



# The Bulletin

10<sup>th</sup> November 2017

## Term Dates 2017-2018

<b>Monday 30<sup>th</sup> October 2017 to Wednesday 20<sup>th</sup> December 2017</b>	<b>Term 2</b>
<b>Thursday 4<sup>th</sup> January 2018 to Friday 9<sup>th</sup> February 2018</b>	<b>Term 3</b>
<b>Thursday 4<sup>th</sup> January 2018</b>	Staff Development Day – School closed
<b>Friday 5<sup>th</sup> January 2018</b>	Staff Development Day – School closed
<b>Monday 19<sup>th</sup> February 2018 to Thursday 29<sup>th</sup> March 2018</b>	<b>Term 4</b>
<b>Friday 30<sup>th</sup> March 2018</b>	<b>Bank Holiday – Good Friday</b>
<b>Monday 2<sup>nd</sup> April 2018</b>	<b>Bank Holiday – Easter Monday</b>
<b>Monday 16<sup>th</sup> April 2018 to Friday 25<sup>th</sup> May 2018</b>	<b>Term 5</b>
<b>Monday 7<sup>th</sup> May 2018</b>	<b>Bank Holiday – May Day</b>
<b>Monday 4<sup>th</sup> June 2018 to Tuesday 24<sup>th</sup> July 2018</b>	<b>Term 6</b>
<b>Monday 23<sup>rd</sup> July 2018</b>	Staff Development Day – School closed
<b>Tuesday 24<sup>th</sup> July 2018</b>	Staff Development Day – School closed

<b>Diary Dates Academic Year 2017-2018</b>	<b>Any changes or additions are shown in red</b>
<b>Term 2</b>	
<b>Friday 10<sup>th</sup> November 2017</b> <b>Year R &amp; KS1 5:15pm – 6:30pm</b> <b>KS2 6:45pm – 8:00pm</b>	PTFA Winter Discos
<b>Tuesday 14<sup>th</sup> November 2017</b> <b>9:00am</b>	New Intake Tour
<b>Tuesday 14<sup>th</sup> November 2017</b>	Individual Photographs
<b>Tuesday 14<sup>th</sup> November 2017</b>	Forest School – Year 4.
<b>Wednesday 15<sup>th</sup> November 2017</b> <b>9:00am</b>	Wednesday Worship led by Father Matthew Year 2 parents invited to join the school
<b>Wednesday 15<sup>th</sup> November 2017</b>	Meeting for members of the Parent Forum
<b>Friday 17<sup>th</sup> November 2017</b>	Forest School – Year 3
<b>Saturday 18<sup>th</sup> November 2017</b>	PTFA Christmas Fayre
<b>Tuesday 21<sup>st</sup> November 2017</b>	Forest School – Year 2

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<b>Friday 24<sup>th</sup> November 2017</b>	Forest School – Year 1
<b>Tuesday 28<sup>th</sup> November 2017</b>	Forest School – Year R
<b>Wednesday 29<sup>th</sup> November 2107 9:00am</b>	Wednesday Worship led by Father Matthew Year R parents invited to join the school
<b>Friday 1<sup>st</sup> December 2017 9:00am</b>	Year 3 Act of Worship – Year 3 parents invited Please note this is a change to the previously published date.
<b>Friday 1<sup>st</sup> December 2017</b>	Forest School – Year 6
<b>Tuesday 5<sup>th</sup> December 2017</b>	Forest School – Year 5
<b>Friday 8<sup>th</sup> December 2017</b>	Leybourne Grange Nativity Years 4, 5 & 6
<b>Saturday 9<sup>th</sup> December 2017</b>	PTFA Breakfast with Santa
<b>Monday 11<sup>th</sup> December 2017</b>	Key Stage 2 Dress Rehearsal – AM Key Stage 1 Dress Rehearsal - PM
<b>Tuesday 12<sup>th</sup> December 2017</b>	Key Stage 1 Nativity PM Key Stage 2 Nativity Evening
<b>Wednesday 13<sup>th</sup> December 2017</b>	Flu Vaccination Years R, 1, 2, 3 and 4
<b>Wednesday 13<sup>th</sup> December 2017</b>	Key Stage 1 Nativity PM Key Stage 2 Nativity Evening
<b>Thursday 14<sup>th</sup> December 2017</b>	School Christmas Lunch
<b>Monday 18<sup>th</sup> December 2017</b>	Key Stage 1 Christmas Parties
<b>Tuesday 19<sup>th</sup> December 2017</b>	Key Stage 2 Christmas Parties
<b>Wednesday 20<sup>th</sup> December 2017</b>	Christmas Church Service

**Please see the Bulletin dated 3<sup>rd</sup> November 2017  
for the diary dates for the rest of the academic year**

<b>Attendance Target 96.7%</b>	<b>Week ending 10th November 2017</b>
<b>Year R</b>	97.3%
<b>Year 1</b>	98.5%
<b>Year 2</b>	98.9%
<b>Year 3</b>	98.0%
<b>Year 4</b>	97.0%
<b>Year 5</b>	98.1%
<b>Year 6</b>	97.9%
<b>Whole School</b>	98.0%

### **Father Matthew's quote of the week**

*"When you go home, tell them of us and say, for your tomorrow, we gave our today"*

John Maxwell Edmunds

### **Parent Governor Elections**

We have attached a letter at the end of this Bulletin from Phillipa Gibbs, our Clerk to the Governors regarding the upcoming Parent Governor Elections for your information.

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### Perform Drama Workshops

We were very pleased to receive a visit from Perform on Tuesday 7th November. The children in Years R, 1 and 2 had a wonderfully energetic time exploring the theme of Under The Sea and using drama, dance and singing to help develop their confidence, concentration and social skills.

To complement the workshop, there is a free educational app for iPhones and iPads based around the theme of Under The Sea. It contains fun games, creative tasks and videos of the themed songs and dances. Click [here](#) to download it free or [here](#) to find out more about the Under The Sea theme.

Perform run regular weekly classes in the local area and they are offering a special introductory discount to all parents of Leybourne St Peter And Paul CE Primary if they come along for a free trial session before Tuesday 28th November. Click [here](#) for the nearest locations. To claim your discount, just call Perform on 020 7255 9120 quoting GGHH281117 or visit [perform.org.uk](http://perform.org.uk) to find out more.

### Year 4 Act of Worship

Year 4 led their Act of Worship on the British Value "Rule of Law". The children acted out scenes regarding Civil and Criminal Law where compensation or a prison sentence is required. The children all spoke clearly and loved performing their assembly.



### Remembrance Service

Thank you to Father Matthew for today's lovely Remembrance Service, the children behaved beautifully (as always) and it was very moving to hear Patrick Tootal's contribution to the service. Thanks also to Mrs Jaggard for playing the organ throughout the service.



### Parent Consultations

It was lovely to see so many of you at this week's consultations. Thank you to everyone who attended and to Year 6 for being such fantastic timekeepers. My thanks also go to Mrs Hardy and Mrs Potter for giving up their time to complete the onerous task of collecting all of your completed data collection forms.

### Communication / Contact books

We are always pleased to be kept informed by parents of any information you feel would help us to support your children. Please could I just remind you that the Reading Record/Contact Books are often used by volunteer and parent helpers when they hear children read, so if you wish a particular message to remain confidential to the class teacher/school staff, please do put your message in a sealed envelope, or send an email to the school office. Thank you.

### PTFA Christmas Fayre

The PTFA will be selling raffle tickets in the gazebo every day after school next week at £1.00 a ticket. If you have any food items for the tombola, please hand your donations to the PTFA whilst they are selling the raffle tickets.

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## **Parent Code of Conduct**

Unfortunately it has been brought to my attention that some parents are using Facebook and social media to discuss issues concerning school, and are explicitly referring to members of staff by name. I would hope that you will understand that this is inappropriate and unacceptable. If you have any concerns about any aspect of the education your child is receiving please do come and speak to me. As I have said on many occasions, other parents are simply not in a position to address issues and change things for you – I am. Social media, whether it be a “closed group” or not, is a public forum and I, along with the governors, will take action should any member of staff be subject to abuse or negative comments in such a forum. Our staff work incredibly hard and deserve to be treated with respect and consideration – the same way we would treat you.

Similarly, I am aware that some parents are using texts and social media to discuss issues concerning other pupils. Again, this is simply not appropriate. If you, as a parent, have any concerns about the behaviour or welfare of a pupil, I would ask that you contact school – not other parents. Quite rightly, you may not be aware of the full facts as you are not in school and are not privy to all of the relevant information. Such communication, even if well intentioned, is distressing and inappropriate, and actually achieves no practical outcome for the child or children involved. The best way to help the children is simply to inform us and to work with us to address any concerns.

*I am always keen to work with you and to ensure the very best possible education for your children. Your views are important to me and I will always act on any concerns you may have. It is important, however, that any concerns are raised in the correct way in order to protect individuals and to ensure that all issues are dealt with fairly and professionally.*

I have attached a copy of the Code of Conduct for your reference and would ask that you please take the time to read it.

*I am sorry to the vast majority of you who are nothing but supportive and kind. We are a Christian school and strive to promote the values of Love, Trust, Compassion and Respect at all times – thank you to all of you who do the same. Your support is very much appreciated as we aim to work together for the good of the whole school community.*

## **Prayer of the week**

God of truth and justice  
we hold before you those men and women  
who have died in active service  
in all conflicts, past and present.  
As we honour their courage and cherish their memory  
may we put our faith in your future  
for you are the source of life and hope  
now and for ever.

**Amen**

A copy of this Bulletin will be added to the School Website: <http://www.leybourne.kent.sch.uk>

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# LEYBOURNE SS PETER & PAUL C E PRIMARY SCHOOL

## Code of conduct

At Leybourne Ss Peter & Paul CE Primary School we are very fortunate to have supportive and friendly parents.

Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct so that we can continue to flourish, progress and work together to ensure a safe and positive school environment for our children.

### RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

We expect parents and carers to show respect and concern for others by

- Respecting the Christian ethos of our school and demonstrating our values of respect, love, compassion and trust.
- Setting a good example in their own speech and behaviour towards all members of the school community including fellow parents.
- Working in partnership with the school for the benefit of all the children. This includes approaching the school in a professional manner to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution.
- Respecting the school environment, including keeping the school tidy.
- Delivering and collecting children in a timely and orderly manner.
- Realising the safety of children, parents and staff whilst on school grounds.
- Demonstrating safe driving and parking in and around the school grounds.
- Showing compassion and respect for all.
- Avoiding involvement in gossip about children, parents, governors and staff.

In order to support a peaceful and safe school environment, the school cannot tolerate

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches and sports day.
- Using language that causes alarm, harassment or distress.
- Threatening harm to a member of school staff, governor, visitor, fellow parent, carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text, voicemail, phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils, parents, staff and governors at the school on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking, e-cigarettes or drugs.
- Drinking to excess on school premises.
- Dogs being brought onto school premises except guide dogs and educational dogs.

Should **any** of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and, if necessary, even ban the offending adult from entering the school grounds (Kent Act).

We trust that parents and carers will assist our school with the implementation of this policy and thank you for your continuing support.

Approved by Governors 24 June 2015

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Leybourne Ss Peter & Paul CEP School is part of The Tenax School Trust which is an exempt charity and a company limited by guarantee, registered in England and Wales with company number 07542155. The registered office is at Culverden Down, Tunbridge Wells, TN4 9SH.





## LEYBOURNE SS PETER & PAUL C E PRIMARY SCHOOL

Rectory Lane North, Leybourne, Kent, ME19 5HD

Friday 10<sup>th</sup> November 2017

Dear Leybourne Ss. Peter and Paul CEP School Parent or Registered Carer,

### Election of Parent Governors

I am writing to invite you to consider standing for election as a parent governor on Leybourne Ss. Peter and Paul CEP School's Local Governing Body (LGB).

#### What does the role involve?

The LGB currently has 10 members, including governors appointed by the Tenax Schools Trust, as well as a staff governor and two parent governors. Currently both parent governor positions are vacant. The main role of the LGB is to monitor the performance of the school and hold the headteacher to account for securing improvements in teaching, learning and staff development. No special qualifications are needed to be a governor. The most important thing is to have a keen interest in the school and be prepared to play an active part in the LGB's work. Training is available for all governors at no charge to the individual.

#### What is the time commitment?

You would be expected to attend all of the governing body's meetings (3 per year) as well as training seminars held 3 times a year. The meetings/seminars generally start at 6/6.30pm. You would also be expected to participate in the governors' programme of formal visits to the school to look at certain aspects of its work. Visits normally last half a day and take place once or twice a term. The normal term of office for governors is 3 years, although you may resign at any time.

#### How to stand for election

If you would like to stand for election, please complete the attached nomination and eligibility forms and return them to me via the school office. To be eligible you need to be a parent or registered carer of a child at the school at the time of the election (if your child leaves the school before your term is over, your term can still continue). Each person nominated must be proposed and seconded by two other parents or carers who currently have a child at the school.

You should also provide a short personal statement (maximum of 150 words). This should only include biographical information, your reasons for wanting to be a parent governor and the contribution you believe you can make the LGB's work. Finally, please note that the school will need to arrange an enhanced Disclosure and Barring Service (DBS) check before making a formal appointment.

All nominations need to be received **by midday on Friday 24<sup>th</sup> November 2017**. If there is more than one nominee for each position there will be an election in which all parents will be invited to vote for their preferred candidates.

I do hope you will consider standing as a local governor. If you would like more information about the role, please email me at [Clerk.Governors@leybourne.kent.sch.uk](mailto:Clerk.Governors@leybourne.kent.sch.uk).

Yours faithfully

*Philippa Gibbs*

Philippa Gibbs

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Clerk to the Local Governing Body



**PARENT GOVERNOR ELECTION  
NOMINATION FORM**

Name and address of  
candidate willing to serve: \_\_\_\_\_

Candidate's Statement (maximum 150 words)

Signature \_\_\_\_\_

Name and address  
of Proposer: \_\_\_\_\_

Signature \_\_\_\_\_

Name and address  
of Seconder: \_\_\_\_\_

Signature \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE SCHOOL NO LATER THAN NOON ON FRIDAY 24<sup>TH</sup> NOVEMBER 2017 TOGETHER WITH THE SIGNED DECLARATION OF ELIGIBILITY.**

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## DECLARATION OF ELIGIBILITY

Name

Address

Postcode

Tel

I declare that I am not disqualified from serving as a school governor and that:

**I am** aged 18 or over at the date of this election or appointment;

**I do not** already hold a governorship of the same School;

**I am not** liable to be detained under the Mental Health Act 1983;

**I am not** a bankrupt or subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986;

**I have not** been removed from the office of a charity trustee or trustee for a charity by an order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement or, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, from being concerned in the management or control of any body;

**I am not** disqualified from being the proprietor of any independent school or for being a teacher or other employee in any school or School;

**I have not**, in the five years prior to becoming a governor, received a sentence of imprisonment, suspended or otherwise, for a period of not less than three months without the option of a fine;

**I have not**, in the twenty years prior to becoming a governor, been convicted as aforesaid of any offence and has had passed on me a sentence of imprisonment for a period of not less than two and a half years;

**I have not**, at any time, had passed on me a sentence of imprisonment for a period of not less than five years;

**I have not** been fined, in the five years prior to becoming a governor, for causing a nuisance or disturbance on education premises;

**I am not** subject to a disqualification order under the Criminal Justice and Court Services Act 2000.

**I am willing to supply personal information that will enable an enhanced DBS check to be undertaken**

Signature\_\_\_\_\_

Date\_\_\_\_\_

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