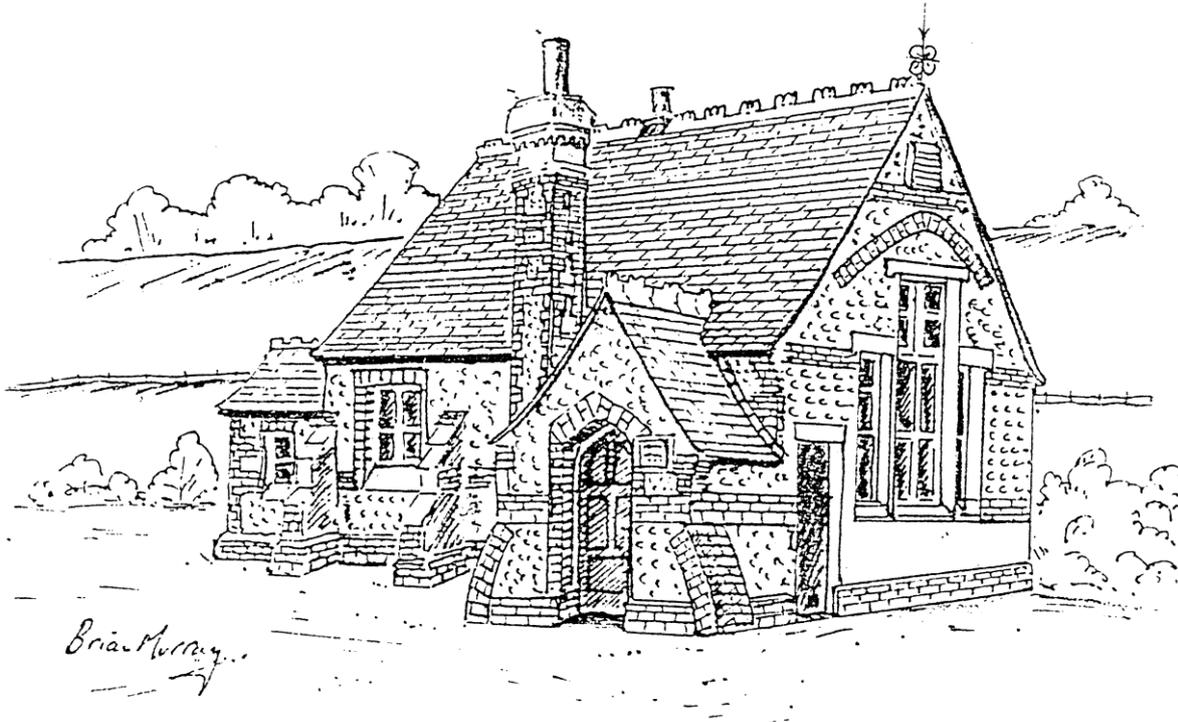




## Fawkham CE Primary School

Prospectus 2020 – 2021



### Our Vision Statement

**Church of England Vision for Education:**

**Deeply Christian, Serving the Common Good.**

**John Chapter 10 Verse 10 – I came that you may have life; life in all its fullness**

### Our Fawkham Family helps everyone to:-

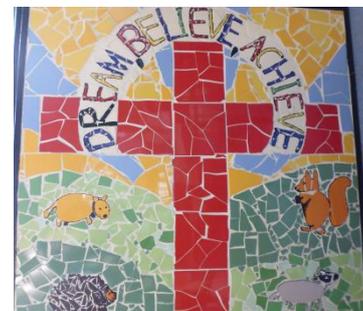
- Follow in the footsteps of God, with God's love, help and guidance,
- Know that we are all special and different and that God has created us in this unique way
- Feel safe, happy and confident in our loving caring Christian family
- Work together through the living out day by day of our Core Christian Values
- Try our best, with the light of Jesus inspiring us to be the best that we can be ensuring that we flourish

### In order to achieve this

Our Fawkham Family work in partnership with each other to:

- Promote and model our core Christian values through worship and our holistic Christian ethos, living out our faith in God.
- Guide, nurture and support all members of our Fawkham Family
- Celebrate all achievements in our life-long learning journey

- Provide the best education; academically, morally, socially, culturally and spiritually through the teaching of a bold and creative curriculum in an exciting environment and atmosphere that stimulates, encourages and enables all to succeed
- Work in partnership with our local and global communities



**Parents working in partnership agree to:-**

- ✓ Play a key role in working together to ensure that their child maximises their time here at Fawkham CE Primary School.
- ✓ Make sure that their children arrive at school on time, wearing smart school uniform, equipped with their named PE kits, Forest School outfits and an appropriate coat, having had their basic needs met so that they can learn.
- ✓ Ensure that their children attend regularly and advise the school on the first morning of any absence, sending a letter when the child returns, recognising that if their child is not contagious, physically sick or in bed ill that they should attend school.
- ✓ To take any holidays in the school holidays.
- ✓ Attend Parent Consultation Evenings to discuss their children’s progress.
- ✓ Attend Parent Workshop Evening for the benefit of their children’s education and support school events.
- ✓ Ensure that their children attend all Church services held by the school.
- ✓ Assist children with their homework, according to the attached policy, supervising the completion and return of work, and ensuring that all books brought home are treated with respect. Also to sign and comment the Parent’s comment box on Homework sheets.

**Children working in partnership agree to:**

- Try their best at all times.
- Uphold our core Christian values.
- Complete homework to the best of their ability.
- Seek advice and/or support when they need it linked to school work or their welfare and wellbeing.
- Follow the ‘class rules’ that they agree with their class teacher.
- Keep the School rules



**Together our Fawkham Family will achieve all this**

## Our school's duties and responsibilities under child protection and safeguarding procedures

Fawkham CEP School is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. Fawkham CEP School recognises our moral and statutory responsibility to safeguard and promote the welfare of all children.

Fawkham CEP School recognises the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

- **Our school core safeguarding principles are:**

- It is a whole school responsibility to safeguard and promote the welfare of children as its paramount concern
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

- **There are four main elements to our safeguarding policy**

- **Prevention** ( e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
- **Support** (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

- **Designated Safeguarding Leads**

Miss Mandy Bridges is our Designated Safeguarding Lead, our Deputy Safeguarding Leaders are Mrs Nicki Golding-Williams, Miss Clare Richardson and Mrs Beverley Bamber.

If any member of staff, child, parent, governor or member of the community has a concern about any safeguarding or child protection issues they should contact the Designated Safeguarding Leader immediately. Their contact details are:-

Email: [headteacher@fawkham.kent.sch.uk](mailto:headteacher@fawkham.kent.sch.uk) or telephone: 01474 702312

### Aims

We aim to provide a partnership between parents and teachers built on trust, honesty and understanding for the benefit of the child's learning and development.



We aim to promote high standards of behaviour, discipline and learning by demanding that our children give of their best – and when they do, by rewarding them with praise.

We aim to promote a happy, friendly and supportive atmosphere, in which parents, the community, governors and teachers work harmoniously together to further the well-being of our school, its aims and the quality of education we all require for our children. Anyone joining our school, staff or children and their families automatically become part of our 'Fawkham Family'.

## School Day

Children are escorted into the school building by their class teachers at 8:45, once in class they engage in Early Morning Work challenges. School starts at 08:55 when the register is taken. There is a 15 minute break at 10:30. Midday break for dinner is from 12:00 until 12:50. School finishes at 15:05.

All children spend 24 hours 5 minutes per week being taught. This excludes break time and the daily act of worship.

**Please note that there is no staff supervision of children before 08:45 and after 15:15.**



## Organisation



Our school is divided into four classes named after animals that can be found in our ten acre woodland, each with two year groups. Our Year One group of children; may be split between two classes; the decision as to which class children spend their Year One in depends on their social, emotional and educational needs and stage of development. Our Dormice class has Reception children who are admitted full time in the September prior to their fifth birthday, in addition a number of Year One children may spend their second year in Dormice class. In all classes children are generally taught as a unit but when necessary they work individually or in small groups.

We place a strong emphasis on developing the full potential of a child. Children with special educational needs are helped by our teaching assistants as well as their class teachers. We are particularly proud of our record of achievements, but never complacent.

## The Curriculum

Under the 1988 Education Reform Act the Governing Body's aim is to maintain a broad, balanced, relevant and coherent curriculum to which all children will have access according to their levels of development.



The Government introduced a new National Curriculum, it has been in place since September 2014; this forms the basis of the school's total curriculum.

Our curriculum promotes preparation for life in Modern Britain. A range of explicit lessons and activities as well as implicit links in lessons across the curriculum ensure that all children are ready to have a positive impact on life in Modern Britain.

Most of the subjects are taught using carefully planned topics which adequately cover the requirements of the National Curriculum. Our objective is to present work in a way which provides opportunities for skills, attitudes and knowledge to be applied and practiced in a variety of circumstances thus developing children's mastery of the objectives for each year group which strengthens their ability to use and apply the knowledge and skills that they acquire.

You will find, on our school website, our creative curriculum two year plans that outline how subjects are taught through a range of stimulating topics. Each subject shows our intent, implementation and impact along with the skills we are developing, showing the progression throughout our school. You will also find information on how we ensure diversity in the resources and topics that prepare the children to live in our modern world.



We firmly believe that our children must be taught the basic concepts at the right time. In mathematics and English, our published schemes run through the whole school, thus ensuring progression and continuity.

We keep comprehensive records on our children's work, in order to ensure progress and to identify difficulties. These records are 'open documents' and are shared with parents at any time, including open evenings.

Our Upper Junior years go to Kingswood, an outdoor, residential activity centre; for a week long residential. Here, among other exciting things, they learn how to rock climb, abseil and sail. They are given the opportunity to participate in exciting challenges which develop social and team building skills.

All Badgers class children (Years 3 and 4) are given swimming instruction according to their level of ability for a six week period every year.



At the start of each week teachers in every class produce a Curriculum Newsletter for parents, that informs them of the Mathematics, English and RE work that will be the focus for their child's learning during the week, thus strengthening home/school links so that together we can achieve the very best for each and every child.

In all years, we concentrate fully on the development of mathematics and English including reading skills.

## Reading

Reading is a vital skill for all children and at Fawkham CEP School we teach children the skills they need, both to read and comprehend texts, as well as develop a love of reading. We use the Oxford Reading Tree reading scheme books in the Early Years, Key Stage 1 and for some lower Key Stage 2 children. We also place a strong emphasis on the reading of 'real books'.

When children start school we encourage them to spend time looking at books and become familiar with the process of reading. Through our systematic teaching of phonics, children are encouraged to practise their segmenting (sounding each letter out in order to write the graphemes to compose the word) and blending (using phoneme recognition to begin to put sounds together in order to read the words) skills. Children take home books to share with their parents and carers. Parents are invited to comment on the reading at home by way of a home/school contact book.



In class there are many opportunities to tell stories and act them out to develop the use of story language.

Reception, Year 1 and Year 2 children read with the teacher or teaching assistant at least once a week, in addition in the Infants children have daily group guided reading sessions. In these sessions they read with an adult or work independently on reading centred activities e.g. comprehension. Children also engage in reading activities as part of every lesson.

Key Stage 2 children also have guided reading sessions between three and four times each week. These may involve them reading with a teacher or teaching assistant or working independently on tasks to develop comprehension skills using a range of different text types.

There are many opportunities to read across the curriculum with children researching information for history, geography, science and RE.

Children also have regular opportunities to listen to stories read by adults and by other children as well as making up their own stories and retelling familiar ones.



Parents and family members can read and share books during the year.

Daily phonics/spelling teaching throughout the school supports spelling, grammar and writing as well as reading.

Children borrow books from the school library with the older children acting as librarians.

### Phonics/Spelling

Phonics/Spelling is taught rigorously and daily to all children and progress is rapid as a result. The children are also taught high frequency (common words) words alongside phonics. Each day every child takes part in the four part lesson, consisting of Recapping, Learning, Practicing and Applying. Fun activities and games are engaged in to ensure that children are knowledgeable and confident spellers, using this in their everyday writing in all subject areas.

### R.E. and Worship



An act of collective worship is held every day. As a Church school, we give Religious Education a high priority in the curriculum. It is taught for 0.5 hours a week in the Foundation Stage, for 1 hour a week in Key Stage 1 and for 1.25 hours a week in Key Stage 2. Our RE follows the React Kent Agreed Syllabus 2018, as required by law. This focuses mainly on Christianity, with Islam and Judaism at Key Stage 1 and Judaism, Hinduism, Islam and Sikhism at Key Stage 2. We use the materials produced by the Diocese of Rochester to support our teaching of the locally agreed syllabus and these materials include the 'Understanding Christianity' resources. These documents may be seen at the school, along with our RE policy statement. Parents have the right to withdraw their child from all or part of RE. We ask that they discuss this fully with the head teacher before making a decision.

### Music



Music is an important subject within our school and a great strength. During their time at Fawkham, children are given the opportunity to join the choir, play the recorder, drums, keyboard and guitar. Our children play the recorder for the school's daily act of collective worship and we participate in local concerts and carol singing. Our Year 3 and 4 children spend two years studying and learning to play the violin.

### Sex Education and Relationships

Our governing body believes that Sex Education and Relationships is an essential and integral part of the 'balanced and broadly based' curriculum. We further believe that Sex Education and Relationships should be presented in a moral framework within the contexts of family life, of loving relationships and of respect for others.

Our Sex Education and Relationships programme will cover a broad range of topics including feelings and relationships, as well as the functioning and care of the body.

The Headteacher and class teacher give an annual supporting talk to the Year 5 and 6 children. In Squirrels Class (Years 5 and 6), parents are given the opportunity to talk with our teachers and also to preview the video used prior to the children. All parents are granted the right to withdraw pupils from Sex Education lessons outside the National Curriculum.



### Special Educational Needs (SEN)

At the heart of the work at Fawkham School is a continuous cycle of planning, teaching and assessing which takes account of the wide range of abilities, aptitudes and interests of our pupils. The majority of children will learn and progress within these arrangements. Those children whose overall attainments or attainment in specific subjects fall significantly outside the expected range may have Special Educational Needs (SEN)

Children with Additional Educational Needs (AEN) are those who have learning, physical, behavioural or emotional difficulties, which prevent them from reaching their true potential or fully accessing the National Curriculum. Exceptionally able or gifted children also come under this heading.

At Fawkham CEP School, children with SEN are identified as early as possible. Each child's progress is monitored and provision adjusted, as necessary, in line with the Special Educational Needs Code of Practice.

Extra support may be given within the class by a Teaching Assistant (TA), the class teacher or where appropriate special help will be sought from outside agencies.

Also, as recommended by the Special Educational Needs Code of Practice, we ensure that parents are notified of a decision by the school that SEN provision is being made for their child and they are kept informed of their child's progress. Partnership with parents plays a key role in enabling children with SEN to achieve their potential. All parents of children with SEN will be treated as partners and supported to play an active and valued role in their child's education.

## Forest School

Each week every class spends an afternoon in our ten acre woodland engaging in Forest School Activities. This gives the children a magnificent opportunity to learn about nature and develop team building skills. Children are taught about the wildlife in and around the woodland which includes rabbits, squirrels, badgers and various birds of prey, along with learning about the trees and plants and how to care for them all. Challenges are set such as building a bird's nests and creating dens which will shelter children from the elements.

## Extra-Curricular Activities



We hold regular weekly recorder groups and all children have the opportunity of joining the choir, the choir is also open for parents to attend. Other extra-curricular activities held throughout the year will sometimes differ, but may include athletics, games skills, sticky fingers, hockey, chess, lego, craft, gardening, yoga, computing, self-defence, archery, homework, tag rugby, art, tennis, gym, netball, football, choir, table games, keyboard, guitar, archery, cookery and speed stacking.



## Sporting Activities

All children have access to a full range of games according to their age and ability. Our Years 3 and 4 have swimming and life-saving tuition for six weeks every Autumn Term.

Boys and girls take part in inter school sports. All children have the opportunity to join in extra games sessions.

We teach fencing to children in Years 1 to 6 as one of our teaching assistants is a qualified fencing coach. He is also a qualified teacher of archery so we are introducing that sport to all children from years 1 to 6 this academic year.

We have a boys and a girls' football team that both play friendly, league and cup matches against local schools.

As a school we engage in lots of sporting events with local schools these include cross country, mountain bike challenges, tag rugby, athletic competitions and orienteering challenges.

We are very proud that we hold the Bronze Sports Mark which acknowledges the excellent sporting activities that we have here at Fawkham.



## Homework



We believe that homework can make an important contribution to our children's progress at school. We also value other activities children do after school such as:- clubs, sport, music and extra-curricular activities. Homework need not, nor should not, interfere with these other important interests.

For younger children we aim to set between fifty minutes and one hour's homework per week. We encourage the involvement of parents in joint activities such as; reading, learning spellings, punctuation exercises and completing maths tasks and games.

For our older children, we set work involving; finding out information, reading in preparation for lessons, written assignments, maths tasks, reinforcement of work completed in class, spelling and reading. The time allocation is between one and a half and three hours per week. For all children we encourage project based study linked to the topics that they are studying, amazing work is produced by the children that is then displayed and celebrated in school.



## Open Evenings and Reports

We have three open evenings, held over two evenings in the Autumn and Spring terms and one evening in the Summer term. These occasions are designed to give parents an opportunity to discuss work, attainment and progress with the class teacher. At the end start of the Summer term, a written report covering all National Curriculum subjects is sent home. We pride ourselves in having an 'open door policy' and we welcome parents to visit after school to discuss problems if needed to.

## Education Visits



We regard all visits as making an essential contribution to the enhancement of the curriculum. Exciting trips that the children have enjoyed over the last few years are a trip to the National History Museum, Eagle Heights, Wingham Country Park, Port Lympne and Build a Bear for our Reception children, the Science Museum and Bodiam Castle, the Turner Contemporary Art Museum for our Key Stage 1 children, Living Land, London Aquarium and Tate Modern, Herstmonceux Observatory, Lullingstone Roman Villa and Penshurst Place for our lower juniors and trips to the Science Museum, The Lion King London, The Queen's Baton Relay, the Imperial War Museum, War Horse in the West End,

Chatham Dockyards and School of Rock in the West End. London Zoo and the Young Voices Concert at the O2 Arena for our top juniors and choir.

Under the Education Reform Act governors are obliged to inform parents of our charging policy. Very simply, for all trips involving a cost, we will ask for a voluntary contribution. Unfortunately, if the level of support is insufficient, then the trip will be cancelled and the contributions returned. In cases of hardship, we are happy to use our contingency fund to help with payment. Please speak to the head teacher if you need further details.

## Severe Weather Conditions



We will always endeavour to open our school if it is safe to do so. If the decision is made not to open then you will be informed first and foremost through Parent Mail 2, the Kent Schools Closure website: [www.kentclosures.co.uk/](http://www.kentclosures.co.uk/), the local radio stations will also be notified and information will be broadcast on:

- Radio Kent 96.7 and 104.2 FM
- Invicta Radio 102.8 and 103.1 FM

## Dinners

Children have a choice at lunch time. They can bring a packed meal in a suitable plastic box, or have a cooked meal which is cooked freshly on site at our 'Woodlands Café'. Money for a cooked meal must be paid on a Monday, or the first day of term, or if paying on-line, on the Sunday preceding the week of meals. The kitchen requires at least one weeks' notice if a child wishes to change. All children eat their food in the school hall. Teachers and supervisors are on duty to help with the arrangements. If a child is eligible for free meals, please ask our secretary for further information. All enquires are treated in confidence. All children from Reception to Year Two are entitled to Universal Infant Free School Meals; this permits them to have a free hot meal every day. Advice will be given of how you are able to access these meals for your child. All children in school are entitled to have cool milk at some point during the school day. We provide this for all children in the infants and those in the juniors who have school dinners. For junior aged children who do not have school dinners; there is the option of paying for milk for the children to have each day.



## Tuck and Water Bottles



We encourage our children to drink water throughout the school day to keep hydrated and ensure that their brains are kept active. The children are allowed labeled water bottles in their classrooms. Clear water bottles are available from the school office for you to purchase.

At mid-morning playtime our Reception and Infant aged children are provided with free fresh fruit through a Government scheme. Our junior aged children are encouraged to bring in a snack of either fresh fruit or vegetables.

## Absence and Lateness

We are obliged to record all absences as either 'unauthorised' or 'authorised'. Contact should be made with school on the first day of a child's illness. If they are away for several days, we would ask that you keep us informed of their progress via the telephone. A note should also be sent in to their teacher upon their return. If a child is absent for a week or more due to illness then a doctor's certificate is required to be submitted to the school. If your child has to attend a doctors, hospital or dental appointment during school time, an appointment card needs to be presented to the school.



We must ask that if a child arrives late for school then the parent records this in the late book which is kept outside of the office.

## Holidays



Absence through sickness are unavoidable but we do not authorise any holidays that are taken during school holiday periods unless there are exceptional circumstances such as parents who work in the armed forces. This will avoid disruption and ensure progression to children's learning. If parents do choose to take their children away for holidays during term time then penalty notices may be issued, in these cases each parent will be fined for each child that they take out of school for the purpose of a holiday.

## Parents and Children New to the School

We regard it as essential for all parents wishing to send their child to Fawkham CEP School to visit us and view the school whilst it is in action. We are always very happy to answer any questions parents may have. All

Reception children are given the opportunity to work in their classroom prior to starting with us. Part of this time provides an opportunity for new parents to talk with both the head teacher and class teacher. We have links with all the local play and nursery schools. Our Reception Class staff visit and get to know the children prior to their coming to Fawkham both in their nursery settings and in their home environments.

### The Friends' of Fawkham



We are proud of our active and supportive Parents' and Teachers' Association. Its aims are two-fold: (1) to foster good relationships and communication channels between the staff and parents, and (2) to enhance the quality of education by providing the 'extras' which are not normally affordable from our budget.

All parents are warmly welcome to join and to become involved in all the activities. The constitution also states that friends of the school, including ex parents can be members of the association.

### Non Smoking Policy

We operate a non-smoking policy at all times. We ask that parents adhere to this.

### The School and the Community

Fawkham School is a Church of England Controlled School and has close links with St Mary's Church at Fawkham. It has become a tradition for the rector or his readers to visit the school for a weekly act of worship. We also visit the Church for the major Christian Festivals.



We have strong links with the local community and its people. They are always welcome guests and regularly come to Fawkham and work with our children.

Our Reception aged children regularly visit the local old people's home and spend the morning with the residents, learning together through art, craft, music and cooking. The children and our elderly friends have a wonderful time together.

Through Consortia and Council of Heads Meetings we enjoy excellent working relationships with our neighbouring schools.

### School Rules



Our school rules are simple and few. They are based on thoughtfulness and consideration for others. Our aim is to engender a caring Christian community working together in a family like atmosphere.

1. All children are expected to behave in a responsible manner showing respect for others, both for their feelings and property.
2. For safety, children must walk in all areas of the school and along the paths.
3. Watches can be worn in school, but they must be removed in all movement and P.E. lessons. Jewellery is not allowed. If necessary, plain gold or silver studs may be worn in pierced ears. Other designs are not permitted as they can catch and cause accidental injury.
4. For the child's safety, long hair must be tied back during PE, art and science lessons.
5. Toys and other play things are not to be brought to school.

In the case of continual misbehaviour or breaking of school rules, parents will be informed and their support requested. I am pleased to say that this is rarely necessary as most of our children respond positively to a reasoned explanation.

We have class rules which the children devise at the beginning of the academic year. These are clearly displayed in classrooms. We have a whole-school approach to behavior management with clear sanctions and rewards in place that all children know about and understand.

### House Teams



The whole school community is divided into four house teams named after birds of prey that may be found in our school grounds. There are children of all ages in each team. Children earn house points for their teams and rewards are given for the winning house each week and end of term. The winning house of the year has a shield presented to them. Each house has house captains and a range of fun days are held throughout the school year when the house teams work together on shared projects, recent days include 'Chinese New Year', 'Brazil' and 'WW1'. Competitive sports are also played in inter-house competitions.

### Effort Cups and Tea Parties

Each week a child in each class is rewarded with an effort cup and personalized certificate of achievement.

Termly, a tea party is held by the Headteacher. Personal invites are sent to children throughout the school to recognise attainment and achievement. Children then enjoy a fun filled forty minutes.



### School Uniform

We are particularly proud of our smart uniform, which without exception is worn by all.

We believe it gives the children a sense of belonging and sets the right attitude for work. Our complete uniform is readily available from: The Sewing Shop, 4 Echo Square, Gravesend, Kent. DA12 1NP



### Winter Clothes

**Boys** Dark grey trousers and light blue shirt or polo shirt, with the school sweatshirt. Grey, black or navy socks.

Sensible, safe, black school shoes must be worn (**not trainers**).

**Girls** Dark grey skirt, or dark grey trousers, light blue blouse or polo shirt, navy school cardigan or school sweatshirt.

Sensible, safe, black school shoes must be worn (**not trainers**). Socks or tights should be white or navy blue.

### Summer Clothes

**Boys** Dark grey trousers or shorts and light blue shirt or school polo shirt, with school sweatshirt. Grey, black or navy socks. Sensible, safe, black school shoes must be worn (**not trainers**).

**Girls** Dark grey skirt, or dark grey trousers, light blue blouse or polo shirt, navy school cardigan or school sweatshirt.

Light blue and white checked dress with navy school cardigan.

Sensible, safe, black school shoes must be worn (**not trainers**). Socks or tights should be white or navy blue.

Navy blue sun caps, book bags, fleece hat and a navy reversible fleece with the school badge are also available.

Please note: If the girls wear hair bands or ribbons to keep their hair back, these should also be navy, blue or white.

### Games Kit

Plimsolls, plain navy shorts (no logos/white stripes etc.) and Tee shirts in team colours with the school badge. Trainers can be worn on the field and plateau. These clothes should be kept in a drawstring bag.

All children's clothing must be clearly named (including footwear). Plain navy blue jogger bottoms can be worn on top of shorts during cold weather.

Friends' of Fawkham or The Sewing Shop will provide your child with their first book bag as a 'Welcome' to our school.



### Medicines

Generally children who are prescribed medication should receive their treatment at home. However, occasionally a prescription may necessitate medication to be taken during school hours (ONLY for prescriptions that require administration four times a day), even though the child's doctor regards the child as fit to attend school. In these circumstances, medicines must be handed over to the school office as soon as the child arrives at school. All medication must be accompanied by written instructions from the parents, specifying the medication involved, circumstances under which it should be administered, frequency and levels of dosage. This information must be provided on a School Medicine Form obtainable from the secretary.



If cough sweets and lip creams are really necessary, then they must be given to the class teacher for safe keeping.

All asthma pumps must be provided in their original packaging, clearly labelled with the child's name, together with written instructions specifying when they must be used. For safety and accessibility they must be given to the class teacher.

### The Governors

The Governing Body has specific responsibilities for finance, the curriculum, buildings and staffing. If there are matters of concern, these must in the first place be shared with the head teacher. If however, a solution cannot be achieved, then with the chairman of governors.

If complainants are not satisfied with the response given by the schools and/or the LEA, they can complain to the Secretary of State for Education under Section 68 of the Education Act 1994, if actions have been 'unreasonable' or, under Section 99, if they allege that statutory duties have not been properly discharged.

### Documents and Circulars

The governing body holds all the statutory instruments and circulars sent to the school by the DCSF about the curriculum and National Curriculum.

If any parent wishes to see a copy of these documents, they may. Please ask the head teacher who will be happy to assist. The school also has its own schemes of work, and inspection reports which the head teacher is happy to share with any interested parent.

## Admission Policy

We usually take up to fifteen new admissions to Reception Class every year. Children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> August start school in September. In determining our intake we follow the Kent Admission Policy. Places are allocated according to the admission criteria in priority order as below:

- Children in Local Authority Care.
- Current family association (an elder brother or sister in the school at the time of entry, provided the family has not moved more than two miles from the school).
- Health reasons (for which a medical certificate may be needed).
- Nearness of children's homes and ease of access to schools.

If you are interested in enrolling your child at Fawkham CE Primary School, please complete the Expression of Interest Form in all cases, this can be accessed through our website. Nearer the time we will invite you to see our school in action.

For in year admissions a KCC In Year Admission Form (ICAF) must be completed in addition to the Expression of Interest Form, if your child is already attending school. Completed forms should be returned to us.

### Retention of the Sibling Link

Please note that in order to retain the sibling link when applying for future siblings, **you must:**

Continue to live at the same address from which the older sibling was admitted, or:

If you have moved, the distance from the new address must be within 2 miles of the school, or:

If the distance the older sibling was admitted from was over 2 miles from the school, the new address must be closer than this distance

All distances will be calculated using the local authority's specific measuring software, and not internet based tools

**AND** the address for the Year R sibling must be where your family are living at the time you submit your application **and** also at the published closing date for on-line applications into Year R.

(For in-year applications, the address for future siblings will link to the address of the eldest sibling at the time of application)

Please note: it is important that all address evidence should be in the name of the applicant, so if all documentation is all in one parent's name, please make sure they are "the applicant". It will make life much easier!

**If you are thinking of moving or if you are in any doubt at all, please contact KCC Admissions on 03000 412121 or email [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk) and ask them to check for you.**

**If the Governing Body considers that the original address was used to fraudulently secure a school place it may withdraw the school place, even after the child has started at school**

### A Final Word

Thank you for reading our prospectus. Our Fawkham Family hope it has given you an insight into 'Life at Fawkham'. We all believe that Fawkham is a unique school. It is shared equally by parents, governors, teachers, and of course the most important people of all – your children. We hope to meet you soon.

Best wishes,

Miss Mandy Bridges

Headteacher



