

**Leybourne Ss Peter & Paul  
Church of England  
Primary Academy**



**School Prospectus  
2018/19**

# **Leybourne Ss Peter & Paul Church of England Primary Academy**

Rectory Lane North, Leybourne,  
West Malling, Kent, ME19 5HD

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## ***Rochester Diocesan Director of Education***

Mr John Constanti  
Deanery Gate  
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## ***Corporate Director for Children, Young People and Education***

Matt Dunkley  
1 Invicta House  
County Hall  
Kent, ME14 1XX

*We promote the learning and development of all children to achieve their full potential in a caring, happy Christian environment.*

## **A message from the Headteacher**

Dear Parents,

*Welcome to Leybourne Ss Peter and Paul C. E. Primary Academy! We are proud of our school and hope that this prospectus will give you an insight into how we operate and what learning means to each of us.*

*Everybody in the school works hard to create an attractive, safe environment in which children and adults feel valued. Every member of our community is encouraged to achieve the highest standards of which they are capable, not only academically, but also in art, sport, music and a diverse range of other activities.*

*We firmly believe that we are all learning together, adults and children alike. This means that the staff are continually looking for ways to develop their expertise so that they can help children learn more effectively. The world of education is constantly changing, challenging us to update our knowledge and skills to support every child's progress.*

*Children achieve extremely well at Leybourne, thanks to strong teamwork and a positive learning environment. This was confirmed by Ofsted (October 2006), with the school judged to be outstanding. Our children enjoy coming to school and are enthusiastic learners who love new challenges.*

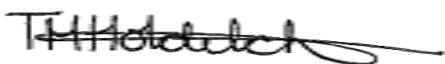
*As a Church of England school we have strong links with Ss Peter and Paul Church, working in partnership to support the children's spiritual and moral development, within a caring Christian environment. Our commitment to the Christian ethos of our school was recognised in our SIAMS inspection of church schools in March 2017, which judged us as outstanding in all areas.*

*We know that we are fortunate to have comfortable, well-equipped buildings and extensive, attractive grounds and make use of them across the curriculum. We also greatly appreciate the support we receive from parents, friends, governors and the local community.*

*Our foremost aim is to put the needs of the children first. We believe that an effective learning environment is one where children are valued and feel safe, where their achievements are celebrated and where learning is shared.*

*If you have any questions or would like further information, please do not hesitate to contact us. If you are considering applying for a place at our school for your child, please call the school office on 01732 842008 to arrange a visit. I look forward to meeting you!*

Best wishes



Tina Holditch  
Headteacher



## **ABOUT THE SCHOOL**

Leybourne Ss Peter and Paul School is a Church of England Primary School, for pupils aged between four and eleven years. The youngest children enter the Reception Class (Early Years Foundation Stage), where they will spend their first year at school before moving on to Year 1 the following year. Year 2 is their final year in Key Stage 1. In the September following their 7<sup>th</sup> birthday they will move into Year 3, the first year of Key Stage 2. At the end of Year 6, aged 11, they will move on to a secondary school.

The number on the school roll in September 2018 was 210. The intake into the Foundation Stage for the school year 2019/2020 will be 30.

### ***The History of the School***

There has been a Church of England School in Leybourne since 1775, though not on this site. The school on the present site was built in 1876, consisting of one classroom and two cottages, one for the Governess and the other for the Rectory Gardener. These cottages are now the private house attached to the school. The rest of the building was constructed in stages in 1935, 1956 and 1986. In 1997 mobile classrooms were replaced with a new purpose-built prefabricated four classroom unit. In 1999 a new Reception classroom was opened by the Bishop of Rochester. Our ICT suite, music room and library were completed during the summer of 2009. The demolition of the old building means that the KS1 playground is a large, open playspace, further enhanced by our beautiful gazebo.



Much work has been carried out to improve the buildings and grounds to provide the best possible learning environment for all our children.

We are fortunate that the school has extensive, beautiful grounds, including a Forest School outdoor classroom, wildlife areas and a stream. There are two large grassed playing fields and two hard-surfaced playgrounds as well as the Multi-Use Games Area, which provides an additional hard play space for our children during the school day and for community use at other times.

The PTFA has provided many additional facilities for the children's benefit, including attractive quiet areas around the school where they can sit and read or talk during break times and two low-level activity trails.

## OUR CHRISTIAN ETHOS

As Leybourne is a Church of England school, it differs from a community school in a number of important ways.

There is a strong emphasis on the teaching of the Christian religion and regular contact with the Parish Church of Ss Peter and Paul. In addition, the school's ethos is strongly Christian, based firmly on Christian values, caring and mutual respect. While it is not required that every parent is a practising member of the Church of England, it is important for all families to support the aims of the school.

Recognising its historic foundation, this Church of England Primary School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an excellent education for pupils of all abilities and backgrounds in the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith. We promote Christian values and spiritual development through the experiences offered to all pupils.

### Our Aims:

- To offer a broad, balanced, rich and exciting curriculum.
- To educate children to the highest possible standard through a variety of experiences and activities appropriate to their age and ability, thus enabling each child to reach their full potential in all aspects of learning.
- To encourage children to develop enthusiasm, self-motivation, the ability to think for themselves and to deal confidently with the issues and decisions which life will present.
- To ensure that the relationship between home and school is such that parents and staff can work together in the interests of the children and the school. Emphasis will be placed on encouraging supportive links between school, home, parish and the wider community.
- To foster a lifelong love of learning.

### Religious Education and Worship



Worship and the teaching of Religious Education take place in accordance with the Trust Deed of the school, reflecting the doctrines and practice of the Church of England. Parents have the right to withdraw their child from Religious Education and Worship, but this school exists primarily for those parents who particularly want Church of England teaching and worship to form a positive part of their child's education. The curriculum is planned and delivered in line with the requirements of the Syllabus for Religious Education of the Rochester Diocesan Board of Education.

## **ADMISSIONS ARRANGEMENTS 2019-2020**

Published admissions number: 30      School supplementary information form required

### Admissions Arrangements – Reception Class

The number of pupils admitted to the Reception class in each academic year is determined by agreement with the Area Education Authority and with regard to the school's facilities.

The admissions limit in the Reception Class for academic year 2019/20 is 30 pupils.

### Over-subscription criteria

Where there are more applications than places, the Governors first allocate places in the following order of priority without reference to academic ability or the period of time on the school's enrolment register. These criteria and the definitions of each category have been revised to reflect good practice as defined in the School Admissions Code (2012).

1.      Looked After Children / Children in Local Authority Care.

A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carer (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act. This criteria extends to adopted children who were previously in care.

2.      Baptised children whose parents live in the civil parish of Leybourne and are at the heart of the worshipping community, worshipping at least three times per month and who are involved in the wider social and organisational life of the Church for at least two years at the time of application. The wider social and organisational life of the Church includes bible study groups and/or other activities of the church of Ss Peter and Paul Church Leybourne. It must be noted that attendance at Sunday Club by both parents on a Sunday does not constitute "worship". All applications under this criteria must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden. (From September 2017, should a family move into Leybourne during this two year period, a reference from the Parish priest of their previous Parish, based on the same criteria, will be expected.)

3.      Children who will, at the time of admission, have a brother or sister in the school. This applies where the family continue to live at the same address as when the sibling was admitted. For children admitted from September 2013 onwards it must be noted that if they move house before an application for a place for a younger sibling is made, the new property must be within two miles of the school, or nearer to the school than the previous property as defined by the distance measurement criterion, in order for this link to be maintained. In this context, brother or sister means children who live as brother or sister in the same house, including natural brother and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4. Children whose parents live in the civil parish of Leybourne measured by straight line distance from the school, with those living nearer having priority. (The distance is measured between the child's permanent address and the school measured in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions booklets provided by the LA).

5. Children who will have, at the time of admission, a parent working as a teacher in the school. A teacher must have been employed at the school for two or more years at the time the application for admission is made and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Baptised children whose parents live outside the civil parish of Leybourne and are at the heart of the worshipping community in another Church of England parish, worshipping at least three times per month and who are involved in the wider social and organisational life of the Church of England for at least two years at the time of application. The wider social and organisational life of the Church includes bible study groups and/or other activities of the Church of England. All applications under this criteria must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.

7. Children whose parents live outside the civil parish of Leybourne measured by straight line distance from the school, with those living nearer having priority (The distance is measured between the child's permanent address and the school measured in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions booklets provided by the LA).

Any child with a statement of Special Educational Needs (SEN) naming the school will be given priority for admission. If there is a parent of a child with such a statement applying there will only be 29 places determined by the over subscription criteria.

The school follows the admissions procedure established by the Local Authority (LA). Applications for Yr. R admission are made on the Kent LA Common Application Form. In addition, if applying for a church place, parents will need to complete the school's own admissions form available from the school office. Applications for admission to Reception class in 2019/20 are to be returned in accordance with the guidance and dates published by the LA. The LA will notify parents on the outcome of their application for admission.

If you believe the Governors have made an error in applying the over-subscription criteria with regard to your application, you have a right to appeal. In the first instance you should contact the Admissions Clerk in the School Office who will provide you with advice on the procedure to be followed.

#### 1. Admission to School

There is one intake for children starting school in the Reception Class, with all children whose birthdays fall between 1st September and 31st August being admitted in September. Entry is staggered for the first two weeks with the children divided into two

groups according to age. The younger children will attend in the mornings and the older children in the afternoons. All children will be in school full time by 16th September 2019. Parents and children will be invited to attend an introduction afternoon in the term preceding entry to Reception Class. Children remain at the school until they have completed the academic year in which they reach the age 11.

## 2. Older Children and Casual Vacancies

Admissions of older children, casual vacancies and late applications to Reception will be considered on a case by case basis in accordance with the above criteria. A place will only be offered if the Planned Admission Number for the relevant age group has not been reached.

## 3. Waiting List

The school operates a waiting list for available places. For a child to remain on the waiting list, and to renew interest, parents need to telephone or e-mail the school in the first week of each new term. If a place becomes available the school will work through the waiting list applying the over-subscription criteria. You should inform the school of any change in your circumstances, e.g. change of address, which might affect your position on the waiting list.

Tina Holditch  
Headteacher



**LEYBOURNE Ss PETER & PAUL C E PRIMARY ACADEMY**  
**Rectory Lane North, Leybourne, West Malling, Kent ME19 5HD**  
**Tel: 01732 842008**  
**Application for Admission to Primary School**

Name and Address of child: \_\_\_\_\_  
I am applying for a place under Category \_\_\_\_\_

*If you wish to apply for admission under Category 2, please contact the Leybourne Parish Priest for completion of the next section of this form.*

For completion by Leybourne Parish Priest:

The family named above wishes to make an application for their child to be admitted to Leybourne Ss Peter & Paul C E Primary Academy.

1. Is the child for whom the application is being made baptised into the Church of England?  
Yes/No

2. Are the parents at the heart of the worshipping community of Leybourne Ss Peter and Paul Church? \*Yes / No

Signature of Priest: ..... Print name: ..... Date: .....

\* This is defined as worshipping at least three times per month and being involved in the wider social and organisational life, including bible study groups and other activities of the church of Ss Peter and Paul Church Leybourne, for at least two years at the time of application. It must be noted that attendance at Sunday Club by both parents on a Sunday does not constitute "worship". All applications under this criterion must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.

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*If you wish to apply for admission under category 6, please contact your Parish Priest for completion of the next section of this form.*

The family named above lives outside the Parish of Leybourne and wishes to make an application for their child to be admitted to Leybourne Ss Peter & Paul C E Primary Academy.

1. Is the child for whom the application is being made baptised into the Church of England?  
Yes/No

2. Are the parents at the heart of the worshipping community of your parish in the Church of England? \*Yes / No

\* This is defined as worshipping at least three times per month and being involved in the wider social and organisational life, including bible study groups and other activities of the Church of England, for at least two years at the time of application. All applications under this criterion must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.

Signature of Priest: ..... Print name: ..... Date: .....

Name of church: ..... Contact telephone number: .....

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I declare that the information I have given in this application is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, the Governors reserve the right to withdraw the offer of a place.

Signed ..... Name of child: Date .....

(Parent or person with legal responsibility)

Print name: .....

## **LEARNING**

The Early Years Foundation Stage curriculum is play based. Children learn through practical experience, needing to actively explore their world to develop fully. The curriculum is planned to excite and challenge children, enabling them to become active learners and independent individuals.

There are seven areas of learning and development, all important and inter-connected. The children's growth and well-being in all areas are planned for and supported. Children are helped to make connections in their learning.

There are three prime areas of learning:

- Communication and language
- Physical development
- Personal, social and emotional development

and four specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

Activities in the Foundation Stage are planned within these seven areas of learning. Our curriculum throughout the rest of the school is also based on these areas.

English and Maths are taught discretely each day. As a church school, RE is taught by the class teacher or by the Headteacher (a R.E. specialist) each week. Teachers base their planning on a progression of skills, covering the creative arts (music, art, drama, design and technology); physical development; knowledge and understanding of the world (science, history, geography, computing); personal and social development.

Throughout the school, all children learn Italian, taught by a native Italian speaker. The programme of study is structured so that children gain maximum enjoyment and develop positive attitudes to language learning.

Computing has a vital role in the lives of our children and we use technology successfully to support teaching and learning. Every classroom has an interactive whiteboard and each class has access to the school computer suite, with a computer for every child.

## **Safety**

At Leybourne we work together to create a caring environment, with consistent rules and routines to promote excellent behaviour. There are practical rules that ensure that our children are kept safe, such as the wearing of school uniform, hair being tied back, no jewellery and sensible shoes. Importantly we have a no tolerance policy with regard to bullying, and help the children to build relationships through programmes of play buddies, mentoring and friendship stops, used at breaktimes to provide quiet spaces for children. The buddy benches are also popular!

The school car park is for staff cars and official visitors only. The playground gates are kept locked during the school day to ensure the security of the site. Parents are asked to try to avoid increasing traffic congestion by walking to school whenever possible.

To assist us in ensuring the children's safety, parents are asked to access the school building only by the main entrance in Rectory Lane North.

We also ensure that all adults working with the children in school undertake appropriate checks to ensure their suitability to work with children.

Leybourne School is a non-smoking environment, including vaping and the use of e-cigarettes. This applies to both the buildings and the grounds.

## **Healthy Lifestyles**

Health and Safety are of course closely linked and through health education we learn together how to keep safe, active and healthy. Relationships and sex education plays an important part in building confidence. We offer a wide variety of after school clubs which further promote physical activity. We have the benefit of a large open site with excellent play facilities and grounds that the children are encouraged to use. Our achievement of Healthy Schools status has encouraged everyone to take responsibility for making good choices about food, and we actively promote the fruit and vegetable scheme. Breaktime snacks, if brought from home, must be a piece of fresh fruit or vegetable (e.g. cucumber/carrot sticks).

Our school meals are cooked in our own school kitchen ensuring fresh, healthy, nutritional food. We have employed the services of the Contract Dining Company as a result of their commitment to using fresh, local produce and we are confident in recommending the school lunches. They conform to the required healthy food standards and are monitored regularly. Packed lunches should be balanced and healthy and should not contain chocolate bars or crisps, except on Fridays when the children have agreed that these should be allowed as a treat. Sweets are not permitted in school lunchboxes.

Cool Milk provide milk each day to the children if you register with them. Under fives receive milk free of charge; once your child reaches five parents need to pay for this service. In all cases, parents need to register to enable their child to benefit from the scheme.

## **Celebrating Achievements**

All achievements are recognised and celebrated, and children are encouraged to share family successes and other special activities that take place outside of school. We take a holistic approach to learning and value the whole child, ensuring support for their strengths and areas where additional help may be required. We have high academic standards, as recognised by our outstanding Ofsted report, carefully tracking every child's progress to ensure that interventions and support are put in place in a timely manner.

All our learners are encouraged to achieve their full potential. We support all children with special educational needs and have a dedicated team of staff, headed by our Inclusions Manager, SEN Teaching Assistant and SEN Assistant, to meet their specific needs. All classes have extra support from well-trained, experienced Teaching Assistants who work with teachers and outside agencies to achieve the best for every child.

We also support those children who have been identified as gifted and talented, through differentiated planning in the core curriculum, and through creative curriculum opportunities in the school, including working with visiting actors and scientists. We have led enrichment weeks and days within our local cluster of schools, enabling children to join together and further develop their talents. Sporting and artistic talents are encouraged through clubs run in school and also making sure that the children are aware of activities taking place elsewhere in Kent.



Active learning and a creative use of the curriculum are used to encourage, inspire and challenge all of our children. Learning outside the classroom is an integral part of the curriculum and we often bring in visiting speakers and undertake offsite visits to enhance learning and enjoyment.

## **GENERAL INFORMATION**

### **Timing of the school day**

*Morning school: KS1 8.50am - 12.00 noon*

*KS2 8.50am - 12.15pm*

*Afternoon school: 1.15pm - 3.15pm*

### **School Policies**

School guidance and policies are regularly revised and updated. Copies of these are available on request from the school office.

## **THE HOME-SCHOOL PARTNERSHIP**

Leybourne Ss Peter & Paul Church of England School is a happy and hardworking establishment where the children's needs are our foremost priority. By sending your child to Leybourne you have made a positive decision to support our aims and objectives. To build on the partnership between home and school, we ask parents to sign a copy of the Home-School Agreement, which is issued when your child starts school.

Home and school are the two biggest influences on children and they need to know that everybody is working together in a positive way to support them. Effective communication between home and school is essential to children's success and well-being.

### **Communication**

Our aim is to build effective communication and partnership with families. Regular newsletters, parent consultation evenings, information evenings and our 'open door' policy are ways in which we seek to communicate with parents, and we genuinely do welcome parents' involvement in their children's learning. Weekly class newsletters give information about what your child is learning. All letters and newsletters are published on our website, along with term dates.

As the vast majority of our parents prefer to communicate electronically, we also send our newsletters by e-mail. This has proved to be more efficient (no more searching your child's bag!) and environmentally friendly, whilst allowing you to keep in touch with everything that is happening in school. Please make sure that the office has your current email address.

We also use an electronic payments system (School comms) for school dinner payments, school uniform orders and educational visits.

It is important that parents ensure that we are informed about any matters relating to their child's well-being (e.g. illness, other medical problems, anxiety) so that we can work together to support the child.

## **Attendance**

Any absence during term-time can be extremely disruptive to a child's education. Illness, hospital appointments etc are classified as authorised absence. If no explanation is received for any absence it will be deemed unauthorised. All absences are recorded and monitored by our Educational Welfare Officer.

Pupils of school age must, by law, attend school regularly and on time. If your child is to be absent from school, parents need to ask for approval of the absence. Permission may only be granted in exceptional circumstances, but will not be granted at the following times:

- *At the beginning of school terms*
- *During examination periods (including modular tests and mock examinations)*
- *Where the child is persistently absent, including because of ill health (25 days absence in the previous year or where there have already been 10 or more days absence in the current year)*

It is important to note that "family holidays" do not constitute exceptional circumstances and cannot be authorised. Penalty notices may well be issued in cases where unauthorised holiday has been, or is suspected to have been, taken.

The most important consideration is the effect an absence will have on your child's education.

Please inform the school if your child is asthmatic, diabetic or suffers from any other chronic illness.

If your child is unwell during the school day we will make every effort to contact you. Please therefore ensure that we always have accurate contact details on our records.

## **Home Learning**

Children are given home learning tasks appropriate to their age and their needs. This should be regarded as a positive experience and an extension of learning in school which parents can share. We believe that home learning is important and parental support for these tasks is expected as part of our partnership in ensuring your child achieves his or her potential.

## **Behaviour**

There is an expectation that children will consider others and behave responsibly. Since most children respond positively, there is rarely a need for sanctions. Our Behaviour Policy explains the actions which will be taken if problems arise.

Children who fail to show reasonable consideration for the welfare of others will be first warned, and then punished if the warning is ignored. In the case of a persistent problem, however, parents' help will be sought, both to investigate the reasons behind the behaviour and resolve the problem.

## **Celebrations/ Rewards**

Good work is also celebrated, with class teachers nominating pupils as “Stars of the Week.” Celebratory certificates are sent home with the “Stars” so they can share their success at home.

We are always keen to hear of any interests and successes the children enjoy outside of school, and encourage children to bring awards, certificates into school so that we may celebrate their successes in all areas of life.

## **The Wider Curriculum**

### Clubs

We believe it is extremely important for children to have every opportunity possible to participate in extra - curricular activities. Many of our staff give up their time to run a wide range of clubs and teams. Current club lists can be found on our website, but include a range of sporting, musical and artistic activities.

### Educational Visits

We offer a wide range of educational visits over the course of the academic year, as well as inviting a number of visitors into school to support the curriculum. We believe it is important that children have first hand experience of what they are studying. Trips can include visits to castles and museums, dressing up days and opportunities to see other local schools. Information will be sent to parents with full details of the visit and contributions requested towards the cost. If an educational visit is not sufficiently supported by parents, then governors reserve the right to cancel the visit for all children.

### School Journeys

We run three residential trips per year, with Year 4 visiting Carroty Wood for three days, Year 5 spending three days at a residential centre in Hardelot, France and Year 6 spending a weekend in Suffolk. These trips are activity based and are aimed at developing the children’s confidence and social skills.

## **Charging Policy**

The school will ask for voluntary contributions from parents to enable some school activities to take place. No child will be excluded from any school activity because of financial difficulties or hardship.

## **Complaints Procedure**

If you have any questions or concerns regarding your child’s education the first step is to discuss it with your child’s teacher or the deputy head or headteacher.

Should your concern not be resolved through an informal discussion, a formal complaint can be made to the governing body, by letter addressed to the Chair of Governors.

Wherever possible, formal complaints will be resolved by the school or the Governing Body. However, if you have gone through the above stages and are still dissatisfied, you can make a complaint to the Local Government Ombudsman.

## **Breakfast Club**

We offer a Breakfast Club for those parents who require supervision for their children before the beginning of the school day. The club is run by two members of the school staff. Sessions cost £4.25 for the first child and £3.75 for additional siblings. The club is open from 7.30am and children receive a comprehensive breakfast of toast, cereal, fruit and yoghurt.

## **Voluntary Contribution**

As a Church school, we are funded differently to other state schools, especially with regard to the maintenance and development of our school buildings. In these instances, we are responsible for raising 10% of the cost of all repairs, alterations, extensions and maintenance work. In return, the Governors enjoy the privilege of being able to maintain the school's Christian tradition. Each year, therefore, the Governors do request a Voluntary Contribution of £30 per family per year. We also encourage parents to complete a Gift Aid form which allows us to reclaim tax on the sum donated!

## **Parents, Teachers and Friends Association**

All of the funds raised from PTFA events are donated to the school for specific projects or purchases, which directly benefit the children. The PTFA Committee consults with staff to decide how the money should be spent. Items purchased include laptop computers, a garage to store PE equipment/playground games, stage lighting, outdoor play equipment and library furniture. The PTFA continues to work hard, supporting our fundraising for our Computer Suite and a number of other projects. We are very grateful to the PTFA volunteers who work tirelessly to support the school financially and in practical ways.

## **Disability Discrimination Act**

The admission arrangements for disabled pupils are the same as for any other pupils. The school and its staff and governors will do everything possible to ensure that all pupils are treated fairly and have the same opportunities.

As employers, the governing body will not unjustifiably discriminate against current employees or job applicants on the grounds of disability and will make 'reasonable adjustments' to employment arrangements and premises.

## **Safeguarding**

Our first priority is your child's welfare and there may be a rare occasion when our concern about your child may mean that we have to consult other agencies even before we contact you. The procedures which we follow have been laid down by the Local Safeguarding Board, and the school has adopted a Child Protection and Safeguarding Policy in line with this, for the safety of all. The Designated Safeguarding Lead at Leybourne Ss Peter and Paul C.E. Primary School is Mrs Tina Holditch, the Headteacher, or, in her absence, Mrs Therésa Jaggard, Mrs Louise Grinstead or Miss Kelly Dale.

## **Online Safety**

It is important that children learn how to use modern technologies, such as computers and the internet, safely and sensibly. Both parents and children are informed about our internet safety rules and are asked to sign a "responsible use" form.

Permission needs to be obtained from parents for certain photographs of children to be taken and for photographs to be published in the press or on the school website. Our Images of Children Policy outlines this in further detail.

Parents are permitted to take photographs at key school events, such as Sports Day and the Nativity. However, *parents are only allowed to post photographs of their own children at such events on social media*. Group photographs, or photographs including other children at the school, are not permitted to be published.

## **SCHOOL UNIFORM**

### ***Autumn and Spring Term***

Grey trousers, skirt or pinafore

White polo shirt (plain or with the school logo)

Bottle green school sweatshirt or sweat cardi with the school logo

Grey or white socks, or black or grey tights

Black low heeled shoes

School fleece jacket (optional)

### ***Summer Term***

Grey trousers, shorts, skirt or pinafore

Green and white dress, checked or striped

White polo shirt (plain or with the school logo)

Bottle green school sweatshirt or sweat cardi with the school logo

Grey or white socks

Black low-heeled shoes or black or white flat sandals

Leybourne School baseball cap (optional)

### ***PE clothing***

Plain navy blue shorts

White T-shirt without buttons

Pair of plimsolls

Pair of inexpensive trainers (Key Stage 2)

Plain tracksuit (Key Stage 2)

PE clothing should be kept in a named drawstring bag.

Baseball caps, PE shorts, T-shirts, sweatshirts, cardigans, fleece jackets and reversible waterproof fleeces, PE bags and book bags are available from Pages uniform suppliers in Maidstone. All other items of uniform are available at reasonable prices from High Street stores.

All children's property and clothing must be clearly marked with their name.

During the school day and for all sporting activities, long hair should be worn tied back appropriately.

### ***Jewellery***

The wearing of jewellery is not permitted, as these items could be dangerous during many activities in a normal school day. Children may wear watches, but these must be removed for PE and Games. If a child's ears are pierced, they may wear *plain gold stud earrings only* to school. These must be removed by the child before the child is able to do PE. *Please consider this before making a decision regarding ear-piercing.*



## **STAFF**

### **Senior Leadership Team**

Headteacher:	Mrs T Holditch
Deputy Headteacher:	Mrs T Jaggard
EYFS/KS1 Leader:	Miss K Dale (Reception Class Teacher)
KS2 Leader:	Mrs L Grinstead (Year 6 Class Teacher)

### **Teaching Staff**

Mrs L Grinstead	Year 6
Mrs N Siverland-Bishop	Year 5
Mr S Deakin	Year 4
Mrs Z Wardle	Year 3
Mrs B Mockler	Year 2
Mrs B Martin	Year 1
Miss K Dale	Reception
Mrs R Murray	Forest School

### **Teaching Assistants**

Miss D Brooks	Mrs T Burling	Mrs A Gibbs	Mrs K Miller
Mrs T Mitchell	Mrs S Patterson	Mrs I Ward	

### **SEND Team**

Mrs C Mills	Inclusions Manager
Mrs C Reeves	SEN TA
Mrs V Newington	SEN Assistant

### **Non Teaching Staff**

Mrs J Hardy	School Business Manager
Mrs C Macklin-Broad	Finance Officer
Mrs D Potter	Admin Assistant
Mr J Van de Peer	Site Manager
Mrs E Millar	Senior Breakfast Club Supervisor
Miss D Martin	Breakfast Club Supervisor

### **Lunchtime Staff / Midday Supervisors**

Mrs L Archer	Mrs J Azzopardi	Mrs L Holmes
Mrs L Millar	Mrs M Mollett	Mrs M Phelan
Mrs I Ward	Senior Midday Supervisor	
Mrs N Courtney	Cook	
Miss D Martin	Catering Assistant	