

HOATH Primary School



Prospectus 2012

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CONTACT DETAILS

Address	Hoath Primary School School Lane Hoath Canterbury Kent CT3 4LA
Fax	01227 860249
Email	headteacher@hoath.kent.sch.uk
Website	www.hoath.kent.sch.uk
Chairman of the Governors	Mrs Georgina Glover c/o Hoath Primary School
Clerk to the Governors	Mr Peter Tester c/o Hoath Primary School

AS AT JANUARY 2012

We have a generous staff/ pupil ratio. The staff are:

Teachers:

Mrs A Noake	Headteacher
Mrs P Honey	Assistant Headteacher & Full time Teacher, Class One
Mr T Powell	SENCo & Part time Teacher, Class Three
Mrs A Hughes	Part time Teacher, Class Three
Mrs D Cannon	Part time Teacher, Class Two
Mrs M Brennan	Part time Teacher R.E.
Mr D Newhouse	Part time Teacher P.E.

Office Administrator: Mrs S Beardwell

Teaching Assistants:

Mrs M Relph
Mrs G Champion
Mrs M Lawson
Miss T Hayes

Communication Support Worker:

Miss E Cooper

Mid-day Supervisors:

Mrs M Austin
Mrs A Lee

Servery Cook:

Mrs P Wanstall

Family Liaison Officer:

Mrs S Dempster

Caretaker:

Mr C Lawson



Royal Wedding Celebrations
April 2011

OUR MISSION STATEMENT AND AIMS OF OUR SCHOOL

We aim to:

- * Provide a broad and balanced education that offers an equal opportunity to all children of all abilities.
- * Foster a secure environment in which all children can feel confident and happy.
- * Offer support and encouragement for the social, emotional, physical and moral welfare of all children.

We achieve this by:

- * Creatively implementing the National Curriculum.
- * Offering an excellent, appropriate learning environment.
- * Providing high quality experiences.
- * Committing ourselves to a high level of pastoral care.
- * Welcoming parents and children to our school.

We believe that the children of Hoath Primary School benefit from the close and friendly partnership between parents and staff.

ETHOS

We aim to create an environment and education, which will foster each child's intellectual, physical, emotional, moral and social development.

Every effort is made to give each child a firm grasp of the basic skills in order to help them develop to their full potential. Through a wide variety of learning situations and experiences each child will reach as high a standard as is individually possible.

ADMISSIONS

There are 9 places available for new entrants each year

Kent Education Authority has a formal admissions policy to which all schools adhere.

Parents who are interested in sending their child to Hoath School are invited to an open afternoon, usually held in November, or can make an appointment to visit the school (preferably in school hours). Parents who are considering a place at the school may contact the school office to leave their details which will be kept on file. No priority can be given to early applications. In November a copy of the Admission to Primary School Booklets and the Reception Common Application form can be collected from the school during normal school hours, from any other primary school within the scheme, or by going online at www.kent.gov.uk

Occasionally the school has a vacancy in other year groups. Parents who are interested need to apply to the KCC Admissions Team at Maidstone.

http://www.kent.gov.uk/education_and_learning/school_education.aspx

In the case of an oversubscribed school, the following admissions criteria are used:

- Children in Local Authority Care
- Denominational Preference
- Current Family Association - a sibling at Hoath Primary School at the time of entry. (Siblings are children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. This does not include cousins)
- Health and Special Access reasons
- Nearness of children's homes

Hoath Primary School is an educationally inclusive school. We are committed to promoting inclusion and continually monitor and evaluate pupil progress to ensure that all needs are met. We respond to pupils' diverse learning needs providing effective learning opportunities for all.

INFORMATION FOR PARENTS

DESCRIPTION

Hoath Primary School is located in the village of Hoath, about five miles from Canterbury. The present building was built in 1928.

It is a recognised small school, comprising of three classrooms, one outdoor classroom, a library, play and art areas, resource area, servery kitchen, reception and office. The school has no hall but we have frequent use of the village hall opposite. In addition, we have use of the sports hall situated at Hersden Primary School (which we use during the winter months).

The school is sited in spacious grounds with playgrounds, playing field, outdoor stage, environmental area, meadow area and gardens.

There are three classes. The official admission number for each year group is 9, with a maximum number of children on roll at 63.

Hoath Primary is federated with Chislet CE Primary. This means that one Headteacher and one governing body manage both schools. There is an Assistant Headteacher at each school. The schools retain their own ethos and identity but also benefit from regular collaborative events.

SCHOOL ORGANISATION

Hoath Primary School serves the needs of boys and girls from the age of 4+ until eleven. Thereafter the children transfer to one of the Secondary schools within East Kent Area.

Each class group is in the care of a class teacher with whom they will work for much of the school day. Some specialist teaching may take place with other teachers. Our job is to educate your children to the very best of their individual needs for the whole time they are with us. We build upon each term of every year. Every member of staff offers their own areas of expertise and enthusiasms.

Class One has Year R, Year 1 (pupils who have their sixth birthday in the year) and Year 2. Class Two has pupils in Year 3 and 4, and Class Three has pupils in Year 5 and 6. Pupils in Year R are working on the Foundation Stage. Pupils in Years 1 and 2 are working at Key Stage One of the National Curriculum, and pupils in Years 3 to 6 at Key Stage Two.



In each class the children are grouped and work is set according to their age and needs. The school recognises that there are children who are very able or have a special talent and these needs are also met.

A breadth of curricular activities gives children the opportunity to reinforce their learning in a variety of contexts and thus develop their individual potential. Throughout the curriculum a range of resources is used. This may include excerpts from books, newspapers, the Internet, CD ROMs, DVDs, tapes and videos as deemed appropriate by the teacher. Emphasis is placed on creativity within all areas of the curriculum



THE NATIONAL CURRICULUM

Curriculum 2000 applies to every maintained school. The curriculum is made up of core and foundation subjects which must be taught to all pupils of compulsory school age.

No child is excluded from the National Curriculum or the assessment arrangements.

Religious Education is taught in accordance with the Kent Agreed Syllabus for R.E. We aim through this teaching to enable children to explore the meaning and purpose of their lives and to develop an appreciation of religion in contemporary life. We encourage the concepts of respect, understanding and tolerance of others, whatever their beliefs. Parents have the right to withdraw children from R. E. lessons. It is hoped that before doing so, they would discuss their decision with the Headteacher.

Core Subjects

English
Mathematics
Science
ICT
RE

Foundation Subjects

History
Geography
Design Technology
Music
Art
PE
Modern Foreign Language - German

+ Personal, Social & Health Education (PSHE) & Citizenship

The advice given in the National Primary Strategy for literacy and mathematics is used to inform teaching.

LITERACY

All children receive a daily literacy lesson of at least an hour, depending on the age of the children.

Through the development of language skills we aim to help each child express ideas and opinions; to convey meaning clearly and fluently both in writing and in speech; to develop the confidence to communicate effectively and to be able to listen attentively and with understanding. From the early stages children are encouraged to share ideas both with their teachers and with each other. As the ability to write develops, so regular practice is given in a wide range of written assignments ranging from imaginative writing, poetry and descriptive writing to note taking and the recording of information. Our children's poetry regularly wins recognition at the Canterbury Festival Poetry Competition.

The children begin to learn to read from their earliest days in school with regular phonic sessions delivered through enjoyable, engaging activities. The school has a large selection of fiction and non-fiction books. These are updated regularly. We aim to encourage children to develop a positive attitude to reading and to read with fluency, accuracy and understanding. In this way reading will become both an enjoyable activity and a tool to broaden knowledge.



MATHEMATICS

All children receive a daily numeracy lesson of up to an hour.

In the early years children will use oral methods, in general moving from counting objects or fingers to more sophisticated mental counting strategies. Later they will use number lines or squares to work out answers. These early stages of mental calculation are not, however, at the exclusion of written recording and jottings on paper will begin to enhance calculations with larger numbers.

As pupils work with larger numbers they will learn more efficient mental methods and tackle more complex problems. Standard written methods are taught when children are secure in the mental procedures. When children are working out complex calculations with pencil and paper they will still practise mental work so that they can approximate answers.

SCIENCE

Most science activities with younger children arise from an exploration of the world around them and everyday things. Children are encouraged to explore, to observe and to order their observations in a logical way.

As children progress through the school they will be encouraged to develop enquiring minds and a scientific approach to problems. They will learn a range of investigative skills, including how to obtain evidence through measurement and observation, how to present their findings in a number of ways and how to draw reasonable conclusions from the data that they have collected. Throughout, children will be taught to use equipment safely and accurately.

They will be encouraged to relate their skills and understanding to many areas of everyday life, including safety considerations, following instructions, personal health, environmental concerns and domestic applications.

Specific Sex Education will be undertaken in accordance with the wishes of the Governors (1993 Education Act), and with the approval of the parents of the group of children involved. Parents will be offered the chance to see the programmes beforehand. Staff will answer all the children's questions pertaining to Sex Education openly and honestly and to the best of their ability. Opportunities for discussion will be taken whenever suitable occasions arise. At all times the emphasis will be on loving, stable relationships.

ICT (Information and Communication Technology)

Each classroom has a computer connected to an interactive whiteboard which is used to enhance teaching. In addition, the school is generously equipped with laptop computers which the children use regularly.

The Broadband system that we use was installed by Kent County Council and contains a powerful filter that minimises access to websites that are regarded to be unsuitable for use by children; Internet access is also very closely monitored by the school. We encourage all children to follow the school rules for e-safety. Children are told about some of the issues regarding safe use of the Internet, whilst recognising the Internet as a valuable resource.



HISTORY AND GEOGRAPHY

The school is ideally situated for local studies in History and Geography. In addition to being close to Canterbury and within reach of the coast, our village setting and large field present many fieldwork opportunities.

PHYSICAL ACTIVITIES

Children are taught P.E./Games for 2 hours per week at both Key Stages. The school has the use of the village hall for indoor physical activities. The Key Stage 2 children are also taken to the Hersden Sports Hall by minibus once a week during the winter months. There are opportunities for the children to use the sports field for lessons and after school sports activities. These allow pupils to experience a full range of physical challenges, from competitive team games, to co-operative individual group activities.



A variety of after school clubs, additional external coaching and other sporting events are offered throughout the school year.

SWIMMING

The Year 5 & 6 children are given the opportunity to take part in weekly swimming lessons during the winter term. Pupils are able to take various tests to improve their water confidence and their proficiency in swimming. Parents are not asked to contribute for swimming and transport - the costs are met by the PTA and the school.

CREATIVE ARTS

The school offers each child the opportunity to participate fully in activities that involve music, drama and movement, and also to develop visual and creative skills and awareness. The school has a strong musical tradition and is well-resourced with suitable musical instruments. The children take part in concerts with other schools to experience the thrill of singing as part of a massed choir. Visiting musicians are used to enhance the curriculum. Children in Years 5 and 6 have the opportunity to learn to play the clarinet. The school can arrange other instrumental tuition for a small charge. Art is another strength of the school. The children are given experience of a wide range of media. Visiting artists and craftspeople are used to enhance the art curriculum.

TRIPS

Since the Education Reform Act now forbids schools to charge for trips etc. it will be necessary to ask parents for voluntary contributions towards school funds to cover the cost of such activities. The school budget is always stretched but no child will be excluded if their parents do not make a contribution.

KEY STAGE TESTS AND SELECTION

Formal testing (known as SATs) takes place at the end of Key Stage Two (Year 6). Some formal tests are also used at the end of Key Stage One (Year 2) to confirm teacher assessments. The testing for Key Stage One occurs during the spring and summer and for Key Stage Two in May.

The children in Year 6 may opt to take a test if they wish to be considered for a selective place in a grammar school. This currently takes place in the autumn.

SPECIAL EDUCATIONAL NEEDS

The advantage of a small school is that the needs of the individual can be identified easily and continuity of progress maintained. In every school a small proportion of children are recognised as having special needs. The school follows the procedure as outlined in the national Special Needs Code of Practice.

An Audit in the autumn term formally identifies these children and the school will provide help and equipment. Three times a year the SENCo (and Headteacher, where appropriate) have the opportunity to meet with the Educational Psychologist and the Specialist Teacher Service to discuss the children's progress. Parents will be informed of any changes concerning pupils with special educational needs. Our Special Educational Needs Coordinator is Mr Tom Powell and our Special Needs Policy is available if any parent wishes to see it.

If a child's needs are serious and long term, there may be a statement written for the child. This is a legal document setting out the long-term needs, which must be provided by the local authority and reviewed annually.

No child would ever be denied a place on the grounds of disability.

ACTS OF WORSHIP

Daily acts of worship are held. These usually take the form of whole school gatherings. Worship is predominately of a Christian nature, although material from other faiths and cultures may be included. Each year we have whole school Harvest, Christmas, Easter and Leavers' Assemblies, which all parents are invited to attend.

Parents have the right to withdraw their child from Acts of Worship. Should they wish to do so, their child would be supervised by an adult during assembly times.

HOMEWORK

We believe that learning should not stay in the classroom but that children should be encouraged to continue further research outside school. However, we also believe that children should have time to relax and develop other interests and that homework should not become a burden.

The precise amount of time set for homework is less important than the intrinsic value of the tasks. In the light of government recommendations the school sets (approximately):

In Reception Year	1 hour reading and activities per week.
In Year 1	10 minutes for reading daily and 20 minutes for other activities per week.
In Year 2	10 minutes for reading daily and 30 minutes for other activities per week.
In Years 3 and 4	Daily reading and 1 hour for other activities per week.
In Year 5	Daily reading and 1 to 2 hours for other activities per week.
In Year 6	Daily reading and 2 hours for other activities per week.

The total amount of homework set, either daily or weekly, should be consistent and manageable for pupils and is set at the discretion of the class teacher.



National Curriculum Assessment Results of Pupils in the School in Key Stage 1 2012

The expected level for a child at the end of Key Stage 1 is Level 2B.

% of children achieving Level 2B	Hoath	National
Reading	89	76
Writing	89	64
Mathematics	89	76

Our children also did well at the higher level.

% of children achieving Level 3	Hoath	National
Reading	44	27
Writing	33	14
Mathematics	33	22

National Curriculum Assessment Results of Pupils in the School in Key Stage 2 2012

At Key Stage 2 the expected level is Level 4. However, we monitor progress to ensure that all children are reaching their potential. Our children's results at Level 5 were strong. The school received a letter of congratulation from Patrick Leeson, the Corporate Director of Education, Learning and Skills for Kent, in recognition of the results achieved at Key Stage 2.

	Hoath	National
% of children achieving Level 4+ English and Mathematics	100	79.6
% making expected level of progress in English	89	89
% making expected level of progress in Mathematics	100	87
% achieving Level 5+ in English	55.6	37.6
% achieving Level 5+ in Mathematics	55.6	39.4

SCHOOL DISCIPLINE

We believe in a fair but firm discipline where good behaviour is recognised and rewarded. There is a whole school discipline policy, where the rewards and sanctions are agreed by all.

In the event of serious or persistent bad behaviour parents are always informed.

SCHOOL TIMES

The school day sessions are 8.45 a.m. - noon and 1.15 p.m. - 3.15 p.m. for all pupils. There is a morning break of fifteen minutes.

There is an adult on duty from 8.35 a.m. until 3.25 p.m. There is no adult supervision before and after these times and parents are reminded that the school accepts no responsibility for the children outside the times stated. Children who arrive late should report to Reception. Parents who are late collecting their child should also report to Reception.

The school is open for 190 days each year. There are also five staff development days when the school is closed to pupils. These dates, once confirmed, will be sent home via a newsletter and are also published on the school website.

The term dates for current academic year are always displayed in the large noticeboard at the front of the school. Dates for future years are available from the school office.

LUNCH AND PLAYTIMES

At morning break the children are allowed to have a snack of fruit/vegetables, a plain biscuit or a cereal bar. Children in Class 1 receive a piece of fruit or vegetable each day through the Government's School Fruit and Vegetable Scheme. Children in Class 2 can opt to join the scheme, for which there is a small charge. Cool Milk for Schools provides a daily carton of milk for children under 5. Milk can be bought for older children at a cost of £5 - £6 a term (application forms are available from the school office).

Lunchtime is from 12 noon until 1.15 p.m. Children may bring a packed lunch or have a school meal, provided by Chartwells. Please contact the school office for the current price as it increases in September each year. Monies are payable weekly or termly, on Mondays or the first day of the week your child is in school (cheques payable to the company not the school). It is important to send this payment promptly so that it can be banked.

Some children are entitled to free school meals. Please contact the Area Office for information.

Lunches are eaten in the classrooms or, in warm weather, outside. There are three midday supervisors who look after the children during the lunchtime.



The children are encouraged to drink water regularly so that they do not become dehydrated. Children are asked to keep a named, plastic bottle of water in the classroom which should be cleansed at home daily. A free bottle is provided by the school when a child first joins us, further bottles and lids can be purchased from the school office. Replacement bottles cost £1.50. Replacement lids are also available at 15p.

SECONDARY ALLOCATION

Children normally begin their course in Secondary Education in the September following their eleventh birthday. Allocation should be considered in terms of suitability for the child rather than in terms of any particular type of school. During the child's time at this school the keeping of records, the administration of tests and regular consultations will give both the teacher and parents a good indication of ability, aptitude and attainment.

In Term 1, Year 6 parents are invited to attend a consultation with their child's teacher and the Headteacher. Children who continue their education in the state system may be offered a place at one of the following schools:

Herne Bay High School	Wide Ability School
St. Anselm's R.C. School	Wide Ability School
The Archbishop's C.E. School	Wide Ability School
The Canterbury High School	Wide Ability School
The Chaucer Technology School	Wide Ability School
Spires Academy	Wide Ability School
The Marlowe Academy	Wide Ability School
The Barton Court Grammar School	
The Simon Langton Grammar School for Boys	
The Simon Langton Grammar School for Girls	
Chatham House Grammar School	

STARTING SCHOOL

We are always happy to continue your good beginnings but it would be most helpful if prior to starting school children are taught to: -

- dress themselves, to manage buttons, zips, buckles etc;
- recognise their own name;
- use the toilet properly and wash their hands;
- use a knife and fork;

A pack full of useful information is given to the parents of all pre-school children.

When a place has been allocated for your child at Hoath, you will be contacted by the school and a date arranged for you to meet with your child's teacher and for three school visits for your child. These are usually a morning, an afternoon and a lunch followed by an afternoon.

When your child starts school the school day can seem very long. For this reason the first week will be for afternoons only and the second week for mornings only. Full days will commence from week 3.

The Class 1 teacher and the Headteacher are more than happy to discuss any problems with the parents of pre-school children.

PUPIL WELFARE

ABSENCE

The school is compelled to keep a record of all absences, authorised and unauthorised, and these are published every year in the School Profile and in your child's annual report. The government sets the school a target for attendance each year. If the school's attendance is not within its target then the school can only achieve an OFSTED grading of 'satisfactory' even if all other aspects of school life are 'good' or 'outstanding'. **The school cannot authorise any holidays taken during term time.** The governors have agreed that the Educational Welfare Officer will apply penalty clauses to parents who take children out of school during term time for holidays or whose children are persistently late for the start of the school day.

When a child is absent parents need to inform the office as soon as possible on that day, so that, for safety reasons, the school is aware of the reason for that child not being in school. A letter from the parent is needed once the child returns to school. Please try to arrange medical appointments outside of school hours. If there is no alternative and a child is required to leave school during the day for a medical or other appointment, please notify the teacher or office. We reserve the right not to hand the child over to an unknown adult.

ABSCONDING

In the very rare event of a child absconding from school, we ask that parents sign a consent form before the child begins school to give staff permission to follow their child off the premises and to use reasonable force to bring him/her back.

CHILD PROTECTION

Every school in Kent is required to follow a set procedure in cases of suspected child abuse. The Headteacher is required to refer concerns to the Social Services Department for further investigation so that children at risk can be identified quickly.

This procedure is intended to protect children; it is not accusing parents, but requesting that further investigation take place to establish whether a child is at risk.

SCHOOL CLOSURE

In the event of having to close the school because of severe weather or heating failure, parents are advised to listen to either Radio Kent or Invicta Radio for an announcement. Whenever possible a member of staff will inform you by telephone before the start of the school day. Should it be necessary to close the school during the course of the day then all parents will be informed by telephone. Both radio stations will be informed.

CARS AND PARKING

As we have no parking facilities please take care when parking outside school. Ensure that your car is parked in the direction of traffic flow and that you do not obscure the entrance to the school. For the children's safety you should not park opposite, or within 10 metres of the junction. Highways Department and Police often conduct spot checks on our parked cars.

DOGS/ANIMALS

Parents are requested not to bring dogs onto the school grounds; this is a health and safety directive from Kent County Council.

MEDICAL INFORMATION

Any medical concerns may be raised by parents with a member of staff. The school will contact the School Nurse who will in due course contact the parents to arrange a visit to the Health Centre.

Dental inspections are carried out periodically by the school dental officer. You may subsequently have your child treated by her or your own dentist according to your wishes.

If a child has a serious or recurring medical problem, it may be advisable for parents to make a note of it on their child's Early Years Record or, if it is a recent diagnosis, to inform the school office by letter.

MEDICINES

Essential medication will only be given at school if we have written permission from the parent or guardian. A form is available from the school office. The instructions must be clearly shown. Medication, such as inhalers, will be kept in a locked cupboard in the office; these will be taken out of school on school trips. Please clearly label any medication with your child's name. Parents must ensure any medication is kept 'in date' and delivered to and collected from the School Office by a parent/carer.

HEADLICE

A particularly pesky problem! Parents are asked to be vigilant. Please notify the school if you find that your child has headlice. This information will be treated confidentially. Fliers will be sent home to all parents and carers to alert them of the need for extra care.

ILLNESS IN SCHOOL

There is no comfortable, quiet place for children to rest. Therefore, in cases where illness is suspected, parents are contacted by telephone. Sick children are cared for by a member of staff until their parents arrive. The cuts and grazes resulting from boisterous play at break times are dealt with by a member of staff with a First Aid Certificate. If a child sustains a knock to his/her head parents are always informed.

Children with stitches or plastered limbs will be allowed back to school at the discretion of the Headteacher. If a child has been vomiting or has diarrhoea they should remain at home for 24 hours after the symptoms have subsided.

TELEPHONE NUMBERS

In case of an emergency, a telephone number must be provided for every child. Please notify the school office of alterations to address, telephone number etc. Hospitals are unwilling to administer treatment if a parent is not present.

JEWELLERY

Earrings and any other form of jewellery must not be worn at school. Jewellery is easily lost, thus causing distress. More importantly, it can be a real danger to the wearer. This is particularly true of earrings. Studs may be worn if ears are pierced. These must be removed for all PE/sporting activities.

Recently pierced ears may have the earrings covered by micropore tape for P.E. providing the parent is willing to accept responsibility for any damage to the ears of their own child or to other children caused by the wearing of earrings. A letter should be sent to the Headteacher acknowledging this responsibility. The beginning of the summer break is the best time to have ears pierced so that they are properly healed by the start of the autumn term.

SCHOOL UNIFORM AND EQUIPMENT

Children are expected to wear school uniform as this promotes a business-like attitude to work. It also fosters a sense of belonging to the school community. Uniform with the school logo can be bought from Barnums in Herne Bay. School book bags can be bought from the school office.

All clothing and personal property must be clearly marked with the child's name.

GIRLS' UNIFORM

- a white shirt or polo shirt (preferably with the school logo)
- a grey skirt or trousers
- a school sweatshirt/ cardigan with logo
- suitable flat shoes in either brown or black (not open-toed)
- in summer, a red and white checked dress of suitable style or a school polo shirt and grey skirt

BOYS' UNIFORM

- a white shirt or polo shirt (preferably with the school logo)
- grey trousers
- a school sweatshirt
- suitable shoes in either brown or black (not open-toed)
- in summer, a school polo shirt and grey shorts may be worn.

Each child will require a team coloured tee shirt with the school logo, navy shorts and plimsolls for P.E./Games and a tracksuit for cold weather. Class 2 children may also need trainers and football boots. All P.E. kit must be kept in a named drawstring bag. Please avoid sending large bags and rucksacks to school as these present storage problems. **A suitable bag with the school logo is available from the school office.** Regular washing of P.E. kit is obviously desirable. During hot summer weather sun hats should be worn.

A named apron or large tee shirt is needed to protect children's clothing during Art/Craft and other practical activities.

Nail varnish should not be worn at school.

THE GOVERNING BODY for THE FEDERATION OF CHISLET CE AND HOATH PRIMARY SCHOOLS

The names of our present Governing Body are:

Mrs Georgina Glover	Chairman	LA Governor (Hoath)
Mrs Emma Emery	Vice Chair	Parent Governor (Hoath)
Rev Bob Coles		Foundation Governor Ex Officio
Mrs Sally Willins		Foundation Governor Diocesan C of E
Mr Anthony Sanders		Staff Governor (Chislet)
Mrs Peta Honey		Staff Governor (Hoath)
Mr Frank Guthrie		LA Governor (Chislet)
Mr Lyle Hazard		Community Governor (Chislet)
Mrs Kay Fulker		Community Governor (Hoath)
Mrs Susan Spratling		Parent Governor (Chislet)
Mrs Edwina Capitain		Parent Governor (Chislet)
Mr Tony Easter		Parent Governor (Chislet)
Mrs Sarah Parker		Parent Governor (Hoath)

Governors are like the school's Board of Directors. They make decisions about how the school is run. They meet at least once a term, and each governor serves for four years.

Governors are appointed to help:

- decide what is taught;
- set standards of behaviour;
- interview and select staff;
- decide how the budget is spent;
- set performance targets for the Headteacher.

School governors cannot act individually; they can only make joint decisions after discussion. The minutes of their meetings are available on request.

School Governors are:

- Parents
- Teachers
- Local Council Representatives
- Community Representatives

Parent Governors must have a child in the school at the time of election, and are elected by parents of the school.

HOME AND SCHOOL COMMUNICATIONS

We aim to develop a friendly yet professional working relationship between home and school. In line with the Government's directive to all schools, parents and carers are asked to join staff in signing a Home School Contract.

A report showing progress made and attainment against national standards is sent home each term. It is always possible to make an appointment to speak to class teachers. Consultation Days are held in the autumn and spring terms to enable parents to discuss their children's progress with the class teacher and, where necessary, the Headteacher. We hope that this will help to foster a relationship in which parents and teachers feel able to discuss, frankly, each child's progress.

Apart from consultations and invitations to special events, several newsletters are sent to parents each year and other letters whenever the need arises. **Please check your newsletters carefully.** Copies of each letter are posted in the large noticeboard at the front of the school and on the website.

The class teacher undertakes pastoral care for each child, with the Headteacher assuming overall responsibility for the welfare of children throughout the school.



Parents are most welcome to visit our school. Your child's education is helped if there is close co-operation between school and home. We encourage parents to contact us immediately if there is anything causing concern that may affect their child's education. Please call or ring the school to make an appointment to see your child's class teacher and/or the Headteacher.

PARENTAL INVOLVEMENT

The help and practical assistance received from parents and friends in such areas as fundraising, dramatic activities, the listening to reading and educational visits is greatly appreciated. All offers of help, which are so beneficial to the school community, will always be much appreciated. If providing transport, a current certificate of motor insurance must be provided. Any adult who is to work in school will be subject to a Criminal Records Bureau check.

PARENT and TEACHERS' ASSOCIATION (PTA)

All parents/guardians are members of the PTA for Hoath Primary School. Information about meetings and activities of the PTA is made available through newsletters and the school notice board. The PTA provides financial resources for the purchase of equipment. Social events, designed to build up relationships between parents, school and the local community are held throughout the year.

PUBLIC ACCESS TO DOCUMENTS AND INFORMATION

The following documents are available for your inspection in the school office.

- Kent's Statement of Curriculum Policy
- All statutory instruments, circulars and administrative memoranda concerning the curriculum which are sent to schools by the Department of Education and Employment
- The School Behaviour Policy
- Kent's procedure for dealing with complaints about the curriculum
- Kent's agreed Syllabus for R.E.

COMPLAINTS

The school's procedure for handling complaints is based on the Local Authority's model procedure.

Parental complaints or concerns should, in the first instance, be brought to the attention of the class teacher, or, where this is inappropriate, to the attention of the Headteacher. If the complaint is not resolved by the class teacher then the parent will need to talk with the Headteacher.

If the complaint cannot be resolved by the Headteacher then it should be submitted to the Clerk of the Governors who will acknowledge receipt of the complaint, arrange for it to be considered by the Governors, and inform the Local Authority that the matter is being dealt with according to the school's complaints procedure.

DISCLAIMER

The information given in this prospectus relates to the school year 2010/11 and was valid at the time of printing. It should not be assumed that there would not be any changes affecting either the arrangement generally described in this prospectus or in any particular part of them before the start of the school year or in subsequent years.

Any anticipated changes have been included as part of the text.