

**Leybourne Ss Peter & Paul
Church of England (VA)
Primary School**



**School Prospectus
2017/18**



**Leybourne Ss Peter & Paul
Church of England (VA)
Primary School**

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Patrick Leeson
1 Invicta House
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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 School! We are proud of our school and hope that this prospectus will give you an insight into how the school operates 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.

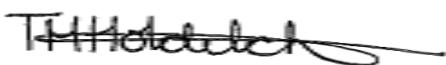
As a Voluntary Aided Church of England school we have strong links with Ss Peter and Paul Church, working in partnership to support the children's spiritual and moral development, within a caring Christian environment. Our commitment to the Christian ethos of our school was recognised in our SIAS inspection of church schools in February 2012, which judged us as outstanding.

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 which we receive from parents, friends, governors and from 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 Voluntary Aided Primary School, with an age range of four to eleven years. The youngest children enter the Foundation Stage or Reception Class, 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 7th 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 2016 was 210. The intake into the Foundation Stage for the school year 2017/2018 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 wonderful pond and 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, two low-level activity trails and bright playground markings.

We also have a living, growing willow dome, as a special place where children like to sit in the summer months.

OUR CHRISTIAN ETHOS

As Leybourne is a Church of England Aided 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 Aided 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.

In addition, we pay particular attention to the promotion of our own identified core Christian values of Love, Trust, Compassion and Respect.

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 2017-2018

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 2017/18 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 Year 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 2017/18 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 older children will attend in the mornings and the younger children in the afternoons. All children will be in school full time by 18th September 2017. 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 (VOLUNTARY AIDED) PRIMARY SCHOOL
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 (VA) Primary School.

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.

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 (VA) Primary School.

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:

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 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.

Computing has a vital role in the lives of our children and we use technology successfully to support their learning. Every classroom has an interactive whiteboard and all the children have access to the school computer suite, with a computer for every child. We also have two laptop trolleys (one in each Key Stage) which enable us to use computing to enhance every area of the curriculum.

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, or by making use of the 'Park and Walk' facility offered by the proprietor of The Old Rectory.

We are also extremely lucky to have the support of a wonderful group of volunteers who run our Walking Bus for us. It is a wonderful way for the children to walk to school safely, whilst having fun, keeping fit and reducing pollution and congestion!

To assist us with 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. This applies to the buildings and the grounds.

Healthy Lifestyle

Health and Safety are of course closely linked and through health education we learn together how to keep safe, active and healthy. Sex and relationships 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.

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 and SEN Teaching 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. In addition we teach Italian to all pupils in the school, benefitting from the expertise of our Italian teaching assistant.



GENERAL INFORMATION

Timing of the school day

Morning school: KS1 8.50am - 12.00 noon

KS2 8.50am - 12.30pm

Afternoon school: KS1 1.15pm - 3.15pm

KS2 1.30pm - 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 and 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. Termly and 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.

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.

Illness and medicines in school

If your child is feeling unwell please think carefully before sending him/her to school. Please note that in the case of sickness or diarrhoea, we do require children to be free from symptoms for a full 48 hours before they return to school.

If your child is not well enough to attend school, please inform us by telephone or email on the first day of absence and every subsequent day they are away from school. It is imperative for the health of other children in the school that we are informed immediately if your child contracts chickenpox, measles or any other infectious illness.

In exceptional circumstances prescribed medicines can be given in school. Over the counter remedies, such as cough sweets, Calpol and Piriton should be taken at home. If a further dose is required during the day, parents are requested to come into school between 12.30 and 1.00pm to administer the medication themselves. A form, available from the school office, must be filled in and signed by a parent before any medication can be given by school staff. Medication should be clearly labelled with the child's name and the required dosage. All medicines must be handed in to the school office by a

parent. The school does not accept responsibility for failure to administer the correct dosage at the right time. ***Please do not send any medicines to school with your child.***

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

Each week children who have demonstrated exceptional social skills or behaviour are recognised during our Celebration Assembly as "Citizens of the Week." They are then invited to attend a Tea Party with Mrs Holditch.

Good work is also celebrated, with class teachers nominating pupils as "Stars of the Week." Celebratory postcards 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 Dorset. These trips are activity based and are aimed at developing the children's confidence and social skills. The Dorset trip is also closely linked to the Year 6 geography curriculum.

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 £3.00 for the first child and £2.50 for additional siblings. The club is open from 7.30am and children receive a comprehensive breakfast of toast, cereal, fruit and yoghurt.

Parents, Teachers and Friends Association

The PTFA goes from strength to strength. 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 new 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 outside area, providing coaches for school trips and supporting 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 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, the Deputy Headteacher.

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

Boys

Grey trousers (long or short)
White polo shirt
Bottle green school sweatshirt
Grey socks
Black low-heeled shoes
School fleece jacket (optional)

Girls

Grey skirt, pinafore, trousers or culottes
White polo shirt
Bottle green school sweatshirt
White socks or black tights
Black low-heeled shoes
School fleece jacket (optional)

Summer Term

Boys

Grey trousers (long or short)

White polo shirt
Bottle green school sweatshirt

Grey socks
Black low-heeled shoes
or black flat sandals
Leybourne School baseball cap

Girls

Green and white dress, checked or striped
White polo shirt
Bottle green school sweatshirt/cardigan
White socks
Black low heeled shoes
or black or white flat sandals
Leybourne School baseball cap

PE clothing, boys & girls

Plain navy blue shorts
White T-shirt without buttons
Pair of plimsolls
Pair of inexpensive trainers (Key Stage 2)
Plain tracksuit (Key Stage 2)
A spare pair of socks.

PE clothing should be kept in a named drawstring bag.

Baseball caps, PE shorts, T-shirts, sweatshirts, cardigans, fleece jackets and reversible waterproof coats, PE bags and book bags are available from the school office which are ordered on the last Friday of the month. 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 wear be 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 (as at November 2016)

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)

Inclusion Manager
Mrs C Mills

Teaching Staff

Mrs L Grinstead (Year 6)
Mr S Deakin (Year 5)
Mrs N Siverland -Bishop (Year 4)
Miss B Harrison (Year 3)
Mrs Z Wardle (Year 2)
Miss B Hutchings (Year 1)
Mrs C Velvick (Recorders)

Teaching Assistants

Miss D Brooks Mrs B Bowie Mrs P Chandler
Mrs J Cullen (maternity leave) Mrs A Lovell (covering maternity leave)
Mrs L Millar Mrs K Miller Mrs T Mitchell
Mrs V Newington Mrs Preston-Plunkett Mrs S Patterson
Mrs A Perry Mrs L Robinson Mrs K Sallnow
Mrs I Ward

Mrs C Reeves SEN TA
Mrs T Burling Cover Supervisor

Non-Teaching Staff

Mrs C Macklin- Broad	Finance Officer
Mrs D Potter	Clerical Assistant
Mrs J Hardy	Office Manager
Mr J Van de Peer	Site Manager
Mrs L Millar	Senior Breakfast Club Supervisor
Mrs D Cherlin	Breakfast Club Supervisor

Midday Supervisors

Mrs L Archer	Mrs D Barrett	Mrs L Holmes	Mrs A Lovell
Mrs D Martin	Mrs L Millar	Mrs M Mollett	
Mrs A Perry	Mrs M Phelan		
Mrs I Ward	Senior Midday Supervisor		
Mrs N Courtney	Cook		
Mrs L Brunell	Catering Assistant		

GOVERNORS

Chair of Governors Mrs S Forsey
c/o Leybourne Ss Peter & Paul Church of England Primary School

Clerk to the Governors
c/o Leybourne Ss Peter & Paul Church of England Primary School

The Governors

Ex-Officio Governor	Fr M Buchan
Headteacher Governor	Mrs T Holditch
Co-opted Governor	Mrs T Jaggard
Foundation Governors	Group Captain P Tootal Mr P O'Brien Mr A Wheat Mr A Montgomery
Diocesan Appointed	Mrs S Forsey
Staff Governor	Mrs L Grinstead
Parent Governors	Mrs A Lusted Mrs G Richards

The composition of the Governing Body as of November 2016.

Information is published on behalf of the Governors of Leybourne Ss Peter & Paul Church of England Voluntary Aided Primary School.

This information is correct at the time of publishing. The Governors reserve the right to make amendments.