

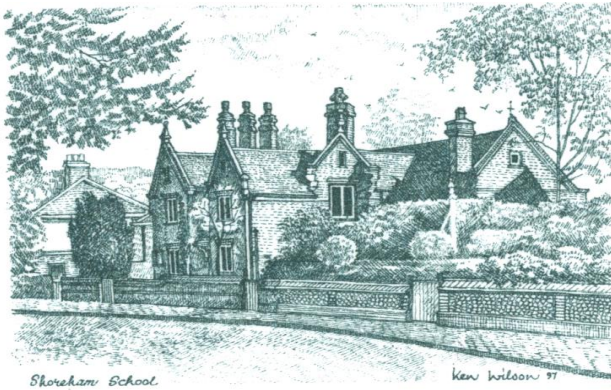
# Shoreham Village School

Prospectus

2023 - 24



**“Learning Today for Tomorrow’s World”**



Dear Parents and Carers

A very warm welcome to Shoreham Village School.

In our school, children are given every opportunity to achieve, whatever their background and whatever their abilities. The staff and governors aim to provide the children with a broad education which also meets all our pupils' individual learning needs. As a small school we pride ourselves on our caring and happy atmosphere in which children can achieve their best. Children are given many opportunities to take on responsibilities within the school and we help them gain confidence and encourage them to have respect for others and their environment. Your child will be inspired to develop their independence and to rise to the many educational and social challenges that will face them as a citizen of the 21<sup>st</sup> century. We will ensure a safe, well-structured and disciplined environment where your child will flourish.

Our teachers are committed to a positive partnership between home and school and as prospective parents we would like to invite you to visit our school and meet the staff and children. Please do not hesitate to contact the School Office on 01959 522228 or by email at [office@shoreham.kent.sch.uk](mailto:office@shoreham.kent.sch.uk) if you have any queries or to book an appointment to visit.

Yours sincerely

Mrs Gillian Lovatt-Young  
Headteacher

## ***Mission Statement***

Shoreham Village School nurtures curiosity, creativity and high academic standards through an inspiring and engaging curriculum. Our children learn to be resilient and to reflect on their thinking in a safe, healthy, happy learning environment. Everyone in our school community is valued, challenged, encouraged and supported to achieve as individuals, become lifelong learners and active citizens in modern Britain.

## ***Our Vision***

At Shoreham Village School we strive for excellence and are proud of our achievements and those of others. We celebrate success and encourage everyone to be the best that they can be. We aim to develop the knowledge, skills and talents of every member of the school community and empower them to love to learn through a positive ethos, motivation and opportunity. We are determined, independent and committed to meeting the needs of every learner to ensure they are equipped to be ambitious, happy and successful members of society.

## ***Our Values***

Our core values are those of Respect, Responsibility, Determination, Curiosity, Kindness, Courage.

## ***The Aims of Our School***

At Shoreham Village School we work hard to create a happy, secure and stimulating environment in which all members of our school community can grow in self-esteem and be the best that they can be. We are a culturally inclusive school which is proud to provide a broad, balanced education for all the children in our care. Through learning together we aim to:

- enable children to achieve their best in all aspects of the school's curriculum, in particular acquiring skills in literacy and maths;
- help the children to learn to live together in a community and to be sensitive to one another's needs;
- create a positive sense of moral responsibility and self-discipline;
- develop spiritual awareness and a sense of curiosity about the world in which they live.

## ***Our School***

Shoreham Village School is set in the heart of our beautiful village in the Darenth Valley. We are a State Community School for boys and girls aged between 4 and 11 years and are within easy reach of Otford, Kemsing, Halstead, Eynsford and Sevenoaks.

For over 160 years the school has reflected the advances and changes in state education, whilst remaining a focal point for the local community. The school was founded by Humphrey Mildmay of Shoreham Place in 1840. Back then it consisted of just the schoolhouse and one classroom. The current school is well designed for the needs of the 21<sup>st</sup> century. Three modern classrooms were added in 2006 with a further room added in 2013. Access for less physically able pupils has been incorporated into the school. The office, additional teaching area, staffroom and Headteacher's office are all located in the original school house. We enjoy close links with the pre-school group and they attend assemblies at the school.

The school is set in attractive surroundings with shrubs and trees and there is plenty of outside space for the children to enjoy. We have a large playground, as well as a grass area and a trim trail which is very popular at break times. There is a large school playing field where the children enjoy sports. We are also lucky to have Spellers' Wood, a tree-covered area where lessons are held and the children learn in the outside environment. Each class has their own bed in the school allotment on site and love to grow and cook their own vegetables.

We take the safety and security of your child very seriously. Once drop-off has taken place and the school day has begun then access to the buildings is by entry phone only and the school has a strict visitor 'sign in' policy.

## ***Admissions***

Parents who wish to visit the school, before applying for a place for their child, may do so at any time by telephoning the school secretary for an appointment. Parents are invited to a meeting at the school, in the term preceding their child's entry, to hear more about the school and to have an opportunity to ask questions. Your child will also be invited to spend time in school before he or she starts full time.

Pupils are admitted to the school in accordance with the County Admissions Policy and we currently have 15 places for children in each year group.

A booklet about the admissions process is available at <http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places#> and you can apply for a school place online at [kent.gov.uk/primaryadmissions](http://kent.gov.uk/primaryadmissions)

Places are allocated according to the published criteria in priority order:

- Children in the care of Kent County Council
- Current family association (sibling in the school at time of entry)
- Medical reasons (for which a medical certificate may be required)
- Nearness of children's homes and ease of access to schools

If children are transferring to us from another school (perhaps due to moving house) parents are invited to visit the school and talk to the Headteacher but applications need to be made through Kent County Council. Arrangements for special visits can be made to ensure that the change of school takes place with as little disruption to the child's education as possible.

## ***Keeping in Touch***

We are committed to involving parents in their children's education and life at the school. We hope that you will feel welcome and become a part of the school community.

A fortnightly newsletter, emailed to parents, keeps you informed of day-to-day news and upcoming events. There are also regular opportunities for parents to meet teachers and discuss their children's progress. In December, April and July, parents will also receive a written report on their child. For Year 2 and Year 6 children, these reports will include the results of any statutory assessments or tests.

## ***Secondary Transfer***

Children transfer to local secondary schools at the end of Year 6. A meeting is held for parents early in the Autumn Term, to explain the current Kent selection procedure for secondary education. The Headteacher will also meet individually with parents to discuss the choice of secondary schools for their child. Parents are encouraged to visit secondary schools in advance of naming them as a preference. During terms 5 and 6 the pupils in Year 6 undertake a transition programme to ensure a smooth next step.

### ***Overall results***

<b>2022</b>	<b>2023</b>
The Judd Grammar School	Weald Grammar School
Tunbridge Wells Boys' Grammar	Hillview School for Girls
Tonbridge Girls' Grammar	Wrotham School
Maidstone Girls' Grammar	Knole Academy
St Gregory's Catholic School	Coopers School
Wrotham School	
Knole Academy	
Longfield Academy	

## ***The School Day***

### **Times of school sessions:**

<b>Start of school day</b>	<b>8.50 am</b>
<b>Playtime</b>	<b>10.15 – 10.35am</b>
<b>Lunchtime</b>	<b>12.00pm – 1.05pm</b>
<b>End of the school day</b>	<b>3.20pm</b>

Children are formally in the care of school staff from 8.50am. A member of staff will be on duty on the playground from 8.40am, however, parents are responsible for their children until pupils enter classrooms from 8.45am. It is important that children are not late for school as late arrival in the classroom can be upsetting for your child, and can affect the smooth running of the school. School staff supervise the morning and lunchtime breaks.

## ***School Hours***

The hours spent in school during the normal school week, are 32.5 hours for Foundation Stage (Reception), KS1 and KS2.

## ***Our Staff***

Headteacher:	Mrs G Lovatt-Young
Deputy Headteacher/Teacher: Cameron Class	Mrs N Sheraton Year 5 / Year 6
Senco	Mrs B Bass
Teacher: Moore Class	Miss H Fitch Year 3 / Year 4
Teacher: Palmer Class	Miss K Watts Year 1 / Year 2
Teacher: Barton Class	Ms J Corlett Reception
Teaching Assistants:	Mrs H Humberstone Mrs T Witt-Morris Mrs D Paige Mrs Witt Mrs O'Brien Mrs Rawlinson Rowbotham Miss Witt (Apprentice)
Bursar: Office support:	Mrs Z Pemberton Mrs A Austin
Breakfast Club / Midday Supervisor	Miss J Baldwin

Caretaker:

Mr A Genovese

Catering:

CH&Co Catering

## ***The Governing Body***

Governors are volunteers from all walks of life and their job has wide-ranging responsibilities. Their role is a strategic one - setting aims and objectives for the school, creating the policies which help achieve those aims; setting targets, and monitoring how they are met. They act as a 'critical friend' to the headteacher and are responsible for appointing this key member of staff.

Governors usually serve a four year term on the Governing Body.

In order to be effective the Governors participate in regular training sessions.

## ***Visitors***

For security reasons all visitors should enter the school via the front door. If parents have been asked to help, then they need to sign the visitor's book in the school office and take a visitor's badge. In this way, the number of people on the premises can be checked at all times.

## ***School Meals***

We encourage the children to eat a healthy balanced diet. CH&Co Catering is responsible for providing a cooked midday meal. The weekly menu - on a three-week cycle - is available from their website. All meals must be booked and paid for in advance, weekly, half-termly or termly. Free school meals are available for children whose parents may be in receipt of certain state benefits, to register, log onto [www.gov.uk/freeschoolmeals](http://www.gov.uk/freeschoolmeals) For further details please contact the school office. All enquires are treated in confidence. Since September 2014, free school meals are also available to all pupils in Reception, Year 1 and Year 2.

A packed lunch may be brought in if preferred. We would also like to encourage children bringing packed lunches to eat a healthy meal. *We do not allow sweets, chocolate or fizzy drinks* in lunch boxes. Children are encouraged to drink water throughout the day to keep hydrated and this also aids learning. They should bring in a plastic water bottle each day.

We have a strict no nut policy.

## ***Milk***

Milk is available for all children on a daily basis. Children receive milk free of charge up until their fifth birthday. Parents who wish their child to receive milk at school beyond their fifth birthday should contact the School Office to arrange payment and ordering.

## ***National Fruit Scheme***

All children receive free fruit during their morning break.

## ***Extra-Curricular Activities***

Staff and parents run clubs on a voluntary basis during lunchtimes and after school. There are a range of clubs designed to offer your child engaging and exciting opportunities to broaden their experience in a safe and positive environment. During the day there are opportunities to join in the playing of instruments, which are taught by visiting music teachers.

The safety of your child is very important to us so all adults working with our children are 'police checked' by the Disclosure and Barring Service. Parental help in school is welcome, but a check has to be carried out before any parent can work with children. This is a simple procedure and the cost of the check is covered by the school. We also rely on parents for help with transport for games fixtures. Again we are compelled to check driving licences and insurance cover to protect the children. It is also required that children under 12 years and or below 135cm must travel with a booster seat. In such

cases, parents are required to provide these for their child. If your child has decided to join a club they have made a commitment and we expect them to attend regularly.

## ***The Curriculum***

Each year group in our school follows an integrated curriculum. Daily attention focuses on the core subjects of English, Mathematics, Science and Computing. The Foundation subjects - History, Geography, Design and Technology, Music, Art, Physical Education - are covered through our creative curriculum. In common with other schools we follow the New National Curriculum. During the school year each class's work is planned around a series of topics, lasting half a term or a term. These topics are organised so that all areas of the National Curriculum are included over the year. Classroom displays focus on aspects of the topic and children are also encouraged to bring in interesting items from home.

Individual lessons in Music, Games and Physical Education form part of each child's week. Religious Education and Personal, Social and Health Education (PSHE) are provided as separate lessons, as well as being incorporated where appropriate in themed work. Computing is integrated throughout the curriculum to develop skills and provide a broader experience. French is also taught throughout the school.

## ***Special Educational Needs and Disabilities***

Care and consideration are given to all children with Special Educational Needs. Our policy and approach are inclusive. Support is planned to take place both within the classroom and elsewhere on the school site. Progress is closely monitored according to the guidelines set out in the New Special Needs Code of Practice. If it is considered that a child needs extra support then consultation takes place with the parents and individual programmes of work are devised by the Inclusion Manager (SENCO). These programmes are regularly reviewed and assessed. Class teachers are responsible for coordinating the provision of special needs support for children in their class.

## ***School Council***

The School Council is a vital way for children to build confidence and develop their social skills. They are overseen by teachers but run by elected representatives from all the classes. Meeting regularly, they discuss issues within the school. The children give their opinions and debate ideas, before coming up with a working plan which they then implement. In past years the School Council organised charitable fundraising and a talent show for the school called 'Shoreham's Got Talent'. Children from all classes took part and in a final show there was dancing, singing, joke telling, magic and even ventriloquism.

## ***Homework***

Parents are fully informed of homework requirements and each child receives homework each week. The type and amount of homework varies according to age. We believe that homework allows parents an opportunity to discuss learning with their children and to play a vital role in encouraging and helping their child's education.

During the year, parents are invited to a Curriculum Evening and are updated with a class newsletter which states visits, homework and PE arrangements. Our homework policy can be viewed on our school website [www.shorehamvillageschool.net](http://www.shorehamvillageschool.net)

## ***Educational Visits and Activities***

The school organises a range of educational visits for the children. We see these as an important extension and reinforcement of the cross-curricular learning taking place in school. As the children grow older they have the opportunity to go further afield. Places visited have included: Houses of



Parliament, National Gallery, Lullingstone Roman Villa, Knole House, Kent Museum, Sevenoaks Library, British Museum, Joss Bay, O2 arena, Filston Farm and local theatres.

For all visits and activities outside of school parental permission is sought. A risk assessment is undertaken before trips are made and steps are taken to reduce any possible risks. All coaches are fitted with seat belts. The children are supervised in groups according to KCC guidelines. We welcome help from parents on children's visits and activities where we need additional adult support.

The school also invites visiting 'theatre in education' groups to perform plays, visiting musicians, nurses, artists and crafts people to work and perform to the children to enhance and enrich the children's learning experiences.

Cycling proficiency classes are organised in conjunction with the KCC's Road Safety officer for our Year 6 children and when possible, they attend the 'Safety in Action' in the local area.

### ***Jewellery and Personal Possessions***

On health and safety grounds we ask that children do not wear jewellery in our school. The school cannot accept responsibility for the loss or damage of any items brought into school.

As a general rule, children should not bring toys and personal possessions to school, particularly if they are valuable. Sometimes, they may wish to bring in things for special reasons, to support their learning. Please consult with the class teacher. Responsibility for the care of such things is with the child concerned.

### ***School Uniform***

Parents are encouraged to support the school in its uniform policy. It helps to give the children a sense of belonging and gives them pride in their school. All uniform with our school logo may be purchased through [www.horncastles.co.uk/c/57/Shoreham-Village-School](http://www.horncastles.co.uk/c/57/Shoreham-Village-School)

<b>Winter Uniform</b>	<b>Summer Uniform</b>
(beginning of autumn term 2 to end spring Term 4 inclusive) <ul style="list-style-type: none"> <li>• white polo shirt</li> <li>• dark grey (not black, no embellishments) skirt or trousers</li> <li>• green school sweater/cardigan*</li> <li>• white/ grey socks or grey tights</li> <li>• plain black coat</li> </ul> Conventional black school shoes or plain black (no coloured logos) trainers Wellington boots are required <b>PE Kit</b> All pupils should have a <b>named</b> PE kit in school every day. <ul style="list-style-type: none"> <li>• school PE bag* (clearly named)</li> <li>• school green t-shirt* (Reception, Year 1 and Year 2 only)</li> <li>• school sports polo shirt* (Years 3-6 only)</li> <li>• plain black shorts</li> <li>• school black fleece*</li> </ul>	(beginning of summer term 5 to end autumn term 1 inclusive) <ul style="list-style-type: none"> <li>• yellow / white checked dress OR</li> <li>• white polo shirt</li> <li>• dark grey (not black, no embellishments) skirt/ shorts / trousers</li> <li>• green school sweater/cardigan*</li> <li>• white/ grey socks</li> <li>• school baseball cap*</li> <li>• plain black coat</li> </ul> Conventional black school shoes or plain black (no coloured logos) trainers Wellington boots are required <b>PE Kit</b> All pupils should have a <b>named</b> PE kit in school every day. <ul style="list-style-type: none"> <li>• school PE bag* (clearly named)</li> <li>• school green t-shirt* (Reception, Year 1 and Year 2 only)</li> <li>• school sports polo shirt* (Years 3-6 only)</li> <li>• plain black shorts</li> </ul>



<ul style="list-style-type: none"> <li>• plain black jog pants</li> <li>• plain black plimsolls or trainers, white socks.</li> </ul> <p><b>School Bag</b> School bag* or school rucksack*</p>	<ul style="list-style-type: none"> <li>• school black fleece*</li> <li>• plain black jog pants</li> <li>• plain black plimsolls or trainers, white socks.</li> </ul> <p><b>School Bag</b> School bag* or school rucksack*</p>
<p>PE Kit should be kept in a school PE bag. All pupils should have a <b>named</b> PE kit in school every day. A track suit or warm jumper is useful for the children for their game's lessons, particularly in the winter.</p> <p>An old shirt/overall for art/craft work is a good idea for keeping your child's clothes clean.</p> <p>Wellington boots are often helpful as we encourage the children to get out and about as much as possible.</p> <p>All uniform should be clearly marked (marker or tape that will not wash out) with the child's name.</p> <p>All lost property which does not have a name in it will be recycled at the end of each term.</p>	

## ***Welfare***

### ***Accidents and illness***

If your child is unwell we will make every effort to contact you. It is very important that we have **up-to-date home/work telephone numbers or other contact numbers**. Until we have contacted you, we will take any action required in the interests of the child. If your child is ill before school begins, please do not send them to school on that day. Although we will always care for children who become ill at school, any necessary medical treatment or administering of medicines should be discussed with the Headteacher in the first instance. If your child suffers a bump on the head, you will always be notified. The school nurse visits the school to carry out checks on height and weight in Reception and Year 6.

Our Child Safeguarding policy is available to parents on our website [www.shorehamvillageschool.net](http://www.shorehamvillageschool.net)

### ***Medication***

It is preferable that if your child requires medication, you request doses that can be taken outside of school hours. If your child needs to take prescribed medicine during school hours, the medication should be brought to the school office for safekeeping. No medicines will be accepted unless prescribed by a doctor and properly labelled with: The name of the child, dosage, name of the pharmacist (to whom reference may be made if there is any doubt to dosage) and is accompanied by a written instruction.

Parents will be asked to sign a form giving permission for the administration of any medication and while every care will be taken to ensure the correct dosage, the school cannot be held responsible for any incorrect dosages given. Please note that medicine to be taken three times a day often does not need to be administered during the school day.

### ***Payments in School***

The school uses an online portal to collect any school expenses, including, trips or after school clubs. You will be contacted by the office who will provide you with access and instructions on how to register and manage an account. You must register before you can purchase an item online.

### ***Absence***

It is imperative that your child attends school. If your child is absent from school for any reason, it is essential that you let the school secretary know the reason by telephone on the first day, followed by a short note. Without a letter the absence will be marked as unauthorised and officially considered as truancy. This has a detrimental affect on the way the school is assessed by Ofsted.

If you wish your child to leave school during the school day for an appointment please ensure that we are informed beforehand by letter. All children leaving the school during the school day need to be signed out by the parent. This needs to be done through the school office.

The Local Authority issues Penalty Notices and associated fines to parents of children who are absent for the following reasons:

- Unauthorised leave for the purpose of a family holiday in term time.
- Delayed return from leave of absence without prior school agreement.
- Persistent late arrival at school (after the register has closed).
- Parentally-condoned absences.
- Absences where no reason is provided.
- Truancy (including pupils caught on truancy sweeps).

The school has to keep a record of unauthorised absence.

### ***Friends of Shoreham School***

**FoSS** represents the Friends of Shoreham School and all parents are automatically members. Every parent is welcome to attend the meetings and AGM and can seek election to the Committee. FoSS organises fundraising events throughout the year and any help that you can give will be much appreciated. They assist the school both in fundraising and in fostering supportive and beneficial relationships between the school, parents and the wider community. In the past FoSS has raised money that has been spent in a variety of ways to benefit all children at the school, for example funding school trips, computers, interactive white boards, recorder tuition, classroom equipment, extra reading materials, club equipment, playground equipment and much more.

### ***Anti-Bullying Policy and Other Policies***

We do not tolerate any form of bullying at Shoreham Village School. We expect children to treat each other with respect. If children are found to have taken part in any form of bullying then there is an established and consistent procedure for dealing with this. Our policy can be viewed on our website [www.shorehamvillageschool.net](http://www.shorehamvillageschool.net) A range of other school policies are also available to view on the school website or can be requested via the School Office.

### ***Behaviour and Discipline***

Our aim is to encourage self-discipline, courtesy, consideration for others and respect. Positive praise is essential and the staff reinforces good work, good behaviour and co-operation. There is a clear and consistent policy for consequences of poor behaviour.

There are times when sanctions such as withdrawal of privileges may have to be applied after careful investigation by the Headteacher or class teacher. In the rare cases of persistent misbehaviour, parents are informed and invited to take part in discussions with staff to devise strategies to assist the child to modify and improve his/her attitude and behaviour.

Exclusion will very rarely be used. Parents will be notified in writing at the earliest possible moments, of the reason for the suspension. All actions will follow the KCC regulations. The Behaviour Policy is available to view on the school website.

### ***Charging Policy***

Many activities are arranged for students throughout the school year ranging from field trips to morning excursions. The Governors' Charging Policy complies with the Education Reform Act 1988 and with all recent Government legislation:

- No charges are made for admission to Shoreham Village School;

- No charges are made for education in school hours;
- No charges are made for entry into any recognised public examination provided the student had been prepared at the school. If, however, the student fails to attend or meet the requirements of such an examination without good reason, the parent or guardian may be charged with the examination fees;
- Voluntary contributions are requested for any visit/activities in the school and beyond it when they do not form part of the National Curriculum;
- Charges are made for private music lessons;
- Parents may be asked for the recovery of costs of breakages.

### ***Complaints Procedure***

If you have any concerns about your child's education then in the first instance please talk it over with their class teacher. They are committed to your child's education and will want to hear any concerns firsthand. The best time to contact them is at the end of the school day. If the problem cannot be resolved with the class teacher, the headteacher will become involved. We very much hope that any problem you may have can be resolved through discussion with us.

If you are not satisfied that your complaint has been settled by informal discussion, there is a formal procedure in place. Our policy can be viewed on our website. [www.shorehamvillageschool.net](http://www.shorehamvillageschool.net) .