



**St. Mark's
Church of England Primary School**

Prospectus 2016/17



Headteacher: Mr R Dungate

St Mark's CEP School
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Welcome to St Mark's CEP Primary School

On behalf of all the children, staff and governors I would like to welcome you to the school.

As head teacher, my job is to ensure that we provide a good quality education for all of our children and to oversee the smooth running of the school on behalf of our *Governing Body*.

The Vicar of St Mark's is a member of the *Governing body*.

Our school's strong Christian ethos is fundamental to the life of the school and it permeates through everything that we do.

We are a voluntary controlled, Church of England Primary School maintaining very close links with the Parish Church of St Mark's and the school is administered by the school governors in liaison with the Diocese of Rochester and Kent County Council.

The staff of the school work extremely hard to provide a creative curriculum which challenges and stimulates the children.

There is also an extensive range of school clubs and inter-school competitions and there is a breakfast club starting at 7.45 am for those who need it.

The atmosphere is one of hard work, fun and enjoyment, with children and staff all happy to be at school.

We are all extremely proud of our school and we are always keen to meet any visitors who would like to come and know us better.

If you are interested in looking around our school, please contact me to arrange a time to do so.

Yours sincerely

Robin Dungate
Headteacher

OFSTED MAY 2013 - GOOD

Exceptionally well ledSignificant improvements in the quality of teaching Attainment has risen steadily Teachers plan lessons that are engaging Excellent teaching in Reception and KS1 Governing body fully involved Pupils are well behaved and have good attitudes to learning Parents and carers are supported and feel the school keeps their child safe Teaching Assistants are very good at supporting disabled pupils and those with special needs, they are well trained A strong sense of respect and fairness for all members of the school community, strongly supports pupils' spiritual, moral, social and cultural development Pupils who attend breakfast club get off to a good start in a safe environment

STATUTORY INSPECTION OF ANGLICAN AND METHODIST SCHOOLS (SIAMS)

OCTOBER 2014 - OUTSTANDING

- *The school has a very strong Christian ethos*
- *Collective Worship provides outstanding opportunities for spiritual development*
 - *RE lessons make an excellent contribution to the Christian character of the school*
- *Very strong partnerships with the local and wider community and especially with St. Mark's Church*
 - *Outstanding leadership at all levels*

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Mission and Vision

Our Mission

Our School promotes a positive ethos within a stimulating and enjoyable learning environment. It is founded on the Christian values of thankfulness, forgiveness, friendship, fellowship and trust in which personal responsibility, self-respect and respect for others are central to our children's growth. Every child is seen as a unique individual loved by God, is equally valued and is fully supported and encouraged to do their very best in everything they do.

Our Vision for the future

Our school is judged by all as outstanding.

The children in our school are flourishing, enjoying their learning and reaching their potential. In particular the vulnerable are achieving outstanding outcomes. Our children are well behaved, confident and comfortable with their peers and other people.

Our teachers are passionate and inspirational. They are delivering an excellent, well-rounded curriculum moulded around each individual child. They are committed to their own development as educators and specialists and they are fully supported to reach their potential by the school leaders and the governors.

Our school is well managed and progressive, with leadership encouraged at all levels. Our indoor and outdoor facilities and our resources support excellence in learning and teaching. Our process of governance is rigorous, efficient and effective.

Our school has a strong sense of family and community spirit, centred on Christian Values and our close relationship to St Mark's Church. Parents feel encouraged to participate fully in their children's journey through the school.

Our priorities over the next three years:

1. To achieve 'outstanding' in the next Ofsted Inspection.
2. To improve the outdoor environment including the development of a reflective space to provide further opportunities for spiritual development.
3. To retain and recruit outstanding teaching staff.

4. To achieve the Eco Schools Gold Award.

School Profile

Our school is an expanding school, we are moving from being a 'one-form' entry school to a 'two-form' entry school.

In September 2013 we had our first year of two form entry. These children are now in Year 3 and the 'two form' entry will continue until there are two forms in each year group.

An extensive building project was completed by September 2015 this ensures that there is an excellent provision for the future as these children progress through the school.

Many pupils come from the local area and a few from outside Tunbridge Wells. The full range of socio-economic backgrounds is represented.

More information can be obtained from:

The school website at <http://www.st-marks.kent.sch.uk>

This has information about the school, including a copy of the prospectus, photographs and the latest newsletters.

The OFSTED Report at <http://www.ofsted.gov.uk>

All schools are inspected by OFSTED approximately every four years. St Mark's was last inspected in May 2013 and a full copy of the report can be found on the web-site.

The Diocese of Rochester at <http://www.rochester.anglican.org>

St Mark's is a Controlled Church of England school and comes under the diocese of Rochester. They also inspect the schools. Information about all aspects of the Church's work in the diocese can be found on the web-site.

School Statistics

At regular intervals all schools in England are inspected by OFSTED to assess their performance. In addition all children are tested at age 7 and 11 and the results are published in national league tables. These statistics are designed to inform parents about the progress of the school and their children. The latest figures relevant to St. Mark's can be obtained at the end of this document or the OFSTED website. Should you have any queries or questions please approach the headteacher for an explanation.

Administrative Information

Strategic Director of Children, Families, and Education	Children, Families and Education Directorate Sessions House County Hall Maidstone Kent ME24 2XG Tel: (01622) 671411
Local Education Office	West Kent Area Education Office 17 Kings Hill Avenue Kings Hill West Malling Kent ME19 4UL Tel: (01732) 525104
Diocese of Rochester/ Director of Education	Mr Alex Tear Deanery Gate The Precinct Rochester Kent ME1 1SJ
Chair of the Governors Vice Chair	Mr D Hill Mr G Douglas
Ex-Officio Foundation Governors	Rev Dr Peter Sanlon Mr C Wright Mr P Buggs
Headteacher Governor Staff Governor	Mr R Dungate Mr Bird
Co-opted Governors	Mrs S Russell Mr A Dexter Mr G Douglas
Parent Governors	Ms J Johnson Mr J Moynihan
Associate Governors Clerk to the Governors	Mrs K White Mrs K White

Staff information

Below you will find a list of our school staff (as at September 2016). Where appropriate and possible we have pointed out which year group individual members of staff are assigned to. Please bear in mind, however, that many of our Learning Support staff work for more than one class.

Senior Leadership Team

Headteacher	Mr R Dungate
Deputy Headteacher	Mr S Bird
Assistant Headteacher/EYFS Leader/KS1 Leader	Mrs R Crane
KS2 Leader	Mr S Fenton
Business Manager	Mrs K White

EYFS Windsor	Mrs K Miles - (Mon - Wed)
	Mrs K Evans - (Thurs - Fri)
EYFS Camber	Mrs R Vale-Taylor
Year 1 Bodiam	Mrs C Lambert - (Mon - Tues)
	Mrs J Speight- (Wed - Fri)
Year 1 Arundel	Miss R. Porter
Year 2 Leeds	Mrs J Hart
Year 2 Pevensey	Mrs R Crane
Year 3 Lewes	Mrs A Kington
Year 3 Deal	Miss N Bennett
Year 4 Dover	Mrs L Hammond- (Mon - Wed)
	Miss J Watt- (Thurs - Fri)
Year 5 Hever	Mr A Renno
Year 6 Rochester	Mr S Fenton

School Administrator	Mrs L Smith
Special Needs Coordinator	Mr S Bird
Family Liaison Officer	Mrs L Wilmshurst (on maternity leave - Mr Dungate and Mr Bird covering)
Gifted & Talented Coordinator	Mr R Dungate
Teaching Assistants	Mrs D Atkinson

Mrs T Balcombe
Mrs Z Bridge
Mrs C Chapman
Mrs K Coleman
Mrs S Donoghue
Mrs T Donovan
Mrs E Fisher
Mrs L Hartfield
Mrs G Jenner
Mr D Laurence
Mrs J Lugg
Mrs F Moynihan
Mrs J Nelson
Mrs H Reynolds
Mrs K Savage

Midday Supervisors

Mrs D Atkinson
Mr P Azzopardi
Mrs C Chapman
Mrs S Donoghue
Mrs T Donovan
Miss E Fisher
Mrs G Jenner
Mrs K Savage

Site Manager

Mr P Azzopardi

Breakfast Club

Mrs S Donoghue
Mrs T Donovan

Procedures for contacting teachers

We pride ourselves on our reputation as being a friendly and approachable school. All our teachers are happy to answer your questions and welcome constructive feedback.

If you need to speak to your child's teacher, in addition to the formal parent consultations in October and March, please ask for an appointment via the office and they will try to see you as soon as possible. Many of our staff are also present in the playground at the beginning and end of the school day and welcome personal contact with parents; please bear in mind, however, that a

quick discussion in the playground is not the best forum to deal with complex and possibly confidential issues and problems.

Special Educational Needs

All children at our school are entitled to all elements of the curriculum and where children might experience difficulties we provide support and differentiation to enable them to reach their potential. Similarly, children who are very able are also supported to ensure that they make the progress of which they are capable. No children should stand out or be treated differently. Teachers and the Special Needs Co-ordinator assess the needs of children and plan accordingly in line with the schools SEN&D policy which is on the school website. The school employs Teaching Assistants to work with individuals or small groups of children, and advice and support from outside agencies is received by the school when needed. If you have concerns or questions regarding support for your child please contact the class teacher in the first instance.

The School Day

Class organisation

St Mark's consists of 11 mixed ability classes from Year Early Years through to Year 6 with children ranging from age 4 to 11.

Early Years, 1 and 2 (the 'Infants'/KS1) are situated in the Western end of the building and are each limited to 30 children per class from the appropriate age range.

Years 3 to 6 (the 'Juniors'/KS2), also have up to 30 children in each class and are situated in the Eastern end of our school.

Class organisation may be reviewed at the end of KS1.

At all ages pupils learn both from general class lessons, class group work at the appropriate level and individual work. In addition, we encourage shared learning time for larger mixed age groups by fostering project or themed weeks like dance week, art week, science week, etc, as well as whole school assemblies.

Curriculum Areas of Learning and Learning Times

At primary school teaching takes place in the core areas of English, Maths and Science, as well as the foundation subjects of RE, Art, PSHE, Geography, Computing, Design Technology, History, Music, Physical Education and

Health/Sex/Safety Education. A more detailed description of the teaching in each of those areas is set out in

- the Curriculum information on our website www.st-marks.kent.sch.uk , or can be obtained from <https://www.gov.uk/government/collections/national-curriculum> or <https://www.tsoshop.co.uk/> (Her Majesty's Stationery Office website)

Further information on the curriculum and a selection of websites offering educational support for parents can be found in the attached appendix.

At St. Mark's we teach both through subject-specific methods and through cross-curricular and integrated methods where appropriate. This can mean, for example, that in addition to learning our spellings and practising reading in English (subject specific) we will combine our writing skills and History knowledge by drafting a fictional diary entry in the life of a WWII evacuee (cross-curricular).

The children will normally follow a set timetable incorporating all curriculum areas but are designed to be flexible enough to cope with the weather (for example in the case of outdoor P.E), visitors in school or Theatre groups or other activities that teachers plan for their class.

Phonics

In Early Years and in KS1 we follow the phonics scheme 'Letters and Sounds' This is followed by 'No Nonsense Spelling'. Alongside this and in accordance with the New Curriculum, we follow progression documents in spelling, punctuation and grammar.

Religious Education

The Kent agreed syllabus for RE is used in conjunction with the Rochester Diocesan syllabus. It covers areas such as Scripture, Pilgrimage, Prayer, Belief, Festivals and Saints with reference to other major faiths as well as Christianity.

RE studies are extended into the local church of St Mark's through participation in services at Harvest and Christmas time. The children learn about the church building, its historical development and symbolism. Other local churches are studied from time to time and annually our year 6 children participate in the Diocesan Church Schools' Festival.

Parents have the right to withdraw their children from RE lessons, though they are expected to be in sympathy with the aims of a church school. Parents should be aware that we promote the belief that all children are equal whatever their religious background.

Collective Worship

St Mark's is a Church of England Voluntary Controlled Primary School. Our Collective Worship is based on Christian Values and in line with the Beliefs and Practices of the Church of England.

We hold a daily act of collective worship in our school. This forms part of each morning assembly.

Monday	Whole school Act of Worship led by a teacher
Tuesday	Whole school Act of Worship led by a teacher
Wednesday	Whole School Act of Worship led by the Headteacher and a Church Leader
Thursday	Choral Act of Worship for Years 1-6 led by a teacher
Friday	Whole School Celebration Act of Worship led by the School Council

Assessment and Reporting

Continual assessment: Pupil progress meetings are held with teachers and Senior leaders every term for every child.

Statutory SATs Tests and teacher assessment at the end of Key Stage 2 (Year 6) in Maths, English, Spelling, Punctuation and Grammar (SPAG).
Statutory moderation of writing.

Statutory Teacher Assessment in Science at the end of Key Stage 2 (Year 6)

Statutory Teacher Assessment in Maths, English and Science at the end of Key Stage 1 (Year 2).

Statutory Test in Phonics at the end of Year 1

Teacher Assessment in years 1, 3, 4 and 5 in Maths, English and SPAG.

Reporting for Foundation Early Years, KS1 & KS2

Consultations take place in October and March and reports are sent out June/July.

Procedure for Entry to Secondary Education (PESE)

For those pupils seeking places at Grammar School, the selection procedure takes place in September.

School Hours

St Mark's school hours are as follows:

Infants (Early Years, 1 and 2): 08.55 - 15.05

Morning Break: 10:30 - 10:45

Lunchtime Break: 11:55 - 12:55

Afternoon Break: 14.00 - 14.10

Juniors (Years 3, 4, 5 and 6): 08.55 - 15:15

Morning Break: 10:30 - 10:45

Lunchtime Break: 11:55 - 12:55

Please ensure that children arrive at school **punctually** for 8:55 a.m., but not before 8:45 am, as the school does not assume responsibility until that time. In case of bad weather we endeavour to open the doors at 8:45 to allow children into the building.

At the end of the day **please be on time** and wait in the relevant part of the school's playground to collect your child. If you are going to be late please phone the school office to notify the school and we will hold your child at the office until your arrival. Children in the Infants will only be released by staff into the care of their parents/carers. If you require your child to be picked up by anybody else (childminders, grandparents, play dates etc) please let the school know **in writing** as otherwise we may not be able to let the children go home without authorisation from you first.

From Year 5 onwards children can make their own way home if you, and we, feel that they are responsible enough to do so. If you wish your child to walk home by him/herself it is important that you write a note to the headteacher to this effect. Without the note I am afraid we cannot let children leave the school premises without an accompanying adult.

Within term time the school will be closed for five additional days a year due to staff training commitments. We will give you ample notice of those days to enable you to make child-care provisions as necessary.

Terms and Diary Dates for the academic year 2016/17

Term 1	05/09/16- 21/10/16
Term 2	31/10/16 - 21/12/16
Term 3	03/01/17 - 10/02/17
Term 4	20/02/17 - 31/03/17
Term 5	18/04/17 - 26/05/17
Term 6	05/06/17 - 21/07/17

Inset Days (5)

5 th September 2016	17 th October 2016	3 rd January 2017
18 th April 2017	21 st July 2017	

School closure due to extreme weather

Here's hoping we will have a mild winter but if not and the school is forced to close as a result of bad weather please listen to the following radio stations KMFM 96.2/101.6 FM, BBC Radio Kent 96.7/104.2 FM and Heart FM 103.1/102.8FM. We will publish closures on the website. The school phone will also be manned, during the morning from 8:30 am on all days.

If the school has to close in the course of a school day we will attempt to contact you or your nominated emergency contact directly to inform you. Please ensure to complete the relevant emergency contact form when we ask you to update your contact details or if they change in the course of a school year so that we have current contact numbers.

If the site has to be evacuated in extreme circumstances all children will be sheltered at Broadwater School and will have to be collected from there.

Extra-Curricular Activities/Clubs

Many of our teaching staff dedicate their time to offering extracurricular activities after school or during lunchtimes. In addition, we invite selected companies to offer after-school activities on a charged basis. Children are encouraged to participate in those activities and generally join at the beginning of each academic year, or, in selected cases, at the beginning of a new term. Booking forms are sent out at the relevant times via the children. Clubs generally start during the first full week of term and finish during the last full week of term. When signing up your child for an activity please **remember that attending a club is a commitment to come every week, unless there are unavoidable circumstances.**

We run a variety of clubs including sporting activities (football, netball, etc), musical (choir, etc) as well as art club and dance. A full list will be available shortly after the beginning of terms 1, 3 and 5 and are published in the newsletter and on the school web-site.

Parent Helpers

At St. Mark's we really appreciate help from parents in both academic and non-academic areas. We have a regular team of volunteers who help our pupils with such diverse things as reading, cooking, art, PE events and ICT. If you are interested in helping at the school please contact your child's class teacher or the school office in the first instance. All parent helpers have to undertake a full DBS check.

Absence due to illness

If your child is ill and will be absent from school please phone the school office on the first day of absence before 9.00 am and you may be asked to provide a written note of explanation or a doctor's certificate, to be given to the class teacher on their return. Absences may also be emailed to office@st-marks.kent.sch.uk

Should you child be absent due to sickness and/or diarrhoea, there must be 48 hours since the last episode before your child can return to school.

Infectious diseases

If you think the disease is contagious or infectious please notify the school immediately. This will enable us to notify the relevant government bodies if necessary. Depending on the illness we may ask you to provide a doctor's note stating that your child is no longer contagious before they can return to school.

In general, please do not send children to school unless they are fully recovered to avoid relapses and spreading of any diseases.

Medicines in School

Sometimes it is unavoidable that pupils have to take medicines during school hours. This can be a long-term arrangement, for example in the case of asthma inhalers, or a short term necessity, for example in the case of antibiotics for short-term infections.

Our school office is happy to help administer these medicines providing the following information and authorisation has been received from the guardian/parent:

- Written authorisation by the parent that the medication can be administered by the school office - forms are available from the school office.
- written instruction as to the exact administration procedure and dosage
- medicines are provided in their original container, clearly labelled with the child's name and dosage instructions
- medicines need to be delivered to the school office by the parent, not the pupil

Leave of Absence in term time

Absences from school for reasons other than illness should be rare and avoided. Requests for leave of absence will not be authorised unless for exceptional circumstances.

For obvious reasons leave of absence in term time should be avoided at all costs. Time away during the teaching term represents a considerable loss of valuable time for teaching and learning. Where a leave of absence in term time is unavoidable prior permission must be sought from the headteacher by completing a leave of absence request form, obtainable from the office well before any dates are arranged. The school reserves the right to refuse leave of absence requests in individual cases. Please ensure that all notifications of absence are worded formally as requests.

We support the issuing of Fixed Penalty Notices for unauthorised leave of absence taken during term time. This would mean a fine of £120.00 per child per parent. If it is paid within 28 days the amount will be reduced to £60.

For further information please refer to the Attendance Policy on the school website

Co-operation between school, parents and pupils – the Home-School-Agreement

At St. Mark's we see our relationship with parents and pupils as working in a team with responsibilities and rights allocated to all 3 parties involved. We strongly believe that only if we all endeavour to fulfil our side of the bargain can we create a happy, safe and productive learning environment. To remind ourselves of our share of the responsibilities we have drawn up a Home-School Agreement which we all sign when your child first starts at St. Mark's. A copy of our Home-School-Agreement can be found on the school website.

Anti-bullying guidelines

At St Mark's Primary School we foster a happy, caring and supportive environment where all should feel safe. However, we recognise that on occasions individual children can suffer from the negative actions of other children.

St Mark's Primary School will not tolerate bullying and all incidents will be taken very seriously and handled with sensitivity, consistency and confidence.

What is bullying?

Bullying is an insidious social problem that can be found in many occupations and areas of life. It involves individuals and groups over a sustained period of time. At St Mark's we consider that there is a range of behaviour constitutes bullying including:

Physical: pushing, kicking, hitting, pinching, threats, any form of violence.

Verbal: name calling, sarcasm, spreading rumours, persistent teasing.

Emotional: tormenting, threatening ridicule, humiliation, exclusion from groups or activities.

Racist: racial taunts, graffiti, gestures.

Sexual: unwanted physical contact, abusive comments

Differences: family lifestyles, sexual orientation

It is the responsibility of everyone involved in the school to be aware of the possibility of bullying in the school. The staff, including non-teaching staff, pupils, parents and governors all help to encourage co-operative behaviour.

Any member of staff or class teachers will take direct action when incidents of bullying are reported, supported by the Deputy Headteacher and the Headteacher as in the school discipline policy.

Prevention is the most important aspect of the school's approach to bullying. This is achieved through a range of approaches which include rewarding good behaviour, teaching about relationships in lessons and assemblies, and educational visits from the police.

More details can be found in our school Anti-Bullying policy which is available from the school office and on our website.

School Uniform

At St Mark's we take pride in how our pupils present themselves and have a practical and simple uniform for all children. Basic items like trousers, skirts, summer dresses and gold polo-shirts can be purchased in any retail outlet as long as they conform to the general uniform guidelines. School-specific items (sweaters, cardigans, school polo-shirts, PE shirts, book bags and PE Bags) can be purchased from the school office.

School uniform requirements

BOYS' UNIFORM

- Winter: Mid-grey trousers, Gold Polo Shirt*
School sweatshirt/Cardigan with school emblem*
Grey or Black Socks
- Summer: Mid-grey shorts, Gold Polo Shirt*
School sweatshirt/cardigan with school emblem*
Grey or Black Socks
- PE Kit: Black shorts
Gold T-shirt with school emblem*
Bare feet/plimsolls (trainers may be worn for outdoor activities)

GIRLS' UNIFORM

- Winter: Mid-grey skirt/pinafore *or* grey trousers, Gold Polo Shirt*
School sweatshirt/cardigan with school emblem*
Grey or Black Socks or Tights
- Summer: Yellow and white checked summer dress
School sweatshirt/cardigan with school emblem*
White socks
- PE Kit: Black shorts
Gold T-shirt with school emblem*
Bare feet/plimsolls for indoor and trainers for outdoor activities
- Coat: Waterproof, in a dark colour
- Shoes: Black - no boots, trainers, high heels or open-toed sandals.

Summer Uniform may be worn during the Summer Term and for the first half of the Autumn Term, weather permitting.

*Please note that all items marked with an asterisk may be purchased from the school office. There is a uniform order form on the school website.

Labelling of uniform items

Please ensure that all items of your child's school uniform are clearly labelled. Inevitably in the course of a school term items get lost or mixed up and we can avoid hours of fruitless searching by having clearly named clothes.

Special labelling pens or, generic or customised labels can be purchased in a number of retail outlets or ordered from the internet.

Jewellery, Make-up and Valuables

It is our school policy to discourage children from wearing jewellery during school hours. The exception is small stud earrings for children with pierced ears. However, for health and safety reasons, even these need to be taped up during PE lessons. If your child is wearing stud earrings please provide him/her with his/her own, clearly labelled roll of tape available from pharmacies or Boots. Earrings must be removed for swimming.

Children are not allowed to wear any form of make-up including facial make-up, nail varnishes and perfumes. We seek parental co-operation in maintaining natural colours for hair and hairstyles. Styles containing beads or braids are acceptable where it is appropriate to hair types or cultural reasons. No extraordinary non-conventional styles. Patterns including Mohicans, shaved patterns, tram lines, fringes that fall over the eyes, slogans or motifs are unacceptable. Shoulder length hair must be tied back in plain, simple hair bands (black, brown or yellow) only. If in doubt please ask a member of the Senior Management Team.

Children should not bring any valuables into school as there is a high risk of loss or damage. It is up to the discretion of the teachers to confiscate those items until the end of the school day.

If any Year 6 pupils have written permission from their parents to walk home, by themselves, after school they may bring in a phone to be left at the School Office during the school day.

Healthy Schools policy

St Mark's is a 'Healthy School'

Being a Healthy School is about more than just ensuring that we eat well. We are committed to the physical, mental and emotional health of all our pupils as well as keeping them active and eating healthily. We have looked at how we can best support children with their learning, their relationships and how they can

take responsibility and have a real say in the decision making process and the running of their school.

We are therefore working towards ensuring that all our children are healthy in body, mind and spirit.

Breakfast Club

Our school offers a Breakfast Club from 07:45 until 08:55 during term time. Children can attend as many days per week as they wish. Places should be booked in advance, but there may be some availability on a day to day basis. We offer children a healthy breakfast option including cereals, milk, fruit juices, toast and various spreads, as well as fresh fruit. The cost of the club is £3.00 per day.

Further details can be obtained from the school office or by contacting Toni Donovan on 07398 687686.

Mid-morning snacks

During their morning playtime all children are allowed to consume a healthy snack consisting of fruit, vegetables or dried fruit and a drink. Under the Government's healthy school policy we offer the Infants a different piece of fruit or vegetable every day should they wish so.

In addition, under 5s are entitled to free milk, should they wish to take up this option. This scheme is operated through Coolmilk www.coolmilk.com should you wish your child to benefit from this scheme please register on line. Over 5s have the option of purchasing milk from the provider which may also be booked on line. There are a limited number of forms in the office.

Lunchtime

To facilitate the smooth running of the lunch hour we group the children to eat with their Infant or Junior peers respectively. Infants generally use the lunch hall from 11.55 until 12.25, followed by playtime. Juniors generally enjoy outside play first and finish off with their lunch between 12.25 and 12.55.

Regardless of their age, children at St. Mark's have the opportunity to choose between bringing their own packed lunch and purchasing a healthy cooked meal from the school's caterers.

Lunchboxes

In the case of packed lunchboxes we would encourage parents to pack a healthy, balanced lunch for their children including protein, carbohydrates and fruit. It should be packed in a clearly labelled, non-breakable container or bag. A non-fizzy drink in an unbreakable container should accompany the lunch but water is also available to all children in the dining hall.

We have a NO NUTS policy within the school, so please do not include any in your child's lunch. This includes peanut butter.

Whilst we strongly encourage a healthy, balanced lunchbox, we do understand that parents sometimes wish to include special items in the lunchbox (e.g. chocolate biscuit or small bag of crisps) which their children like. We think these are acceptable as part of a healthy, mixed diet but do encourage you to keep them to an absolute minimum.

School meals

Caterlink, our school caterers, provide a healthy, nutritious cooked meal every lunchtime. Updated price lists and menus are usually available from the school office and their website.

All payments for cooked meals must be made in advance. (Caterlink reserve the right to refuse to provide a meal for a child where there is an outstanding debt). The cost of a meal from September 2016 will be £2.10 per day. Payment can be made by cheque, (payable to Caterlink Ltd) or cash at the school office.

All children in EYS, Year 1 and Year 2 are entitled to free school meals under the Government Universal School Meals Initiative. To avoid waste, we ask that parents advise us if their child will not be participating in this scheme.

Family liaison support

At St Mark's we recognise that some children and their families will, from time to time, have additional needs which impact on their lives. We have a Family Liaison Officer who works in our school called Libby Wilmshurst. Libby is available to anyone (children or their families) to talk to in confidence on a wide range of issues from parenting advice, debt, transport, housing issues and relationship problems. She can offer free and independent advice.

Libby works at the school on Monday and Thursday and can be contacted through the School office or on her work phone 07549 980841 (Mon/Tues/Thurs/Fri).

Complaints

If you have any concerns or comments about any aspect of your child's schooling please contact your child's teacher in the first instance. Problems which are tackled early are often the easiest to solve.

If you still have concerns then please contact the headteacher, Mr Dungate, either by telephone on 01892 525402 or by e-mail at headteacher@st-marks.kent.sch.uk who will be happy to talk with you.

If we are still unable to resolve your concerns then the Chair of Governors, Mr David Hill, can be contacted on 01892 525402 or by writing to the school.

PTA

Who are we and what do we do?

The PTA is an organisation of parents and staff whose role is to encourage closer links between home and school. Everyone at St Mark's is a member of the PTA. Our main purpose is to fundraise and organise social events. Fundraising events provide an opportunity for parents, staff and pupils to get together in a more relaxed setting.

Funds raised are intended to provide 'extras' not already provided by the school's main income. We try to provide 'fun things' that make learning more interesting and exciting or to help towards costs of outings to give the children experiences they might not otherwise have. Our aim is to enhance the education and school life of all the children who attend our school.

2015/16 was another successful fundraising year for us, raising nearly £8,800. Last year the PTA provided funding for:

- The new Outdoor Classroom, which was opened in this school year
- Equipment and upkeep expenses for the school chickens and rabbits
- Book purchases in KS1 and KS2, including support for the KS2 Book Club
- Safety in Action initiative for Year 6 pupils
- Coach travel for the choir to attend the Young Voices event at the O2
- Year 6 Topic Visitor
- Year 6 Leavers' BBQ
- Christmas crackers for the children's festive lunch

In 2016/17 we are supporting the school in refurbishing its book corners, updating reading resources throughout the school and promoting a love of reading. We are also looking to support improvements to the junior playground.

How can I be involved?

With our ambitious new projects underway, the PTA can always do with more help! PTA meetings are held roughly once per term, usually at school and are announced via the PTA newsletter or notice boards. There are lots of different ways you can help the PTA, whether you have lots of time or not. Some roles are time-consuming although also rewarding. If you cannot commit to a big job, look out for things you can do less frequently e.g. running a stall at the Summer Fair or baking for a cake sale. We have introduced class reps to help ensure better communication between the PTA and the parents in each class, with many classes now using a closed Facebook group to keep updated on PTA news. Also, perhaps the Company you work for offers a match funding scheme? Lots of big companies like Boots, Sainsbury's, banks etc will match the effort you make by volunteering with a cash award. Last year, a mum manned a stall at the Summer Fair and raised £500 from Boots, her employer. And, finally, you can always support the PTA events by simply turning up to events!

For more info on getting involved please contact Kim Sheppard, our Secretary, on the PTA e-mail address secretarytn4@gmail.com.

Appendices

School Statistics and Educational Results July 2016

Total number of pupils (including part-time pupils)	252
Pupils with Additional Education Needs	9.5%

EYFS

Good Level of Development: 67.3% submitted 24th June 69.3% as at end of year.
(National Average 2016: 69.3% Kent Average 2016: 74.8%)

Year 1 Phonics Result 2016

61.4% of children achieved above the threshold score of 32 (2016 National = 80.6%)

Year 2 Phonics Re-takes Result 2016

73.3% of children achieved above the threshold score of 32 (2016 National = 66.7%)

End of Key Stage 1 as % (2016 National/Kent in brackets)

	Reading	Writing	Maths
Below Program of Study	7	7	5
Working towards Expected	13	5	11
Working at Expected	51	64	58
Working in Greater Depth	28	28	24
Working at Expected Plus	79 (74/78)	86 (66/71)	82 (73/78)

End of Key Stage 2 as % (2016 National/Kent in brackets)

New Key Stage 2 assessments in 2016 – message from DfE July 6th 2016

The 2016 key stage 2 assessments are the first which assess the new, more challenging national curriculum which was introduced in 2014. New tests and interim frameworks for teacher assessment have been introduced to reflect the revised curriculum. Results are no longer reported as levels, and each pupil will now receive their test results as a scaled score and teacher assessments based on the standards in the interim framework.

Because of the changes set out above, figures for 2016 are not comparable to those for earlier years. The expectations for pupils at the end of key stage 2 have been raised. Given the differences in the curriculum and assessments, levels are not comparable with scaled scores or teacher assessment outcomes.

Attainment

	Reading	Writing	Maths	SPaG
Working at Expected Plus	52% (66/69)	86% (74/80)	28% (70/71)	38% (72/73)

Expected in Reading, Writing and Maths combined: **28%** (53/58)

Progress

Reading progress score 2.1 National Average = 0 (Floor = -5) Top 25% of schools nationally
 Writing progress score 3.6 National Average = 0 (Floor = -7) Top 5% of schools nationally
 Maths progress score -1.4 National Average = 0 (Floor = -5) Bottom 40% of schools nationally

School Statistics and Education Results July 2015

Total number of pupils (including part-time pupils) 230
 Pupils with Additional Education Needs (including Statements) 32

Year 1 Phonics Result 2015

77% of children achieved above the threshold score of 32
 (2015 National = 77%)

End of Key Stage 1 as % (2016 National average in brackets)

	Maths	Writing	Reading
Level 2+	90% (90%)	79% (80%)	90% (90%)
Level 2b+	72% (82%)	66% (72%)	76% (82%)
Level 3	21% (26%)	14% (18%)	31% (32%)

Percentage SEN: 13.3%

End of Key Stage 2 as % (2016 National Average in brackets)

Children are expected to progress by two levels over KS2

	National Average 2015	We achieved
Two levels in progress in Writing	94%	100%
Two levels in progress in Reading	91%	96%
Two levels in progress in Maths	90%	100%

The national expectation is for pupils to attain Level 4 by the end of KS2

	Maths		Writing		Reading		Spelling, Punctuation and Grammar	
Level 4+	83%	(87%)	83%	(87%)	79%	(89%)	76%	(80%)
Level 5+	31%	(42%)	14%	(36%)	38	(48%)	28%	(56%)
Level 6	3.4%	(9%)						

Percentage SEN: 17.2%

Level 4+ in Reading, Writing and Maths combined: 79% (80%)

Joint 1st of 30 nearest schools for Writing progress

Joint 1st of 30 nearest schools in Maths progress

3rd of 30 nearest schools in Reading progress

School Statistics and Educational Results July 2014

Total number of pupils (including part-time pupils) 209

EYFS

Good Level of Development: 60% Awarded Expected or Exceeding grade in all Prime and all Literacy and Mathematics. The Kent Average score 2014 is 69%

Year 1 Phonics Result 2014

71% of children achieved above the threshold score of 32 (2014 Kent = 74%)

End of Key Stage 1 as % (2014 National average in brackets)

	Maths	Writing	Reading
Level 2+	89 (91)	82 (85)	86 (89)
Level 2b+	68 (80)	68 (70)	64 (81)
Level 3	21 (24)	4 (16)	25 (30)

Percentage SEN: 14%

End of Key Stage 2 as % (2014 National average in brackets)

	Maths	Writing	Reading	SPaG
Level 4+	92 (86)	92 (85)	88 (89)	84 (76)
Level 5+	40 (42)	32 (33)	48 (50)	48 (52)
Level 6	8 (8)	4 (2)	0 (0)	8 (4)

Percentage SEN : 16%

Children are expected to progress by two levels over KS2

	We achieved	National Average
2014		
Two levels of progress in Writing	100%	92%
Two levels of progress in Reading	92%	88%
Two levels of progress in Maths	92%	88%
Level 4+ in Reading, Writing and Maths combined:	84%	79%

St Mark's came 8th out of 32 Tunbridge Wells District Schools with their attainments in the national end-of-KS2 Maths and Science Test and 8th in writing progress. Joint top with seven other schools.

Curriculum Support and Educational Websites

www.parentlink.co.uk

www.bbc.co.uk/schools/parents/work/primary/literacy/writing_help.shtm

www.education.gov.uk

www.@school.co.uk

www.parentscentre.gov.uk/discover

www.kidsource.com/kidsource/content2/how_involved.html

www.kidsonthenet.com

www.nelsonthornes.co.uk

www.bbc.co.uk/education

www.bbc.co.uk/schools/spellits

www.netrover.com/kingskids

www.sebastianswan.org.uk

www.activity.co.uk

www.ucalgary.ca/dkbrown/indes.html