

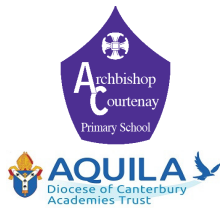


ARCHBISHOP COURTENAY PRIMARY SCHOOL INFORMATION FOR FAMILIES



Archbishop Courtenay Church of England Primary School
Eccleston Road, Tovil, Maidstone, Kent ME15 6QN
Tel 01622 754666 Fax: 01622 355174
Headteacher: Mike Rushton
Email: headteacher@archbishopcourtenay.kent.sch.uk
www.archbishopcourtenay.org.uk





ABOUT US

Archbishop Courtenay Church of England Primary School is situated near to Maidstone town centre, catering for children between the ages of 3 – 11. There are 319 pupils on roll, 283 in the main school and 36 in our onsite nursery. The school building contains 11 classrooms, a library and purpose built ICT suite, as well as a nursery.

Our state of the art buildings provide an excellent environment for learning. In addition to this, our substantial grounds provide a superb area to develop our out of the classroom curriculum. This allows our children to experience safe and exciting practical lessons that further stimulate their creative imaginations.

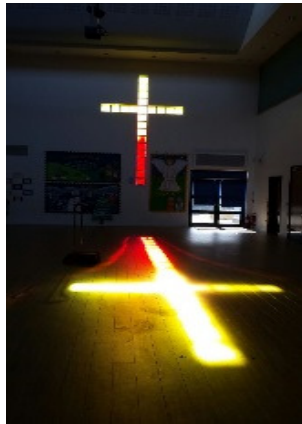
As a Church of England primary school we have strong links with All Saints' Church in Maidstone as well as our wider local community. Over the years we have developed an excellent partnership with St Michael's Schools' Federation and we are continuing to collaborate on many joint projects.

In September 2014 we became the first sponsored school within the Diocese of Canterbury Academies Trust (Aquila) www.diocant-aquila.org. The school continues to go from strength to strength and in 2015 we received a 'Good' grade following our SIAMS inspection. In March 2014 Ofsted reported that 'senior leaders have improved teaching and learning and accelerated pupils' progress at an impressive rate'.

“Our vision is to create an outstanding, flagship school serving our local community, unlocking and developing the potential of all of our wonderful children”

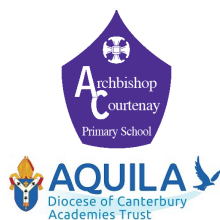
Mike Rushton - Headteacher

VISION AND ETHOS STATEMENT



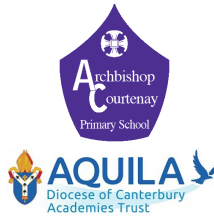
Our vision is to create an outstanding, flagship school serving our local community, unlocking and developing the potential of all our wonderful children.

- Archbishop Courtenay Primary School is a multi-culturally inclusive school where the distinctive Christian values form the main focus of our religious teaching.
- Children from all faiths, and none, are welcomed into our school family.
- Our school is committed to safeguarding and promoting the welfare of children. Above all, there is a passionate desire for every child to achieve their very best in their academic, social, physical and spiritual development.
- It is most important to see our pupils enjoying school, attending regularly and behaving exceptionally well.
- Our intention is to join the community together, raising standards and aspirations and helping children to live and work in a culturally diverse society.
- We are committed to following Fundamental British Values.
- Our work reflects the vision and ethos of the Diocese of Canterbury Academies Trust (Aquila). Its mission, aims and ethos can be viewed on the Aquila website www.diocant-aquila.org.



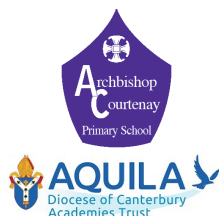
MEMBERS OF STAFF

Headteacher	Mr M Rushton	
Deputy Headteacher	Miss W Robinson	
School Business Manager	Mrs S Morgan	
Family Liaison Officer	Mrs T Gooding	
Site Manager	Mr M Parker	
Finance Officer	Mrs D Janman	
School Secretary	Mrs D Freed	
Teaching Staff	Mrs S Alder	Mrs D Jones
	Mr N Cripps	Miss N Jones
	Miss S Hall – Lower KS2 Leader	Miss C Moon
	Miss D Hallihan – EYFS Leader	Mrs R Mount
	Miss M Haxhiu – KS1 Leader	Mrs A Mower
	Miss R Hodge	Mrs L Paul
		Mr N South – Head of Teaching & Learning
NQT Co-ordinator	Mrs R Linn	
Teaching Assistants	Mrs P Almeida	Mrs A Hallihan
	Mrs R Arden	Mrs A Irvine
	Miss M Bishop	Mrs J Long
	Mrs C Burlace	Mrs T Makepeace
	Mrs C Cleall	Mrs M Parajuli
	Miss V Corlett	Mrs J Thomas
	Miss S Daly	Miss C Veredas
	Mrs C Eves	Mrs J Warren
	Mrs C Finn	Mr A Webster
	Mrs A Flynn	Mrs B Williams
Midday Meal Supervisors	Mrs A Chalmers-Stevens	Mrs S Meadows
	Mrs J Kinch	Mrs T Suddes



GOVERNORS

Category	Name	Dates of appointment
Director Appointed Governor Diocese of Canterbury Academies Trust	Paul Ryan	1 Sept 2014 - 31 Aug 2018
Director Appointed Governor Diocese of Canterbury Academies Trust	Lorna Priddle	1 Sept 2015 – 31 July 2019
Director Appointed Governor Diocese of Canterbury Academies Trust	Rowena Linn (Vice Chair)	1 Sept 2014 - 31 Aug 2018
Headteacher (ex officio)	Mike Rushton	1 Sept 2015
Co-opted governor	Andrew Rathbone (Chair)	25 May 2015 – 24 May 2019
Parent governor	Claire May	1 Dec 2014 – 30 Nov 2018
Parent governor	Kelly Haynes	29 Feb 2016 – 28 Feb 2020
Staff governor	Nathaniel South	22 Jan 2015 – 21 Jan 2019



TIMES OF SCHOOL DAY

NURSERY	8.45 a.m. – 11.45 a.m.	12.30 p.m. – 3.30 p.m.
MAIN SCHOOL	9.00 a.m. – 12.00 midday	1.00 p.m. – 3.15 p.m.
Break	10.30 a.m. – 10.50 a.m.	
Lunch	12.00 midday – 1.00 p.m.	

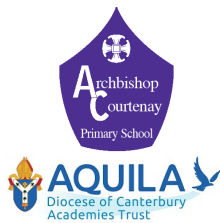
PLEASE NOTE: Children should **not** arrive at school before 8.45 a.m., unless they are attending Breakfast Club, which starts at 8.00 a.m. (Breakfast Club is not available to Nursery children). Teachers are on duty in class from 8.45 a.m. Prior to this time children will not be supervised.

CLASS INFORMATION

CLASS NAMES	SCHOOL YEAR
Robins	Nursery
Jays	Reception
Wrens	Reception
Swift	Year 1
Swallows	Year 1/ 2
Chaffinch	Year 2
Woodpecker	Year 3
Kingfisher	Year 3/4
Nightingale	Year 4
Redwing	Year 5
Herons	Year 5/6
Goldfinch	Year 6

HOUSE TEAMS

DOVER	BLUE
LEEDS	GREEN
HEVER	YELLOW
ROCHESTER	RED



OUR CURRICULUM

Through our curriculum design and content, we endeavour to ensure that every child throughout the school receives a differentiated, broad and balanced curriculum, positively encouraging creativity, with subjects being taught through a discrete and cross-curricular approach. This is all done with a focus on providing inspiration and aspiration to all of our pupils.

Since the introduction of the New National Curriculum in 2014, and as an academy, we are very fortunate to be able to take on exciting new topics, working with an ability to approach them creatively. We focus on providing an engaging and enriching curriculum, tailored to the needs of all pupils and giving them opportunities to learn using all of the resources at our disposal – particularly our amazing grounds.

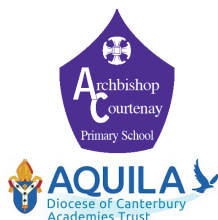
Our Creative Curriculum helps our children to unlock their full potential through the following:

- Promoting safe learning that is well organised and stimulating.
- Allowing children to understand what they have to do to assess their own work and make progress.
- Well differentiated and organised planning allowing every child to achieve.
- Practical experiences that stimulate further questions and research.
- An environment that encourages positive behaviour and British values.
- Encouragement to reflect on their learning.
- Engagement between pupils and parents/guardians to discuss learning.
- An understanding, and application of Maths and English within relevant contexts.

In our curriculum, we follow the nationally agreed programmes of study in all subjects, ensuring that children are taught a wide range of skills and knowledge. We wish for them to be inspired, strive to be the best that they can, and also be prepared for the next stage in their education and the challenges of life in 21st century Britain. At the heart of all of this, as a faith school, we also ensure that RE and our school values are firmly embedded into all aspects of the curriculum, and indeed school life.

We use a topic approach in teaching Humanities (History, Geography), incorporating RE, music and art where appropriate. This is planned on a cycle to ensure that children do not repeat topics, and it also allows staff and children an ability to plan together, enabling far greater flexibility in use of the curriculum time. It also allows us to create those truly inspirational moments - through in-school activities, outdoor learning opportunities, trips or workshops – and also ensure that all children are able to engage through the differentiation of their learning.

We place importance on organising trips to a range of places (such as Duxford Imperial War Museum and Living Land), workshops on a range of subjects, and engaging in local events to be actively involved and supportive of the local community and other schools. We also host a range of extra-curricular clubs. All of these help to ensure that our pupils have access and opportunities to experience learning in a variety of forms and contribute to their Social, Moral, Spiritual and Cultural development.



SCHOOL UNIFORM

Having a school uniform helps children to belong together as a school family. We encourage all children to wear school uniform, which can be purchased through various outlets. However, school sweatshirts with our logo can only be purchased from the school office. Also available from the school office are book bags and sun hats. All clothing should be named so that, if it is misplaced, it can be returned to the right child.

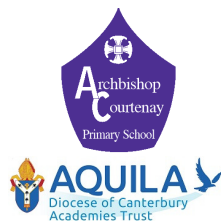
UNIFORM LIST		
BOYS	GIRLS	COLOUR
Polo Shirt*	Polo Shirt*	White or Purple*
School Sweatshirt*	School Sweatshirt*	Purple*
Trousers Long or short	Skirt/pinafore or Trousers	Grey
Summer: as above	Summer: As above or cotton dress*	Purple and White check*
Shoes**	Shoes**	Black
Socks	Socks or Tights	Plain Black, White or Grey
Old shirt for painting	Old shirt for painting	
PHYSICAL EDUCATION		
T Shirt*	T Shirt*	House Colour (Red, Yellow, Green or Blue)*
Shorts	Shorts	Black or Navy Blue
Plimsolls for indoor PE (Trainers may be worn by children in years 3 to 6 for outdoor games.)	Plimsolls (Trainers may be worn by children in years 3 to 6 for outdoor games.)	Black
PE bag with draw string*	PE bag with draw string*	
NB: PE KIT SHOULD BE IN SCHOOL EVERY DAY		

* Available to purchase from school office.

- ** - Boots above the ankle may not be worn in school.
- Children are welcome to come to school in boots/wellington boots and change into their shoes once inside school.
 - Children may change shoes for outdoor play.

Please note that for Health & Safety reasons no jewellery should be worn in school, except stud earrings which must be removed for PE.

Please do not allow children to wear nail varnish to school.



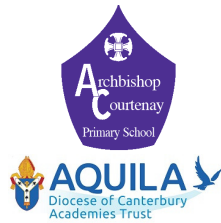
SCHOOL UNIFORM ORDER FORM

CHILD'S NAME	
CHILD'S CLASS	
DATE	

Description and sizes	Price	Size Required	Quantity Required	Total Due	
Purple Sweatshirts Age 3-4, 5-6, 7-8, 9-10 ,11-12	£7.50				
Purple Sweatshirts Small and Medium	£9.00				
Purple Sweat Cardigans 3-4, 5-6, 7-8, 9-10, 11-12 Small and Medium	£9.00 £10.00				
Purple Polo T-Shirt with Collar Age 3-4, 5-6, 7-8, 9-10, 11-12	£6.00				
PE T-Shirt in House Colour Red, Blue, Green and Yellow	£4.50				
Purple Book Bags	£5.00				
Purple PE Bags	£4.00				
Clear Water Bottles	£1.50				
			OVERALL TOTAL PAYMENT		

The following items are available to be ordered – Payment with order please

Purple Reversible Coat 3-4, 5-6, 7-8, 9-10, 11-12 Small and Medium	Please ask the office for prices				
Purple Check Summer Dresses 24', 26', 28', 30', 32' and 34'	£8.00				



GENERAL INFORMATION

PARENTS IN SCHOOL

We welcome parent helpers who come into the school on a regular basis to help in the classroom with various activities. If you are interested in volunteering, please contact the school office. All staff and volunteers require a satisfactory check from the Disclosure and Barring Service or Disclosure Scotland. Archbishop Courtenay CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Parents are welcome to contact the school at any time, but it is most helpful to make an appointment if you wish to see a member of staff.

We believe that parents are partners in children's learning and in the first term of any school year hold open afternoons so that parents can come into school, see their children learning and meet the staff to find out more about the learning programme for the year. In term 3 (January / February) we will offer parents individual meetings with class teachers to discuss children's progress. This is followed by written reports in the summer and further open afternoons. However, we are only too willing to discuss progress or concerns at any time, by appointment.

HOME LEARNING

We follow the DfE's guidelines on the recommended allocation of home learning. Children are expected to do reading every day, with additional activities linked to their learning in class. All home learning is kept in a single book so that children, parents and teachers can see how a child is progressing. A copy of the home learning policy is available from the school.

ABSENCE FROM SCHOOL

It is very important that children attend regularly and on time. When children attend regularly and on time they make good progress with their learning. If your child is unwell and will be absent from school, please telephone the school by 9.15 am. If a child is absent from school we do ask for a brief note of explanation when he or she returns. If we do not receive acceptable notification, an unauthorised absence will be recorded. If your child is to be excused from PE or games, written confirmation is requested.



CLUBS

We offer a number of after school clubs which are run either by school staff or outside agencies or companies. Places are limited and allocated on a first come first served basis. We endeavour to accommodate all children on our waiting lists during the academic year.

CLUB	DAY	TIME	AGE GROUP	COST
Homework	Tuesday	3.15 – 4.15 pm	KS2	N/A
Multi-sports	Tuesday	3.15 – 4.15 pm	Year 1 – 6	£3/session
Computer	Wednesday	3.15 – 4.15 pm	KS1	N/A
Kingsquad	Wednesday	3.15 – 4.30 pm	KS2	N/A
Drama	Wednesday	3.15 – 4.15 pm	KS1	N/A
Cooking	Wednesday	3.15 – 4.30 pm	KS2	£1/session
Origami	Thursday	3.15 – 4.15 pm	KS2	N/A
Choir	Thursday	3.15 – 4.30 pm	KS2	N/A
Football	Thursday	3.15 – 4.15 pm	Year 1 - 6	£3/session
Film	Termly	3.15 – 5.00 pm	All	50p

We offer a breakfast club daily from 8.00 – 8.20 am. Further details are available from the School Office.

NO SMOKING POLICY

Smoking is not permitted anywhere on the school site.

CHARGING POLICY

A copy of the school's charging policy is available on request.

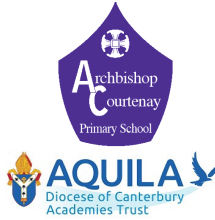
SCHOOL MEALS

School meals are prepared and served on site. Dinner money is collected weekly. Forms for application for free meals may be obtained from the school office. Completed forms should be returned to school or sent to the address on the form. Applications can also be made online.

Children may bring packed lunches if parents prefer but **no glass containers** are allowed. **Snacks:** KS1 children are provided with free fruit on a daily basis from Kent Fruit Scheme. KS2 may bring fruit / vegetable snacks for playtimes or purchase healthy snacks at 20p per item.

MEDICINES IN SCHOOL

Generally children who are prescribed medication should receive their treatment at home. However, occasionally a prescription may require medication to be taken during school hours. Should this be the case parents can request that the medication be given but **before** this can be done a **School Medication Form** must be completed and returned to the school office.



MEDICAL EXAMINATIONS

After children have had their medical examination at the age of five, the School Nurse will assess their development if there are any concerns.

Dental checks are held periodically and parents are informed if their children's teeth require attention.

HEAD LICE

This is a national problem and parents are reminded that it is **their** responsibility to check **their** children's hair regularly. The school will inform the parents of children found with head lice. Join with us on bug-busting days to help combat this problem, combing through conditioned hair with a bug-busting comb. More advice can be obtained from our Family Liaison Officer, Tracy Gooding.

PERSONAL PROPERTY

The school does not accept responsibility for loss or damage to personal property. Please ensure that all uniform and personal property brought to school is clearly named. We recommend that toys and other valuable items are not brought into school.

BEHAVIOUR

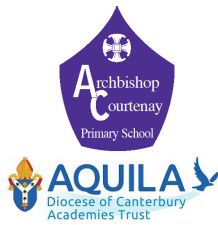
We expect everyone on our school premises to be polite, considerate of others and respectful.

In the event of behavioural problems we do our best to resolve them with parental co-operation and support. We believe that when there has been a breach of our school rules it is important to give children the opportunity to put things right and the School Council help us to monitor behaviour in school and to make changes that will benefit everyone. We follow restorative practice to enable children to work together to ensure our school is a happy place.

TRANSFER TO SECONDARY SCHOOL

Towards the end of year 5, parents will need to decide whether or not to enter their child for the PESE (Selective Education) test. The deadline is usually the end of June, and if the deadline is missed your child is unable to sit the test unless there are exceptional circumstances. The PESE tests (which comprise Verbal, Non Verbal and Quantitative Tests - plus an unmarked written test) are sat in school at the beginning of year 6. The outcome of these tests are sent to parents towards the end of October.

Parents must decide which school they would prefer their child to go to in year 7. All schools offer open days, and we strongly encourage parents to visit all the local secondary schools in order to make an informed opinion. Usually, you will make your applications online, and the deadline for this is towards the end of October in Year 6. Again, it is very important this deadline is not missed. If it is missed, your child will be placed in a local school by KCC that have places available. Please speak to us if you need help to make your application.



The children usually have the opportunity to visit their new school towards the end of year 6. A teacher from the new school usually visits your child at our school towards the end of year 6, and will answer any questions your child may have at that time.

COMPLAINTS PROCEDURE

If you have any questions or concerns about your child's education we encourage you to come into school to discuss these initially with your child's Class Teacher or by making an appointment with the Headteacher. Should your concerns not be resolved you may write to the Chair of Governors, Mr Andy Rathbone c/o the school. A copy of our complaints procedure is available from the school office upon request.

COMMUNITY LINKS

We have a strong collaboration with St Michael's Church of England Schools' Federation, sharing good practice across our Church of England Schools in Maidstone.

We have strong links with All Saints' Church in Maidstone where we celebrate our Christian festivals. Revd Ian Parrish visits school weekly to lead Collective Worship.

We have a partnership with Kent Wildlife Trust, using our outside environment to develop different wildlife projects.

We raise awareness of the needs of others, supporting a range of charities both nationally and internationally.

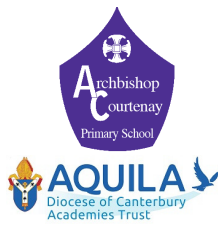
DISABLED ACCESS

There is suitable access from the school entrance and disabled car parking area to the school building and suitable provision inside the school.

QUESTIONS

If you have any questions, please do not hesitate to contact the school office.

Further information is available on our school website
www.archbishopcourtenay.org.uk



MEDICATION FORM

The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL:

Surname		Forenames	
Date of birth		Class	
Address		Condition/illness	

DETAILS OF MEDICATION:

Name of medication	
For how long will your child take this medication	
Date dispensed	
Dosage and method	
Timing	
Self-administer (please tick one box)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Procedures to take in case of emergency	

CONTACT DETAILS:

Name	
Telephone number	
Signed	
Date	

OUR SCHOOL PRAYER

*This is our school
May peace dwell here
Let the room be full of contentment
May love abide here
Love of one another
Love of mankind
Love of life itself and the love of God
Let us remember that many hands
build a house
And so many hearts make a school
Amen*



*FORGIVENESS, FELLOWSHIP,
COMPASSION*