

# The Lower Halstow & Newington C.E.P. Schools Federation



## LOWER HALSTOW SCHOOL

School Lane  
Lower Halstow  
Kent

ME9 7ES

Tel: 01795 842344

Fax: 01795 842552

Email: [headteacher@lower-halstow.kent.sch.uk](mailto:headteacher@lower-halstow.kent.sch.uk)

Office email: [dawn.hogg@lower-halstow.kent.sch.uk](mailto:dawn.hogg@lower-halstow.kent.sch.uk)



## NEWINGTON CEP SCHOOL

School Lane  
Newington  
Kent

ME9 7LB

Tel: 01795 842344

Fax: 01795 843964

Email: [office@newington.kent.sch.uk](mailto:office@newington.kent.sch.uk)

Chair of Governors  
Mr Peter Marshall

Executive Headteacher  
Mrs C. M. Walker

Heads of School

Mrs Lindsay Hayward

Mr Simon Krafft

[www.lower-halstow.kent.sch.uk](http://www.lower-halstow.kent.sch.uk)

[www.newington.kent.sch.uk](http://www.newington.kent.sch.uk)



Prospectus 2017/2018

## Contents

1. Welcome	4
History	5
Mission Statement	7
2. Admissions	
Admission Policy	8
Procedure	8
Appeals	8
Secondary Education	8
3. General Information	
School Sessions	9
School Organisation	9
Attendance	10
Curriculum Information	10
Additional Educational Needs	19
Behaviour & Bullying	21
Charging & Remissions	23
Clubs & Extra Curricular Activities	22
Collective Worship	20
Complaints Procedure	23
Healthy School	24
Hiring of School Buildings	24
Homework	21
Jewellery	22
Library	20
PFA	23
Parents as Partners	21
Pastoral Care	20
Road Safety	23
School Council	21
School Journey	24
School Meals	22
School Uniform/PE Kit	25
Staffing	27

4. Curriculum	9
Art & Design	15
Assessment	19
Design & Technology	16
English	10
Foundation Stage	11
Foundation Subjects	15
Geography	16
History	16
Computing	15
Mathematics	14
Modern Foreign Language	17
Music	16
P.S.H.E. & Citizenship	18
P.E.	17
R.E.	17
Science	14
Sex & Relationships	18

Dear Parent/Carers

Thank you for choosing the Lower Halstow & Newington CEP Federation for your child. It will be a privilege to teach your son/daughter during the next seven years, a formative part of their education.

We aim to give them the confidence, independence, skills and knowledge which will support them through their secondary education and create caring future citizens.

An important part of this process is the partnership we build with you and we look forward to meeting you during the many opportunities created, as part of the school year, for you to visit the school.

C. M. Walker

Executive Headteacher

### The History of Lower Halstow School

Lower Halstow School was opened in 1876 to serve the village of Lower Halstow. In addition to the original Victorian building a further block of 4 classrooms was built in the 1970's.

In 2004 the school bid for a Community Sports and Arts Hall to be funded by Sport England and Lottery Funding. This was completed in March 2005 and formed the basis for a partial new build, which linked the original 4 classrooms and incorporated a new administrative block. This marked the end of the use of the 1896 building.

In September 2007 the School and Sports Hall were opened by Dame Kelly Holmes.

The school logo reflects Lower Halstow's heritage and the industrial importance of the local creek, which was used by Thames and Medway sailing barges to transport locally made bricks further afield.

### The History of Newington CEP School

Newington CEP School was opened in 1850 to serve the village of Newington. In addition to the original Victorian building a further block of 2 classrooms was built in the 1970's.

In 1999 the school was extended to house all classrooms under one roof and a new wing was added to the existing building, which housed 4 classrooms and a multi-function space, a link corridor connected the new build to the administration offices. The new wing was opened in January 2000 by HRH Princess Anne and named the "Millenium" building.

The school has close links with the Church and the History Society and Elvey Court Residential Care Home. The school invites members of the community to the annual Remembrance Service held in school together with the children's Christmas performances.

The school is developing links with Newington Public Primary School near Sydney in Australia, as this is where the 2000 Sydney Olympic village was sited and Sir John Blaxland, who originated from Newington, Kent, established his home following migration to Australia.

The school is Single Form Entry with a capacity of 210 pupils, aged 4 - 11 years; currently there are 170 on roll. The main catchment area is the village of Newington, however an increasing number of children are joining from Sittingbourne and outlying villages.

As a Church School, there are close links with the clergy, who facilitate Collective Worship in the school on a weekly basis. The school holds services in St Mary's Church for the following religious festivals; Harvest, Christmas and Pentecost and for celebrations such as Mardi Gras and the Leavers Service. Yr 6 pupils are invited to attend Church School Cathedra Days at Canterbury Cathedral and a Church Day held with other local schools in the summer term.

The Christian Values the school upholds are; Generosity, Forgiveness, Welcoming and Flourishing

The school offers a broad balanced and differentiated curriculum covering all areas of the National Curriculum and we aim to promote learning that meets the needs, interests and abilities of all children. The school upholds an ethos of high expectations which provides children with challenging opportunities where children acquire skills, knowledge and confidence that can be applied to all future learning experiences. These opportunities encourage respect, self - belief, excellence and enjoyment and prepare our pupils for the next stage of their education

## Our Mission Statement

That students develop lively, enquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical skills, both on their own and in groups.

That students acquire knowledge and skills relevant to adult life and employment and the ability to enjoy leisure in a fast changing world.

That students have a respect for religious and moral values and to develop non-discriminatory attitudes and practice which will enable them to live in harmony with all members of society.

That students understand, care for and respect the world in which they live and the interdependence of individuals, families, groups, and nations.

That students appreciate human achievements and aspirations.

That students are helped to develop moral values and an appreciation of the spiritual dimensions of human experience.

That students are helped to develop their imagination, sensitivity and creative responses to a wide range of aesthetic experiences.

That students develop a sense of self-respect, self-discipline, the capacity to enjoy life as independent, self-motivated adults and the willingness to care for others.

---

At Newington, as a church school, we have four distinctive Christian Values. These are being welcoming, being generous, being forgiving and flourishing.

We have adopted seven core values: Individuality, neighbourliness, strive, pride, imagination, rest, enjoy.





## Admissions

If our Federation is oversubscribed, all pupils will be considered against Kent's Admissions criteria:

- Children in Local Authority Care
- Current Family Association
- Health and Special Access Reasons
- Nearness of children's homes to school
- Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school.

Our admission number is 30 pupils per academic year at each school

All In Year Casual Admissions will be administered through each individual school and KCC Admissions informed.

**For Further Information regarding the Admissions Process, please go to the school website under "Parent Information"**

## Secondary Education

The choice of Secondary schools includes single sex grammar school and co-educational high schools. Kent operates the PESE 11+ Procedure; the test is taken in September, parent carers are informed of the outcome in October and children are informed of their secondary school in March.

Kent Local Authority produces an Admissions booklet at the beginning of the Autumn term, which lists all the Secondary Schools together with the dates of their Open Evenings. The school holds individual discussions with parents during the previous Summer term when parent/carers need to register, online, if they wish their child to sit the test.

The purpose of the selection procedure is to determine the right kind of school for your child. Once this has been determined you are offered a choice of schools, all of which provide opportunities for you to visit, before opting for a particular school.



### School Sessions

Morning session	8.50 a.m. - 12 noon
Morning Break	10.30 a.m. - 10.45 a.m.
Lunch	12.00 p.m. - 1.15 p.m.
Afternoon session	1.15 p.m. - 3.30 p.m.
KS1 afternoon break	2.15 p.m. - 2.30 p.m.

### Attendance

Regular and Punctual attendance is recognised and rewarded because of its value to your child's education. We do pursue reasons for unexplained or inappropriate absence.

The Department for Education require schools to keep extremely detailed records of pupils' absences.

It is essential that you telephone and write a note if your child is absent. We have a policy of First Day Call and if we are not made aware of the reasons for your child's absence, either Mrs Minter (Lower Halstow) or Mrs Wright(Newington) will text to check that your child is safe. The Family Liaison Officer, Mrs Musk, works closely with families to support regular attendance

If we do not know the reason for an absence it is regarded as unauthorised.

### Lower Halstow School Organisation

All classes are named after trees found on the school site. Currently our KS2 pupils are taught in mixed year classes as follows:

Acorns	Yr R
Rowan	Yr 1
Willow	Yr 2
Hawthorn	Yr 3/Yr 4
Beech	Yr 4/Yr 5
Oak	Yr 5/Yr 6

Each class has been allocated a Teaching Assistant to support the children as well as to facilitate intervention programmes to identified children in order to help them realise their potential.

Our HLTA teachers also cover classes in the afternoon to enable teachers to have time to plan, prepare and assess work.

### Newington School Organisation

All classes are single year groups, named after artists

Cezanne	Yr R
Klimt	Yr 1
Nash	Yr 2
Angelico	Yr 3
Turner	Yr 4
Monet	Yr 5
Chagall	Yr 6

All classes have access to a Teaching Assistant to support the children as well as to facilitate intervention programmes to identified children in order to help them realise their potential.

Our HLTA teachers also cover classes in the afternoon to enable teachers to have time to plan, prepare and assess work.

Mrs Wright, Inclusion Manager, works across the Federation supporting children with Additional Educational Needs and deploying resources to meet the needs.

### Curriculum

Our curriculum is based on a thematic approach to foster a yearning to learn more through independent research. We encourage our children to use the school library as well as research tools such as the internet. We plan a range of education visits to provide the pupils with first hand learning experiences.

All children have full access to the National Curriculum. This consists of 5 core subjects; English, Mathematics, Science, Computing and Religious Education. The foundation subjects are Modern Foreign Language, Design Technology, History, Geography, Art, Music and Physical Education.

National Curriculum documents, school policies and schemes of work are available to parents upon request.



### Foundation Stage

On entry to our school, children are welcomed into our Reception class where they receive the Early Years/Foundation Stage Curriculum.

Mrs Morgan-Brown is the Early Years Lead Teacher across the Federation. She is based at Newington.

We provide the children with a range of opportunities through 3 Prime areas of learning:

- Personal, social and emotional development
- Communication and Language
- Physical Development

And 4 Specific areas of learning:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts & Design

Children learn through play and interaction with other children and adults. You will always be kept informed of your child's progress, and Miss Taylor (Lower Halstow) and Mrs Morgan-Brown (Newington) or the Teaching Assistants will always be willing to spend time with you, as we realise that the first few weeks at school can be a time of concern to parents. We aim to make this a happy time for you and your child.

The National Curriculum is introduced to pupils in Year 1 and continues throughout their school days.

## English

English plays an important part and is central to our curriculum. We recognise that by giving a substantial amount of time to teaching and practising the skills involved in reading, writing, speaking and listening our children will have the confidence to tackle tasks in other curricular areas.

## Reading

Within school there is a wide range of reading material for children to choose from. In every classroom there is a selection of fiction and non-fiction books and poetry anthologies. In our library there are various non-fiction books which children may borrow. Some children may also read from our book bonding reading scheme, which are a combination of books from reading schemes and real books. This allows our children to experience a wide range of genres, interests and authors at an accessible level

We believe that reading is the key to all learning and our objective is to establish a voluntary habit of reading for pleasure and information. We encourage all children to take their reading books home and we do like parents to listen to them read and to discuss the story and characters.

We try to develop in our pupils the ability to communicate effectively in written and spoken English, in a variety of situations and to different audiences. Children are encouraged to listen and to read with understanding and pleasure material of a suitable level.

From Yr 2 to Yr 6 the children read books linked to Accelerated Reader, which quizzes the children on their understanding and registers the number of words they have read.

## Writing

Writing is taught systematically throughout the school and covers all genres. We use the The Power of Reading to support ideas and planning, but are also aware of the needs of the children and the topic themes taught at that particular time.

We aim to extend the children's independent writing and creative English from a variety of sources e.g. current events, class topics, stories, poetry, visits, assemblies. We also have a large selection of non-fiction reference books, together with monitored access to the Internet, for children to use when researching specific topics.

We believe spelling is important and children will be expected to learn topic related spellings and basic spelling patterns and rules. We encourage all children to use a dictionary, as this is an essential skill.

Handwriting lessons help all children to develop a neat, cursive style and value is placed on original presentation of work.

### Phonics

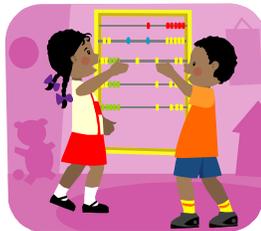
We follow the Letters and Sounds scheme with kinaesthetic support from Jolly Phonics were necessary. We also use the Soundwrite phonics scheme as an intervention for children who make slow progress with Letters and Sounds.

Children are taught a discrete phonics lesson for 20 minutes every day, in ability groups, until this is no longer required. The children's progress is tracked from Foundation Stage to ensure that they are well prepared for the Year 1 Phonics screening, which takes place in late June. In Year 2 we continue with phonics for those children who have not yet met the required standard, in order that they meet the standard at the end of Year 2.

We encourage all children to apply their phonic knowledge when reading and should further support be required our skilled Teaching Assistants are trained to facilitate small group work.

### Speaking & Listening

We consider that speaking and listening, either with a whole class or in a small group is very important. We aim to increase the children's spoken vocabulary and equip them with the ability to participate in discussions and debates with confidence and maturity.



## Mathematics

Lower Halstow School follows the balanced programme of mathematics detailed in the Early Learning Goals and the National Curriculum

Our aims are to teach children to learn and use the four rules of number; to develop increasing competence and confidence in aspects of Shape, Space, Measures and Data Handling and to develop their use and understanding of mathematical language and to use mathematics to solve problems.

Mental agility in Mathematics is important and we would encourage you to help your child to learn their tables and to work out simple sums and problems in their head. Mathematics lessons consist of regular "Mental Maths Tests".

We teach Mathematics using a variety of resources, including Computing, with regular assessments against National Curriculum criteria using "21 Steps".



## Science

Science is taught mainly through topics and covers all aspects of the National Curriculum.

Science focuses on practical activities concentrating on improving children's observational techniques, predicting and investigational skills and on developing their awareness of living things and their interaction with the environment, materials and their properties and physical processes.

Scientific knowledge is taught to an increasingly complex standard and children are expected to use their scientific knowledge to plan their own investigations and draw conclusions.



### Computing

All children use a range of technology to support and enhance their learning. Our ICT suite is used by all our pupils. All classes have networked computer workstations which the pupils have access to at other times of the day. All our classrooms have Interactive Whiteboards which are used to enhance the pupils learning together with the use of control technology and digital cameras.

Pupils learn to apply their skills in word processing, data processing, spreadsheets, graphics, LOGO, email and in using the internet.

The school has an Online Policy, which only allows access when an adult is present and is regularly explained to the children. The school uses a 'filter' to ensure protection against inappropriate material and to ensure access is via a secure environment.

### Foundation Subjects

All pupils study the National Curriculum Foundation Subjects - Design and Technology, History, Geography, Art and Design, Music and Physical Education. All Key Stage 2 pupils study French as their Primary Foreign Language.

### Art & Design

Art and Design is often linked with other curriculum areas. Children will develop their abilities in sketching and drawing. They will experiment with a range of mediums in 2D and 3D, increasingly gaining control, using a variety of tools, materials and techniques. Children will study selected artists to gain an appreciation of their work and aim to incorporate the different styles into their own work. A named apron or old shirt must be provided when working with paints, clay and other messy materials.



### Design & Technology

In Design and Technology children will learn to use tools safely and design, make and evaluate various models.

### History

In History children are encouraged to investigate and evaluate the lifestyles and events of the past, using both primary and secondary evidence, and to develop a sense of chronology. Your child will study some of the following: The Great Fire of London, The Romans, The Tudors, The Victorians, Life during World War II and Ancient Egypt.



### Geography

In Geography, map skills are taught using sketch maps, plans aerial photographs, local area maps, ordnance survey maps and atlases. Children will be taught about physical features, settlement, environment conditions and weather in the UK and different parts of the World. Field studies in our local area are undertaken to collect first hand data and, when appropriate children also use the computer.



### Music

Music lessons include singing, percussion work, composition and critical analysis of famous musicians and their work. All KS2 pupils learn the recorder during curriculum music as part of wider opportunities in music. In addition to class lessons, pupils may participate in group or individual instrumental lessons taught by peripatetic teachers from Kent Music School. These include; violin, piano, clarinet, flute and keyboard. There is the opportunity to learn acoustic and electric guitar from a private peripatetic teacher, Buster Gibbons.



### P.E.

The Federation aims to ensure each child develops skills in P.E. appropriate to their own individual ability. We believe physical exercise should be enjoyable and we encourage an awareness of the importance of developing a healthy body. Our P.E. curriculum includes games, gymnastics, dance, athletics, swimming and outdoor and adventurous activities.



### Swimming

Year 5 pupils have the opportunity to swim every year at the Sheppey Leisure Centre starting in the Autumn term at Newington and Spring term at Lower Halstow. The Federation employs a qualified swimming instructor to teach the children and they are transported in the Federation minibus.

### Modern Foreign Language

French is taught in all Key Stage 2 Classes. All children spend approximately 1 hour per week on conversational French and expanding the children's vocabulary.



### Religious Education

Both schools have close links with the local Church of England and celebrate seasonal festivities with the school leading the services. The clergy lead a school Worship in both schools.

Our Religious Education lessons follow the Kent Agreed RE Syllabus, which is broadly Christian based. A copy is available in school. Our aim is to help children to understand and respect the religious and moral values of our society and to develop a positive attitude towards other races, religions and ways of life. They learn about different religions and learn how their values can be applied to everyday events.

The RE Lead, Mrs Holton oversees the planning and delivery of the subject across the Federation.

### Personal, Social, Health Education and Citizenship

Through an integrated approach we hope to develop in children a positive and informed attitude to their emotional and physical health and well being. We also aim to help them to acquire the necessary life skills to establish good personal relationships with their peers and other age groups. To assist us in teaching this aspect of our curriculum we have a trained HLT A, Mrs Witherden who delivers Mother and Daughter talks and Sex and Relationship lessons. Our Police Community Support Officer and other visitors to come and talk to the children at different times during their school life with regards to Stranger Danger and online safety.

Some pupils find the transition between primary and secondary school difficult, so we offer a Social Skills/Transition group to ease this period in their lives. We also offer a mentor system for our new Foundation Stage pupils involving Year 6 pupils. We aim to ensure that everyone is included and feels valued.

### Sex & Relationships

Part of our Personal, Social, Health Education and Citizenship also includes aspects of Sex and Relationships Education, which culminates in Year 6 with a DVD and talk from Mrs Witherden. Before the children receive any information on Sex and Relationships, parents are invited into school to look at the teaching materials. Mrs Witherden and Mrs Musk (FLO) are available to answer any questions alongside the Head of School. Any questions the children ask will be answered honestly based on information and not advice.

Year 5 children have the opportunity to participate in Bikeability during the year.

An optional annual 3 day residential educational visit for children in Years 5 and 6 is organised in May each year. Previous visits have included Hayling Island, the Isle of Wight, Brecon Beacons and Hastings. This residential activity is always subject to available staffing and costs cannot be guaranteed as this is a chargeable event to parents/carers.

### Additional Educational Needs

The aims of education for children with special needs are the same as those for all children in our school; to enlarge the children's knowledge, experience and imaginative understanding and their awareness of moral values so that they may

become active in and responsible contributors to society and achieves as much independence as possible.

It is important that children with additional educational needs are identified before they experience long periods of failure and unhappiness and so there are careful arrangements in place to ensure the school caters appropriately for children with special educational needs.

Children with such educational needs are discussed regularly by the class teacher and Inclusion Manager (SENCO). Teachers provide programmes of work to help all children to access our curriculum and their progress is monitored carefully. Extra help is often given from the Teaching Assistants within our school. Occasionally a child's needs are greater and the school has the opportunity to discuss these needs with outside agencies at a Local Inclusion Forum (LIFT). This provides the school with help and guidance in providing a programme of work. Provision Maps are discussed at our parents meetings to ensure parents are kept fully informed. Please do not hesitate to speak to your child's class teacher if you have concerns. The school is also able to refer children for specialist assessment if there are specific problems in areas such as hearing, speech or sight.

### Assessment

Progress in English, Mathematics and Science is continually assessed and recorded by the Teachers using "21 Steps" and National Curriculum outcomes. We usually hold parent/carer -teacher consultations in the Autumn and Spring Terms and an Open Afternoon/Evening in the Summer Term. Written reports are distributed in December, March and July and formal consultation is also available if requested.

On a day to day basis we operate an "open door" policy and if you have any concerns about your son/daughter please immediately contact the Classteacher or make an appointment at the school office. An appointment can be made to see the Head of School if the concern cannot be easily dealt with at class level.

### Collective Worship

Newington is a Church School, however Lower Halstow has no specific denominations affiliation. Federation Worship and assemblies are held in accordance with the 1988 Education Reform Act. Assemblies are predominantly

Christian, but this does not mean that each assembly has a strong religious emphasis. Worship, at Newington, has a strong Christian emphasis. Children are given an understanding of caring for others and the importance of the family unit in our society. Assemblies are related to the pupils' lives. On Fridays both schools have a Celebration Assemblies, when pupil's work is celebrated with the rest of the school. We also celebrate individual achievements and birthdays.

Parents have the right to withdraw their child from any Religious Activity and Sex and Relationship Education if they so wish. Please speak to the Head of School if you wish to withdraw your child.

### Pastoral Care

Children have the opportunity to raise worries with any adult at any time, but generally speaking the Classteacher or Teaching Assistant are the people the children turn to if they are troubled in any way. Mrs Musk (FLO) is also available to support children using a range of resources. We create an atmosphere in which social problems are dealt with quickly and sympathetically.

Although we will always care for the children who become ill at school, children on short courses of medicines, such as antibiotics or penicillin requiring regular administration during the day should not be in school. If your child is on antibiotics/penicillin three times a day, the timings can be adjusted to fit around the school day i.e. before school, immediately after school and before bed.

If your child takes any other prescribed medication which has to be taken during the school day, please see Mrs Wright (Newington) or Mrs Minter (Lower Halstow) to sign an authorisation slip giving permission for a Teaching Assistant to administer the medication. If your child requires emergency treatment, we will do our utmost to contact you through the emergency contact numbers you have left at school. It is essential that you inform us of any changes.

If your child suffers from asthma please ensure that the Classteacher, together with Mrs Wright and Mrs Minter are informed.

### The Library

The Library is the hub of both schools and provides an area for children to sit and enjoy reading and independently research areas of interest.

### Behaviour & Bullying

High standards of good behaviour are expected in and around both schools at all times. We expect to see sensible and considerate movement about the school, good manners, a happy social atmosphere, a tidy school and busy, purposeful classrooms.

We have a Behaviour and Anti Bullying Policy available from the School Office. This policy sets out our system of rewards and details our hierarchical system of dealing with unacceptable behaviour. These include "time out" and missing part of their playtime. Each class agrees their own class rules and all class members are involved in agreeing these. We award many more rewards than sanctions.

### Homework

We follow the DfE guidelines on homework as we believe learning at home is an important part of your child's education. All children in all year groups are set homework; for example, in Key Stage 2 we send a variety of maths, English and personal research as homework and in Foundation Stage and Key Stage 1 we send home Reading and Maths activities to reinforce your child's learning.

We hope we work in partnership with you with regard to homework.

### Parents as Partners

A close partnership between parents and carers and school is essential if your children and our pupils are to flourish and reach their full potential. We will always be pleased to see parents who wish to discuss the social and education progress of their child. As the Executive Headteacher and Head of School have regular commitments, it is advisable to make an appointment unless the matter is urgent. For security reasons, all adults are asked to report to the School Office on arrival at the school. We have an "open door" policy and welcome direct contact with parents and many routine matters can be dealt with quickly at the beginning and end of the school day. If this is not possible they can be dealt with by Mrs Wright or Mrs Minter either at the Office or on the telephone (e.g. reasons for absence etc.) As well as helping your child at home we encourage parents to come into school to offer a helping hand. If you have any time to spare and would like to come into school, please see Mrs Wright or Mrs Minter as we will need to request a DBS check.

### School Council

The School Council consists of representatives from all classes, who were voted for by their peers. They meet regularly with the Head of School to discuss issues raised by pupils and staff and are involved in setting up and running the Key Stage 2 Healthy Foods Tuck Shop.

### Jewellery

The wearing of all forms of jewellery, such as rings, bracelets, necklaces and earrings is not permitted. Children with pierced ears may wear a small, short stud. For reasons of safety it is essential that no jewellery whatsoever is worn during

P.E., Games and swimming. If you would like your child to wear pierced earrings, we suggest you organise this at the beginning of the Summer holidays, as this will allow sufficient time for their ears to heal. We cannot be responsible for the safekeeping of jewellery brought into school with or without the knowledge of parents.

Children who wear watches to school must accept responsibility for them. They must be taken off during P.E. lessons and not handed to the Classteacher. Cosmetics, including nail varnish are strictly forbidden.

### Clubs & Extra Curricular Activities

We have a wide range of extra curricular activities on offer to all our children. We believe they provide an opportunity for informal learning and would ask you to encourage your child to join.

Clubs on offer vary from year to year and season to season but have included Football, Cricket, Athletics, KS1 Gymnastics, Art, Cookery, Singing Club and Construction Club.

We are also proud of our sporting achievements and take part in tournaments organised by the Sheppey Sports Partnership. The Federation have also taken part in the Kent Games.

### School Meals

School meals are cooked fresh on-site each day. They are carefully planned to give a balanced menu and there is a vegetarian option and choice of dessert. The cost is £2-30 per day (£11-50 per week), payable in advance on Monday morning. Payment should be in a sealed envelope clearly marked with your child's name and class and either given in to the School Office or to the Classteacher at registration. Payment may also be made online to Principals; [www.principals-catering.com](http://www.principals-catering.com) who provide the school meals. Free school meals are given in certain circumstances and information is available from the School Office.

Packed lunches are eaten in the Dining Hall. They should be brought in a clearly named lunch box which can be stored in school. Glass bottles and canned drinks are not permitted. The school is a Healthy school and therefore fizzy drinks, chocolates and sweets are not permitted and we recommend water or fruit juice. Supervisors are provided for the lunch period and to monitor the playground.



### Road Safety

The school is sited at the end of an access road. This in turn leads to the main road, which is heavily congested at the start and end of the day. Parents can help ensure the safety of all children in the following ways:

- When delivering or collecting your child by car, always observe the yellow zig-zag lines marking the school entrance and park well away so that you do not obstruct the view of the children crossing the road or vehicles entering or exiting the premises.
- At Lower Halstow only residents and school staff are permitted to park in the access road.
- Please ensure that children walk along the path and not the road.

### Parents Friends Association

This is a group of parents and staff who work hard organising social and fund raising events for our pupils and their families. We also have a number of parents and friends who help within the school by hearing readers and helping the teacher in the classroom. New members are always welcome and we look forward to your support. We meet informally; dates of meetings are notified in advance

### Complaints Procedure

The school has a Complaints Procedure however we ask that any parent/carer with a concern or complaint about any aspect of their child's education should always contact the Head of school in the first instance.

### Charging & Remissions Policy

As part of school work, we aim to give every child first hand experience wherever possible and we arrange a number of education visits. These do form a valuable part of the work for the Term, but we are well aware of their expense. Our Governors support these visits positively and recommend that parents be asked to make specified, but genuinely voluntary contributions towards the cost. The School Fund and budget are used extensively to subsidise the cost for all children. In cases of financial hardship please do not hesitate to contact the Head of School. Each case will be treated in confidence and no child will be barred from going because of shortage of money. However, if there is insufficient financial support the visit may have to be cancelled.

As part of our procedures to ensure the maintenance of good health and safety each educational visit is subject to scrutiny. Parents are asked to complete forms indicating their consent to the visit and are often asked to support teachers by accompanying groups of children on the visit. Any adult accompanying groups of children on a visit will be required to undergo a DBS check.

The Federation Charging and Remission Policy can be found on the both school's website and can be requested from the School Office.

### School Journey

There is an opportunity for children in Years 5 to 6 to experience our annual residential trip. This takes place over a period of 3 days and the children have the opportunity of trying a variety of outdoor and sporting activities. The School Journey takes place during Term 5 and sites which have been visited include Hayling Island, the Isle of Wight, the Brecon Beacons and Tewkesbury.

### Healthy School

Children in Key Stage 1 receive a piece of fruit or vegetable to eat during their morning break. KS2 children can use the Healthy Food Tuck Shop during the morning break; the maximum daily amount allowed is 20p. Every child is given a water bottle, which stays in school, and has access to water at any time. Sweets, chocolates and crisps may not be eaten in school.

### Lower Halstow Sports Hall - Use of School by Outside Hirers

There is a Lettings Policy which explains the conditions and procedures for the hiring of the school's facilities. If you are interested in hiring the premises please contact the School Office. At present the Sports Hall is used for:

Monday	7.00 - 8.00pm	Men Only P.E,
Tuesday	7.00 - 8.00pm	Zumba
Wednesday	7.00 - 9.00pm	Martial Arts & Judo
Thursday	6.30 - 8.00pm	Cubs
Friday	7.00 - 8.00 pm	Private Hire

### School Uniform

We encourage all children to wear uniform as we feel it helps set the tone and atmosphere within our school.

#### Winter Uniform

Grey Trousers or Dresses/Skirts  
White Polo Shirts/Blouses  
Lower Halstow Sweatshirt/fleece  
Black School Shoes  
White/grey socks

#### Summer Uniform

Grey Shorts/Trousers  
Grey Dresses/Skirts  
White Polo Shirts/Blouses  
Lower Halstow Sweatshirt or  
fleece  
Black school shoes or sandals  
(flat, closed in and backs)  
White ankle/knee socks (not trainer  
socks)

Lower Halstow school uniform can be purchased from Forsters Uniform shop in East Street, Sittingbourne or online from School Trends.

Newington school uniform can be purchased online from School Trends.

Children with long hair should have it tied back at all time for Health & Safety reasons.

### P.E. Kit

It is vital for the Health & Safety of the children that they change for P.E. We are fortunate to have a quality wooden flooring therefore we prefer the children to work bare footed. If a child is unable to comply with this please inform the teacher, in writing, as to the reason. Children who are unable to work bare footed must have plimsolls (trainers are not an acceptable substitute for indoors) and slippers are recommended for children who are unable to tie their laces.

A change of clothes is essential and the school P.E. kit is the same for both boys and girls:

#### Indoor P.E.

White T-shirt  
Blue/black shorts  
Socks  
Plimsolls

#### Outdoor P.E.

White T-shirt  
Blue/black shorts  
Socks  
Tracksuits  
Trainers

Boys and girls who play football require football boots and shin pads.

P.E. kits should be kept in school at all times and taken home to be washed at the end of each term.

All equipment must be kept in a P.E. bag that can be hung from a peg. Please do not send weekend bags, duffle bags and rucksacks into school. We have no storage space for them, they obstruct the corridors, cause danger with tripping and could be lethal in a fire emergency.

All clothing and footwear should be clearly marked with the child's name. Please ensure that coats have a tape to hang them by.

## Our Current Staffing

### Lower Halstow

Executive Head Teacher  
Head of School  
Teachers

Mrs C Walker  
Mrs L Hayward  
Mrs R Yeats  
Mr A Kent  
Mrs A Lundie (Jan 18)  
Miss T Leneghan  
Miss M Rockingham  
Miss B Taylor  
Mrs F Holton  
Mrs C Brincat

Inclusion Manager

Mrs C Wright

Schools Direct Trainee

Miss E Tan

School Business Manager  
School Secretary

Mrs D Hogg  
Mrs C Minter

Higher Learning Teaching  
Assistants

Mrs D Witherden  
Mrs J Abbott  
Mrs F. Harrington

Teaching Assistants

Mrs M Giles  
Mrs H Saxton  
Miss S Bower  
Mrs M Mills  
Mrs C Thornby  
Mrs K Westley

Family Liaison Officer

Mrs Z Musk

Mid Day Meal Supervisors

Mrs A Richards  
Mrs C Thornby  
Mrs H Saxton  
Mrs M Giles

Site Manager  
School Cook  
Kitchen Assistant

Mr S Nelson  
Mrs C Wyper  
Mrs M Dixon

Newington

Executive Head Teacher

Head of School

Teachers

Mrs C Walker

Mr S Krafft

Mrs C Calder

Mrs M Spencer

Mrs T-L Van Heerden

Mr A Hart

Miss N Keers

Miss K Hebert

Mrs C Morgan-Brown

Mrs F Holton

Mr R Sapp

Mrs C Brincat

Mrs S Carbasse

Inclusion Manager

Mrs C Wright

Schools Direct Trainee

Miss C Blackburn

School Business Manager

Mrs D Hogg

School Secretary

Mrs H Wright

Higher Learning Teaching

Assistants

Mrs D Witherden

Mrs S Coleman

Miss J Bourne

Mrs B Weight

Mrs F. Harrington

Teaching Assistants

Mrs S O'Connor

Mrs S Mitchell

Miss J Davis

Miss C Cross

Mrs D Kent

Family Liaison Officer

Mrs Z Musk

Mid Day Meal Supervisors

All Teaching Assistants

Site Manager

Mr S Nelson

School Cook

Mrs D Collins

Kitchen Assistant

Mrs L Harvey