their homework
- I will take an interest in my child's learning by attending Parent Evenings and other school events
- I will support the school where possible with visits, workshops and PTA activities
- I will let the school know, in a calm, supportive manner, of any problems which may affect my child's health, work or behaviour

Signature

Print name

Please tear here

As we continue to progress our Forest School programme of study we will be starting to think about working with tools and using a fire as part of an activity.

Name of Child:

I agree to my child taking part in sessions at Shepherdswell Forest School. The sessions will be led by an OCN Level 3 qualified forest school leader who will be accompanied by the class teacher or TA.

(Please delete where appropriate)

I **agree/disagree** to my child to my child being photographed in these sessions for the school’s or child’s own use.

Please tick where appropriate

- My child has had an allergic reaction to an insect bite or sting.

Please give details of allergic reaction

- My child **has not had** an allergic reaction to an insect bite or sting.

- My child has a food allergy

Please give details of food allergy

- I confirm that the medical information I have supplied the school is up to date.
- I confirm that my emergency contact details are up to date.

I understand that by signing this consent form, I am agreeing:

- I will ensure my child is appropriately dressed for outdoor, all weather activities (please see school website for list) and will bring drinking water for the day.
- Within these sessions the children may have the opportunity to use hand tools at an appropriate level. Also they will have the opportunity to be around an open fire and, at an appropriate level, will have the opportunity be involved in lighting a fire and cooking on it, under close supervision and instruction. Within this I recognise that the course has an element of personal risk and, however unlikely, the risk can become a reality – it is important your child listens to, and acts upon, all safety instructions given.
- In the event of an accident, I agree to my child receiving immediate first aid by a qualified first aider

Name

Signature:Date: ____/____/____

Key information

What are our school times:

- 8.30amClassroom doors open. Quiet activities until 8.45am.
- 8.45amStart of school day.
- 15-minute morning break
- 12.00pm – 12:50pmReception, Year 1 and Year 2 Lunchtime.
- 11.50am – 12.40pmKey Stage 2 Lunchtime.
- 3.10pmEnd of school for Reception class.
- 3.15pmEnd of school for Year 1 – Year 6.

Arrivals and departures

Arrivals: We expect our younger children to be walked into school by an adult and taken to the cloakroom door. Older children can walk in from the Village Green or be dropped off at the roundabout inside the school grounds; please note this is for dropping children off only – parents should not get out of their cars.

End of day: Reception children will be handed over to the adult collecting them from the cloakroom door at the end of the school building: all other children should be collected from the school playground.

Please ensure that we are told who will be collecting your child/ren each day, if it is not their parent/usual adult.

Extended school

Breakfast Club is available from 7.45am each school day, at a cost of £3.00. It is run by school staff and aims to provide a safe, stimulating environment where, after eating a healthy breakfast (toast, cereal, fruit juice etc), the children can enjoy quiet table-top games, watch short videos or do puzzles, maintaining a quiet, calm atmosphere. Food will not be served to children arriving after 8.15am.

After School Club is also run by school staff and it is our aim that all children will experience adventure and excitement through play and friendship.

Sessions can be booked as a one off or on a regular basis, to suit your childcare needs. We offer three sessions:

- Short session3:15 – 4:00pm£3:50
- Medium session3:15 – 5:00pm£6:50Includes a light snack;
- Long session3:15 – 5:45pm£8:50dietary requirements catered for

If you wish your child to attend ASC, please complete the Admission Form available in this booklet.

The ASC Manager will liaise with class teachers to ensure that any necessary information from the school day is passed to you, and should your child sustain an injury whilst at ASC, no matter how small, you will be informed. For reasons of safety, we cannot allow a child to be taken from ASC by an unknown party without prior permission from you.

Please ensure that your child is collected promptly by 5.45pm as this is the closing time for ASC.

Booking and paying: Breakfast Club and After School Club sessions should be booked and paid for via the School Comms App. All BC sessions should be booked by 4.00pm on the preceding day and ASC before 1.00pm on the day of the session. In the event of an emergency, please telephone the school.

School Uniform

Girls

- Red school sweatshirt and or fleece*.
- White/red polo shirt.
- Grey skirt/pinafore dress or Grey/black trousers.
- Black shoes – low heels (not trainers).
- In summer, a red check dress.

Boys uniform

- Red school sweatshirt and/or fleece*.
- White/red polo shirt.
- Grey/black trousers.
- Black shoes (not trainers).
- In summer grey/black shorts may be worn.

PE kit

- T-shirt (house colour)*.
- Shorts – plain black.
- Plimsolls/plain black trainers for outdoor PE.

Reception children do not need plimsolls/trainers until after the Easter holiday. * These items are available to purchase from Logo That Polo (logothatpolo.co.uk) along with PE bags, book bags and sunhats.

Please ensure that all clothing and other items that come into school are named so that if lost, we can return them to your child.

Food in school

Lunchtimes

Children can choose on a daily basis to have a school dinner or to bring in a packed lunch. Our school meals are currently supplied by Nourish Contract Caterers and are cooked and sent over from our Federation partner school, Eythorne Elvington. A copy of the new menu is sent out by email prior to the date it starts from. Payment must be made in advance, by BACS transfer, direct to Nourish.

All children in Reception, Year 1 and Year 2 are entitled to receive Universal Free School Meals, and children with parents who receive certain benefits may be eligible for free school meals – please ask at the school office for details. We are committed to healthy eating and ask that packed lunch items reflect this and do not contain sweets, fizzy drinks or glass bottles. Shepherdswell School is a nut-free environment so please ensure you do not include nuts in any form e.g. Nutella spread.

Breaktimes

The children in the infant classes receive a free piece of fruit daily, provided by the government’s fruit scheme. Older children are welcome to bring in their own fruit for breaktime, but are not allowed sweets, chocolate bars or gum. We encourage children to drink plenty of water and they should all bring in a named bottle of fresh water each day.

We work in partnership with Coolmilk to provide cartons of milk for children who would like this at breaktime. All under-5’s are entitled to receive this free; for older children, parents have the option to pay for this each term.

Frequently asked questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help.

Attendance

Parental responsibility

Parents/carers have a legal duty to make sure their child attends school regularly and punctually. They should only miss school if they are ill or unable to attend for some unavoidable reason. If a child is absent and the school does not receive an explanation that is satisfactory or valid, the absence will be recorded as 'unauthorised' and the parent/carer could be at risk of receiving a Penalty Notice or being prosecuted by the Local Authority. Information about attendance and school absences can be found on the Kent County Council website, under the 'Education & Children' section.

Good attendance means being in school at least 96% of the time. Good attendance is essential to ensure children reach their potential both academically and socially; it generally means that they are happier and more settled in school and gives them the best possible start in life.

What can parents/carers do to help?

- Please actively support the value of education, including the importance of regular attendance.
- Please do not expect the school to authorise absence for non-essential reasons such as birthday outings, family celebrations etc.
- Please arrange family holidays out of term time: we plan our 5 staff training days to extend the May/June Holiday by an extra week specifically to help parents book holidays at a cheaper time of year.
- Please ensure your child arrives at school on time. Children who are late are often upset which is unsettling for them and very disruptive for the rest of the class.

Finally, please talk to us! If you are having a problem with your child not wanting to come to school, let us know so that we can work together to help to resolve the problem.

Illness

If children are unwell, please do not send them to school, especially if the illness is likely to be infectious. Children should remain absent from school for a full 48 hours after any illness that includes diarrhoea or vomiting.

Parents/carers should contact the school office by 9.15am on the first day of any absence, giving a reason for the absence, and update the school on the child's progress if the absence is extended.

All other absences e.g. medical appointments, secondary school visits etc, should be notified to the school office in advance.

Holidays

It is a government directive the headteacher can no longer authorise holidays during term time. If a parent has absolutely no alternative but to take their child out of school for a leave of absence, they should submit a request, in writing, to the headteacher for consideration, giving the dates and duration of the absence and a reason for the request.

Each case will be considered individually by the headteacher and governors, taking into consideration the nature of the event, the attendance record of the child, their academic attainment and the time of year with respect to the curriculum. A decision will then be taken concerning the absence request.

Outdoor learning

We are committed to ensuring that the children spend as much time outdoors as possible and encourage parents to leave a pair of wellies at school at all times. Each class has a dedicated boot rack for this purpose. If they are wearing wellies, they can play on the grass even when it is wet and can take part in lessons in our forest school or Glebeland areas.

Jewellery and hair

No jewellery should be worn in school except for watches or stud earrings, which the child must be able to remove or tape over during PE lessons. Long hair should be neatly tied back, particularly for PE lessons.

Nail varnish should not be worn in school

Internet safety

Our teachers and teaching assistants supervise and guide pupils carefully when engaged in learning activities involving online technology (including extra-curricular and extended school activities, where relevant). We apply strong, age-appropriate filters and children are also given clear instruction about what to do if they see something on a website which makes them uncomfortable. Our Online Safety Policy is available on the school website.

School Houses

- Every child will be allocated to one of our three school Houses:
- Saxons – House colour red.
 - Romans – House colour green.
 - Normans – House colour blue

The houses have their own t-shirts with the school logo on, and are worn for PE lessons and Sports Day.

We ensure that all children from a family are put in the same house as their siblings.

Charging policy

All activities taking place within the school day are, in law, free of charge. However, certain activities such as school trips, visiting speakers, theatre performances etc do incur costs and it is our policy to ask parents/carers for voluntary contributions to fund the activity. Parents/carers are not obliged to contribute, and we would never exclude any child from an activity because no contribution has been received, however, if the levels of contribution are insufficient, the activity may have to be withdrawn.

Fortunately, in the past, we have always enjoyed first-rate support from our parents in this regard and the additional activities have enriched the learning experiences of all our children.

Homework

We believe that homework serves several purposes. Not only does it reinforce the teaching that has taken place in the classroom, but it allows the children to extend their learning through independent research and, for older children, it prepares them for secondary school.

We see our role as part of a partnership with you, the parent, and encourage you to support your child's learning at home. The most common way for younger children is to share books with them, reading to them and listening to them read. Be guided by your child's teacher, the skilled and experienced professional who will be pleased to explain methods and strategies to you. This is the amount of homework set for each year group:

	READING	OTHER HOME ACTIVITIES
Reception Year	10 minutes daily	10 minutes weekly
Year 1	10 minutes daily	20 minutes weekly
Year 2	10 minutes daily	30 minutes weekly
Years 3 and 4	20 minutes daily	40 minutes weekly
Years 5 and 6	20 minutes daily	60 minutes weekly

Complaints procedure

If you are concerned about any aspect of your child's education, please contact the headteacher immediately and every effort will be made to resolve the situation. However, if after this you still have concerns then a formal complaint should be made to the governing body, via either an individual governor or the clerk to the governors. The complaints sub-committee will then be convened to which you will be invited to attend. Following this any complaint that remains unresolved is referred to the Area Education Committee.

Health and welfare

Health

You will have completed the medical information section of the school admission form, but please make sure that you inform us of any other medical facts relating to your child, and ensure that you update us should anything change in the future. We need to be aware of any medical conditions such as asthma, eczema, epilepsy or diabetes; we need to know about any regular prescribed medication your child takes; we need to be informed of any allergies and whether antihistamines or an epi-pen is required.

Medicines

If it is essential for your child to take a dose of medicine during the school day, and you are unable to come and give it in person, we are happy to administer it for you if you complete our medications form, which is available on the school website or a paper copy can be obtained from the school office.

Ill at school, accidents and first aid

If a child becomes unwell or sustains a serious injury during the school day, you will be contacted immediately, and we always notify parents/carers if a child has bumped their head.

We have qualified first aiders on our staff, who will treat any injuries and determine the severity of them.

Please ensure you keep us informed of any change of contact details.

Behaviour management

Within our federation, our priority is for children to develop a love of learning, inspired by quality-first teaching. We create a positive culture that promotes excellent behaviour, ensuring that all pupils have the opportunity to learn in a calm, safe and supportive environment. We believe that self-esteem affects all thinking and behaviour and impacts on learning and performance.

We aim to provide positive everyday experiences so that our children are self-confident and secure, with a strong sense of belonging, and so more likely to reach their full potential. We are a caring community with a committed team who role model high expectations of learning and behaviour. Children are aware of the consequences of unacceptable behaviour.

Accessibility

The current Shepherdswell School building was opened in 1993, is a single-story building and is fully accessible, as are the playground and playing field.

Emergency school closure

We endeavour to keep the school open at all times, however in the highly unlikely event that we are forced to close due to extreme bad weather we will keep parents informed by sending a message via School Comms and through the school closure services at Radio Kent, and other local radio stations.

Please make sure that we always have up-to-date contact details - address, email address, phone number and how you can be contacted at work in an emergency.

Communicating with parents/carers

Our main system for communications is via the School Comms App, which you can download onto your mobile phone.

We send out a school newsletter at the end of each week, and you will also receive a class newsletter the same day. In addition to this, each Wednesday you will receive an update email and an up-to-date list of dates for the remainder of the school year is sent out before the start of each term.

At the start of the new school year, we hold a brief 'Meet the Teacher' session for each class, and we have 1-to-1 Parent Consultations in October and February, when parents/carers are able to discuss their child's progress. Prior to these consultations, parents/carers usually have an opportunity to come into school and look at their child's books.

End of year reports are sent home in July.

School policies

School policies are essential as a means of setting the standards for quality of learning, for the safety and well-being of children, staff and visitors in school, and they define expectations and accountability.

Shepherdswell School, as part of the Federation with Eythorne Elvington School, has a range of governor directed policies which can be viewed on our website under the 'About Us' tab.

Inclusion: a curriculum for all

We are an inclusive school and strive to ensure that we meet the individual needs of all our learners. Our teachers deliver quality-first teaching which is adapted, whenever needed, to ensure maximum inclusion for all, including vulnerable learners. This ensures that all children have full access to the school curriculum and learning opportunities. We make every effort to narrow any attainment gaps between vulnerable groups of learners, with group or personalised learning strategies, catch-up groups, interventions etc.

Special educational needs

Where children are identified as having special educational needs, our school provides for these additional needs in a variety of ways including:

Adapted quality-first teaching from the class teacher.

In-class support from the class teacher &/or class teaching assistant (TA).

Small group support or intervention.

Individual class support or intervention.

Use of a range of resources, equipment or specialist equipment as needed.

Sometimes additional support is provided by senior teachers, our SENCO or additional TAs. Where needed, the SENCO arranges outside involvement through referrals to services such as speech and language therapy, the specialist teaching and learning services, medical support or educational psychologist etc.



Working with parents

News

Our website is a great resource for keeping updated with events and news at the school. You'll find regular updates on our website.

The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and the headteacher are asked to sign a Home School Agreement that outlines the intentions of all three parties, a copy of which is returned home to the parents.

Seek permission

Outings and trips are a valuable part of school life and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

Getting involved

Parent Teacher Association

We have a newly reformed PTA who are very active and very enthusiastic! They organise a variety of events throughout the year both to raise funds and to give fun opportunities for the children to enjoy. Parents are not forgotten, and they arrange just-parent and family events as well as those for the children.

New members will be welcomed with open arms – serving on the PTA we believe should be fun and is a great way to be involved in school life.

Governance

Shepherdswell School is federated with a neighbouring school – Eythorne Elvington Community Primary School – and we share a governing body. The governing body, and their specialist sub-committees, meet regularly throughout the year to discuss matters relating to the running of the school: the organisation, curriculum, and school budget. The day-to-day running of the school is entrusted to the headteacher and staff senior leadership team.

Performing arts, sport and forest school



Music

Music plays an important role in school life and our children respond enthusiastically to all musical opportunities presented to them, whether singing songs and hymns in assemblies and acts of worship, listening to or composing music as part of their weekly lessons, with our dedicated music/singing teacher, performing in our choir or in school plays.

Private instrumental tuition is offered at school through external providers – please ask at the office if you are interested in this.

Drama

Our Reception, Year 1 and Year 2 children all perform class nativity plays at Christmas, which is always a favourite with their parents/carers. Year 6 children perform a leavers' play for their parents during Term 6.

Dance

We are fortunate to have an experienced dance teacher at Shepherdswell and she runs an after-school dance club, with performances throughout the year, both in school and at larger venues.

Sport

We believe that taking part in physical activities is an essential part of encouraging a healthy mind as well as a healthy body. All children take part in our 'Daily Mile', in addition to their twice-weekly PE lessons, and from Year 1 upwards they have the opportunity to attend after school sporting clubs. The school competes in local football leagues/tournaments and netball matches, as well as one-off sporting events organised by Dover schools (e.g. cross country, athletics and a district swimming gala).

During playtimes there are opportunities to play football, to skip and a variety of other traditional energetic playground games.

Forest school

All classes will have a block of forest school lessons during the school year. For this they will need wellies (hopefully already in school), waterproof tops and over-trousers, long sleeved tops, long trousers and a complete set of spare clothes to change into after their session, in case they get wet or muddy. A letter and full kit list will be sent out prior to your child's forest school sessions starting.

Term Date 2023–2024

Autumn Term 2023

TERM 1 2023 Start date – Monday 4 September
End date – Friday 20 October

TERM 2 2023 Start date – Monday 30 October
End date – Friday 15 December

Spring Term 2024

TERM 2 2024 Start date – Tuesday 2 January
End date – Friday 9 February

TERM 4 2024 Start date – Monday 19 February
End date – Friday 28 March

Summer Term 2024

TERM 5 2024 Start date – Monday 15 April
May Bank Holiday – Monday 6 May
End date – Friday 24 May

TERM 6 2024 Staff Training Days:
Monday 3 – Friday 7 June
Start date Monday 10 June
End date – Wednesday 24 July

Our Ethos and Values: Fulfilling our God-given potential

We are a school family with God at the centre, enabling us to share God's love within our community and beyond. We protect those with no voice by standing up to injustice.

Every child is valued and special with individual needs driving their Shepherdswell School learning experience, creating an environment where we all can flourish and grow.

Our Curriculum Intent and Impact

At Shepherdswell School, our intent is to help children become independent learners right from the day they start school. Our ethos is aimed at broadening the children's horizons by teaching the skills needed for lifelong learning; not just so they can complete school learning more easily and effectively, but also so they can develop a general purpose and set of habits and attitudes which will serve them well throughout their lives. By encouraging the children to think about their learning preferences and act accordingly, we hope to promote that life-long love of learning.

We teach children the 4Rs of learning: To be resilient, resourceful, reflective and reciprocal. We believe in the importance of constructing new knowledge on the basis of what is already known and understood, so we pay close attention to the prior knowledge of our learners.

Our intent and how we implement it across the school will have the impact of creating life-long learners who are courageous adventurers as they take their next steps in education and life. They will be thirsty for new knowledge; making links, taking risks and making errors but seeing them, instead, as things they just don't know **yet** and further opportunities to learn, as opposed to failures.

Our children will be 'Wellbeing Warriors', having high levels of emotional literacy; articulating their thoughts, feelings, anxieties and behaviours and having self-confidence and self-motivation to reach their potential.

They will be articulate with a rich vocabulary to express themselves fully with good reasoning and pragmatic skills; giving them the best chance of future employability.



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