



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

### Prospectus 2017/18



Headteacher: Mr S Bird

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.

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

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.

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

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 (fee payable) 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

Simon Bird  
Headteacher

## **OFSTED JANUARY 2017 – GOOD**

### **This school continues to be good.**

Pupils were seen enthusiastically discussing their work. They could describe what they were learning and the targets they had been set to improve their work. They had time to reflect on their learning, to respond to advice given to

Safeguarding is a strength in the school. The leadership team has ensured that all safeguarding arrangements are fit for purpose and records are detailed and of high quality. All school policies and practices support the culture of safety. Any pupils who need particular support receive it in a timely way.

Pupils feel safe and are taught to stay safe. They speak eloquently of the happy and safe environment in which they learn. They feel a sense of responsibility to care for others and to make sure that they are not discriminated against or left out. Some pupils take responsibility for the care of younger pupils in their role as school buddies. Pupils behave well, both in classrooms and around the school. They enjoy the lunchtime sporting activities which allow pupils of different ages to play together. They are confident that adults look after them and respond to any concerns or worries they may have.

Parents describe the school as a 'lovely, safe and caring' environment where their children are happy and confident. Clear values, such as kindness and respect for each other, alongside their normal education, were described as wonderful.

## **SIAMS – OCTOBER 2014 – OUTSTANDING**

(STATUTORY INSPECTION OF ANGLICAN AND METHODIST SCHOOLS)

- 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**

That 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 with 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 address the recommendations from the Ofsted Inspection in January 2017 & to be judged as outstanding
2. To improve the outdoor environment to provide further opportunities for
  - a) Spiritual Development and
  - b) Forest Schools
3. To retain and recruit outstanding teaching staff.
4. To achieve the Eco Schools Green Flag 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 4 and the 'two form' entry will continue until there are two forms in each year group.

An extensive building project was completed in 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, newsletters and children's work.

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 on 24<sup>th</sup> January 2017 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 from the school office 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 Directorate  
Children, Families, and Education 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 Post vacant  
Deanery Gate  
The Precinct  
Rochester  
Kent ME1 1SJ

### **Governing Body**

Chairman of the Governors	Mr David Hill (LA Governor)
Vice Chairman	Mr Glenn Douglas (Co-Opted Governor)
Church Foundation Governors	Rev Dr Peter Sanlon Mr Laurent Repond Mrs Krista Jarrett
Parent Governors	Ms Jamie Johnson Mrs Lynne Doran
Co-Opted Governors	Mr John Moynihan Mrs Sarah Russell Mr James Gambrill
Staff Governor	Mr Sam Fenton
Headteacher	Mr Simon Bird
Clerk to the Governors	Mrs Kate White

## **Staff information**

Below you will find a list of our current school staff (as at January 2018). 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 S Bird
Deputy Headteacher	Mrs R Crane
Assistant Headteacher	Mr S Fenton
School Business Manager	Mrs K White

### Teaching Staff

EYFS Camber	Mrs K Mile/Mrs K Evans
EYFS Windsor	Mrs R Vale-Taylor
Yr1 Arundel	Miss Porter
Yr1 Bodiam	Mrs L Rule (Mon – Weds)
	Mrs J Speight (Thurs/Fri)
Yr2 Leeds	Mrs S Eldrett (Mon- Tues)
	Mrs A Kington (Weds- Fri)
Yr 2 Pevensey	Mrs R Crane (Mon/Tues/Fri)
	Mrs S Eldrett (Weds/Thurs)
Yr3 Deal	Miss N Bennett
Yr3 Lewes	Mrs R Haynes
Yr4 Dover	Mrs A Bert
Yr4 Farnham	Mr J Barringer
Yr5 Hever	Mrs L Hammond (Mon- Weds)
	Mrs L White (Thurs- Fri)
Yr6 Rochester	Mr S Fenton

Office Administrators	Mrs L Smith & Mrs K Bennett
Welfare Officer and DSL	Mrs L Smith

SENCO	Mrs R Crane
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Teaching Assistants	Mrs D Atkinson
	Mrs T Balcombe
	Mrs C Chapman
	Mrs K Coleman
	Mrs S Donoghue
	Mrs T Donovan
	Miss E Fisher
	Mrs L Hartfield
	Mrs G Jenner



Mr D Laurence  
Mrs J Lugg  
Mrs F Moynihan  
Mrs J Nelson  
Mrs H Reynolds  
Mrs S Ricketts  
Mrs S Russell  
Mrs N Tilstone  
Mrs K Savage

**Midday Supervisors**

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

**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 drop them a note via your child's contact book and they will try to see you after school as soon as possible. Many of our staff are also present on 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. 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 12 mixed ability classes from Early Years Foundation Stage (EYFS) through to Year 6 with children ranging from age 4 to 11. All year groups are limited to 30 children.

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 level teaching takes place in the core areas of English, Maths, Science, ICT, and Religious Education, as well as the foundation subjects of Science, Art, PSHE, Geography, 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](http://www.st-marks.kent.sch.uk)
- <https://www.gov.uk/national-curriculum>

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. 'Sounds-Write'. 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 in Rochester Cathedral.

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	Whole School Choral Act of Worship, or classroom assembly
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 Science.

### **Parent Teacher Consultations**

Consultations take place in October and March for KS1 and KS2, EYFS hold their first parents evening in November.

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

**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 8:45am, 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 complete a permission form, which you can obtain from the school office. This will need to be completed annually. Without the form 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 children for the academic year 2017/18

Term 1	5 <sup>th</sup> September 2017	-	20 <sup>th</sup> October 2017
Term 2	30 <sup>th</sup> October 2017	-	20 <sup>th</sup> December 2017
Term 3	5 <sup>th</sup> January 2018	-	9 <sup>th</sup> February 2018
Term 4	19 <sup>th</sup> February 2018	-	29 <sup>th</sup> March 2018
Term 5	16 <sup>th</sup> April 2018	-	25 <sup>th</sup> May 2018
Term 6	5 <sup>th</sup> June 2018	-	20 <sup>th</sup> July 2018

5 Inset days      4<sup>th</sup> September 2017, 4<sup>th</sup> January, 4<sup>th</sup> June, 23<sup>rd</sup> and 24<sup>th</sup> July 2018.

### 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 a computer club, 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 will 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. 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](mailto:office@st-marks.kent.sch.uk)

Should your 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.

### **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 therefore recommended a practical and simple uniform for all children. Basic items like trousers, skirts, summer dresses and yellow 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, and PE shirts) 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, Yellow Polo Shirt\*  
School sweatshirt/cardigan with school emblem\*  
Grey or Black Socks
- PE Kit: Black shorts  
Gold T-shirt with school emblem\*, Black plimsolls

#### **GIRLS' UNIFORM**

- Winter: Mid-grey skirt *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\*  
Black plimsolls
- Coat: Waterproof, preferably blue or black with reflective strips.
- 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 those need to be taped up or removed 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 Leadership Team.

Children should not bring any valuables, particularly electronic games and phones, 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 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. All children are encouraged to 'run a mile' within their school day. 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, but places need to be pre-booked (with at least one week's notice). 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 £2.80 per day.

Further details can be obtained from the school office.

## **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](http://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.

Please refrain from providing your child with nut products as there is a high risk of serious allergic reactions if other susceptible children accidentally come into contact with contaminated products in the dining hall.

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.

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 2017 will be £2.10 per day. Payments must be made online, through the Caterlink online payment system. No cash can be accepted at the school office.

All children in EYFS, Year 1 and 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.

## **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 Bird, either by telephone on 01892 525402 or by e-mail at [headteacher@st-marks.kent.sch.uk](mailto: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 the cost 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.

2016/17 was another successful fundraising year for us, raising just over £14,500. During the year the PTA provided funding for:

- Equipment and upkeep expenses for the school chickens and rabbits

- Book purchases in KS1 and KS2, including support for the KS2 Book Club and a new set of dictionaries and thesaruses for the new Year 4 class
- Subscription to the 'The Week Junior'
- Safety in Action initiative for Year 6 pupils
- Coach travel for the choir to attend the Young Voices event
- Coach travel for other educational visits across both KS1 and KS2
- Rhyming Rockets performance for Early Years and KS1
- Grammar signs for the KS2 playground
- Year 6 Leavers' BBQ
- Christmas crackers for the children's festive lunch

## Appendices

### School Statistics and Educational Results July 2017

(School figures in bold and National Average in brackets)

Total number of pupils: 284

Pupils with Additional Education Needs: 8.6%

### EYFS Attainment 2017

Good Level of Development: **77%** (71%)

### Year 1 Phonics Attainment 2017

Children achieving above the threshold score of 32: **76%** (81%)

### Year 2 Phonics Re-takes Attainment 2017

Children achieving above the threshold score of 32: **82%** (62%)

### End of Key Stage 1 as %

	Reading	Writing	Maths
<b>Working at Expected Plus</b>	<b>75</b> (76)	<b>56</b> (68)	<b>73</b> (75)
Of which working in greater depth	<b>19</b> (25)	<b>8</b> (16)	<b>2</b> (21)

### End of Key Stage 2 as %

#### Attainment

	Reading	Writing	Maths	SPaG
<b>Working at Expected Plus</b>	<b>65</b> (71)	<b>81</b> (76)	<b>73</b> (75)	<b>73</b> (77)
Of which working in greater depth	<b>27</b> (24)	<b>19</b> (18)	<b>35</b> (22)	<b>38</b> (31)

Expected in Reading, Writing and Maths attainment combined:

**65%** (61)

Working at greater depth in Reading, Writing and Maths attainment combined:

**15%** (9)

Average scaled score Reading: **102** (104)

Average scaled score SPaG: **105** (106)

Average scaled score Maths: **104** (104)

### Progress (awaited)

Reading progress score: 0.4 National Average = (Floor = -2.0) % of schools nationally

Writing progress score: 1.9 National Average = (Floor = -0.5) % of schools nationally

Maths progress score: 1.5 National Average = (Floor = -0.7) % of schools nationally

## **School Statistics and Education 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 24<sup>th</sup> 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)**

	Maths	Writing	Reading
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
<b>Working at Expected Plus</b>	<b>79 (74/78)</b>	<b>86 (66/71)</b>	<b>82 (73/78)</b>

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

#### **New Key Stage assessments in 2016 – message from DfE July 6<sup>th</sup>**

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**

	Maths	Writing	Reading
<b>Working at expected plus</b>	<b>52% (66/69)</b>	<b>86% (74/80)</b>	<b>82 (73/78)</b>

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 % (2015 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 % (2015 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	
<b>Level 4+</b>	83%	(87%)	83%	(87%)	79%	(89%)	76%	(80%)
<b>Level 5+</b>	31%	(42%)	14%	(36%)	38	(48%)	28%	(56%)
<b>Level 6</b>	3.4%	(9%)						

Percentage SEN: 17.2%

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

Joint 1<sup>st</sup> of 30 nearest schools for Writing progress

Joint 1<sup>st</sup> of 30 nearest schools in Maths progress

3<sup>rd</sup> of 30 nearest schools in Reading progress

## **Curriculum Support and Educational Websites**

[www.bbc.co.uk/schools/parents/work/primary/literacy/writing\\_help.shtm](http://www.bbc.co.uk/schools/parents/work/primary/literacy/writing_help.shtm)

[www.education.gov.uk](http://www.education.gov.uk)

[www.@school.co.uk](http://www.@school.co.uk)

[www.kidsonthenet.com](http://www.kidsonthenet.com)

[www.nelsonthornes.co.uk](http://www.nelsonthornes.co.uk)

[www.bbc.co.uk/education](http://www.bbc.co.uk/education)

[www.bbc.co.uk/schools/spellits](http://www.bbc.co.uk/schools/spellits)