

Welcome to

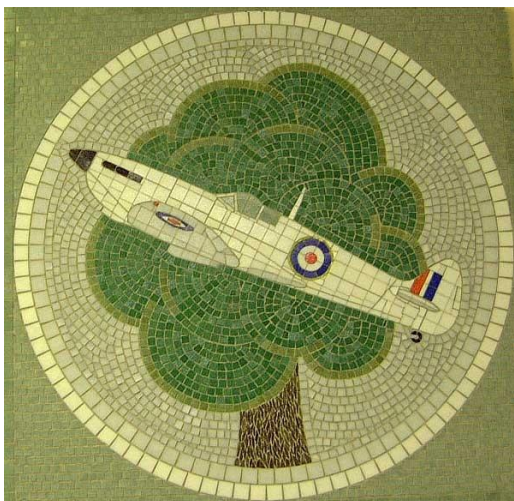


Mereworth Community Primary School

The information in this booklet is intended for parents of children due to start school in September 2011. The information published is correct as at February 2011

Index of Information

Page 3	School Contact Information
Page 4	About the School
Page 5	Admission Arrangements
Pages 6 and 7	School Organisation
Page 8	The School Day
Pages 9 to 13	The Curriculum
Page 14	Tracking Pupil Progress
Pages 15	Additional Educational Needs
Page 17	School Uniform Jewellery Absence from School
Page 18	Accidents, Illness and First Aid Medical and Health Care
Page 19	Medicines in School Behaviour and Discipline
Page 20	Mid Day Meals
Page 21	School Council Clubs Homework Communication
Page 22	Parent Teacher Association Help in School Money and Valuables School Visits
Page 23	School Documents and Policies
Page 24 to 26	Appendix 1 - Results for 2010
Page 27	Appendix 2 - Attendance Data
Page 28	Appendix 3 - Term Dates for the current school year



"Learning and Living Together"

**Mereworth Community Primary School
The Street
Mereworth
Maidstone
Kent
ME18 5ND**

Telephone: 01622 812569

Fax: 01622 815537

Email: office@mereworth.kent.sch.uk

Chair of Governors: Mr Richard Bolsin

Headteacher: Mrs Diane Moore

Deputy Headteacher: Miss Kate Maryon

About the School

Mereworth Community Primary School is a thriving village school situated mid way between Maidstone and Tonbridge. The school consists of an old Victorian school and school house where the offices, library, subject rooms for technology, music, staff facilities and inclusion are housed, a later addition where Year R and 1 classrooms are situated and a modern extension containing the hall, ICT suite and classrooms for Years 2 to 6.

The school is situated in large grounds which include hard and grass play areas, a trim trail, a wooded area, a pond area and a poly tunnel which is hopefully the start of the allotment development as part of our aim to provide more opportunities for hands on outdoor learning in the school grounds. Reception children have access throughout the day to their own play area which has a wide variety of activities, hard and soft play as well as their own garden.

We have very supportive parents who work hard with the school to support their children's learning. The PTA raise funds to provide facilities such as the outdoor play fort, IT equipment and our current project which is to provide a stunning library facility for the children.

The Governing Body work closely with the Head Teacher and her team to ensure that the children in this school receive the best possible standard of education and care. The Governing Body is made up of representatives from the staff, parents, local community and Local Authority. Details of the individual members of the governing body can be found on the school website.

Pupils at the school come from the village of Mereworth and also the surrounding areas of Kings Hill, Hadlow, West Malling and East and West Peckham. The school is one form entry with an admission number of 30. There are currently 202 pupils on roll in the school. The Reception class for 2010/2011 is full and there are pupils on the waiting list.

Admission Arrangements

Parents who are interested in sending their children to Mereworth are invited to contact the school as early as possible. Each year, the school will hold a series of Open Afternoons prior to the date when parents need to make a decision about where they want their Pre School child to attend. For casual admissions, visits to the school are encouraged and appointments can be made by a telephone call to the office or by letter. The Headteacher or another member of staff is always willing to show parents and their children round, give advice and answer questions.

Children are admitted to the Reception Class in one intake in the September before their 5th birthday. We stagger the entry over a two week period, details of entry times and dates will be provided in the term before entry. In this term, children are invited to visit the school on several occasions with both pre-school and parents. In addition, the class teacher visits the local pre-school groups and parents are invited to attend an induction afternoon where they can purchase uniforms and ask any additional questions they may have.

It is helpful if, before starting school, the children are used to doing simple things for themselves. These may include things such as; dressing themselves, putting on a painting apron, using a knife and fork, going to the toilet unaided, washing their hands and putting away their belongings. In addition, playing games and sharing books with your child are important ways to prepare them for more formal learning.

The Admissions Policy for the school is directly linked to the County Policy for admissions to Community Primary Schools and has the following criteria in priority order:

- 1) Parental wishes
- 2) Current family association (an elder sibling in school at the time of entry)
- 3) Health reasons (a medical certificate may be needed for this)
- 4) Nearness of child's home and ease of access to schools

If the school is oversubscribed, points 2, 3 and 4 have to be used to determine which children are admitted. Details of the admissions scheme can be obtained from either the school or the Local Authority Admissions Office (01732 525022)

School Organisation

The Staff Team:

Teaching Staff:

Mrs Diane Moore	Head Teacher
Miss Kate Maryon	Year 6, Deputy Head, KS2 leader
Mrs Jill Evans	Year 5 Teacher (Wed - Fri)
Mrs Faye Booth	Year 5 Teacher (Mon - Wed)
Miss Tracey Randall	Year 4 Teacher (NQT)
Mrs Jackie Woolvett (0.6)	Year 3 Teacher (AENCO)
Mrs Julia Dickinson (0.6)	Year 2 Teacher, EYFS & KS1 Leader (Mon to Wed)
Mrs Helen Hearn (0.6)	Year 2 Teacher (Wed to Fri)
Miss Katie Thomas	Year 1 Teacher
Miss Louise Robinson	Year R Teacher
Mrs Nicola Jones (0.4)	Year 4 and 6 Teacher (Weds and Thurs)
Mrs Sharon Bennett	Year 1 and 3 PPA (Tues)

Teaching Assistants:

Mrs Pat Turnbull	Year 6 and AEN (TA and HLTA)
Ms Natalie Fulton	Year 5
Mrs Gail Bowyer	Year 4
Mrs Sharon Saunders	Year 3
Mrs Faith Cannon	Year 2
Mrs Rebecca Crease	Year 1 (Mon - Weds)
Mrs Amanda Layton	Year R (Mon & Weds) Year 1 (Thur & Fri)
Helen Hunter	Year R (M, T, Th, F) Y2 Mon

Office Staff:

Mrs Anabela Stephenson	Finance Officer
Mrs Julie Clark	Admin Officer / Senior Playleader

ICT Technician:

Mr Kerrie Cosh	Mondays only
----------------	--------------

Site Manager/Cleaning Staff:

Mr Glenn Belcher	Site Manager and Cleaner
Mrs Annette Belcher	Cleaner

Mrs Sharon Page	Middy Meal Supervisor / Playleader
-----------------	------------------------------------

Mrs Charis Payne	Midday Meal Supervisor / Playleader
Mrs Alison Routledge	Midday Meal Supervisor / Playleader
Ms Jane Soane	Midday Meal Supervisor / Playleader
Mrs Lynn Fitchett	Midday Meal Supervisor / Playleader
Mrs Janet Cuttle	School Cook (Employed by Edwards and Ward)
Mrs Lyn Romero	Kitchen Assistant (Employed by Edwards and Ward)
Mrs Rachel Diment	Kitchen Assistant (Employed by Edwards and Ward)

The School Day

At 8.40am each morning, the pupil gate into school is opened by a senior member of staff and pupils come into the playground to play. A bell is rung at 8.55am, pupils line up in the playground and are led into class by their teacher. The gate is shut at 8.55am and after this time, entry to school is via the buzzer entry system which rings through to the office.

There is a morning break for all pupils from 10.30am until 10.45am. During this break, pupils may have a healthy snack such as fruit or vegetables (no nuts please in case of allergies). Key Stage 1 pupils are offered fresh fruit as part of the Fruit for School's scheme before they go out into the playground.

Lunchtime is from 12.05 pm (12 noon for Key Stage 1) until 1.10pm. Pupils in Key Stage 1 start to get ready for lunch at 11.55am and those in Year R and Year 1 go straight into the hall at 12 noon. Pupils in Year 2 upwards go into the playground first and are called into lunch on a rota basis. All pupils have the opportunity to play outside after lunch before the start of afternoon school.

Pupils in Key Stage 1 have an afternoon break from 2.30pm until 2.45pm.

At the end of the school day, the pupil gate is opened at 3.05pm and parents are able to come into the playground to wait for their child.

The school day for pupils in Year R, 1 and 2 ends at 3.10pm. Parents should come through the gate into the Reception Garden and wait outside the classroom under the covered area to collect their child from the Reception class teacher. The class teacher should be notified in advance if someone different is collecting the child.

Year 1 parents should go up the steps by the main gate and collect their children from the Yr 1 classroom.

Pupils in Year 2 stay on the balcony with their teacher and are allowed to go when the teacher has seen their parent.

Key Stage 2 pupils are dismissed from their classroom and walk round to the playground to be collected.

The only pupils allowed out of the gate without a parent are those in Year 6 who have written permission to walk home on their own. The gate is shut at 3.40pm after which any pupils who have not been collected should wait in the entrance area by the office.

Curriculum

Mereworth offers a wide range of learning experiences to pupils throughout their primary education. In the Reception Class and also increasingly in Year 1, the curriculum delivered is creative in nature with opportunities for cross curricular learning. From Year 2 upwards, the curriculum is Topic based, although some areas such as RE, Literacy and Numeracy skills and PE may be taught discretely.

In Reception, the pupils follow the programme for Early Years and Foundation Stage which combines a mixture of formal (teacher directed) and informal (child initiated) learning. Ongoing assessment occurs during the year and pupil achievements are recorded in profile books. Each year, key areas are identified for moderation at a County level. In 2010, the evidence we took to moderation was judged as Outstanding by the County team.

From Year 1 upwards, the curriculum and planning is directly linked to the National Strategies for Literacy and Numeracy and the National Curriculum guidelines for the other subjects.

Literacy:

In Literacy our pupils develop skills in speaking, listening, reading and writing. It enables them to express themselves creatively and imaginatively and to communicate with others effectively. Pupils learn to become enthusiastic and critical readers of stories, poetry and drama as well as non-fiction and media texts. The school has a range of group readers for class sessions and a large quantity of fiction and nonfiction books in the class library and reading areas. Mereworth uses the Government recommended 'Letters and Sounds' programme for Year R to Year 2 (and into Key Stage 2 if appropriate). In addition, the school has adopted the spelling programme linked to the National Strategy for Literacy. Spellings linked to a theme are sent home on a weekly basis for pupils to learn and this in turn helps pupils improve their writing skills. The school has a core reading scheme and pupils are heard regularly at school by staff and volunteer helpers. In addition, they are encouraged to take their books home to read daily with parents.

Numeracy:

In Numeracy, the school uses a range of additional material to support the National Numeracy Strategy and uses as many practical activities as possible to link the curriculum to real life situations which puts pupil learning and understanding into context. Pupils are encouraged to learn basic addition and subtraction facts as well as their multiplication tables as this will help them with

mental maths agility as they progress through the school. Mathematical Investigations are used regularly as a way of encouraging the pupils to use their mathematical knowledge in a different context. In Year 6 (and in Year 5 in the summer term), the school receives additional Numeracy support from a teacher at Oakwood Park Grammar School for one session a week. In addition, the pupils in Year 6 also access the Maths Activity Days and participate in the Primary Maths Challenge organised by the Grammar School.

Science:

The school follows the Kent Scheme for Science which helps the pupils to develop their knowledge and understanding of the world around them. There are 4 areas of scientific study covered, which are; Experimental and Investigative Science, Life Processes and Living Things, Materials and their Properties and Physical Processes. Science is taught through a series of topics appropriate to the age of the pupils and where ever possible, a practical, investigative approach is used to ensure that the pupils can relate what they are learning to the real world. Pupils find out about the work some famous scientists have carried out historically, and why this is important to our lives today. Pupils are encouraged to communicate their findings in a range of ways and develop the skill of enquiry which is useful in other subjects as well as science.

Religious Education:

At Mereworth Community Primary School, we are required to provide a Religious Education programme which is non-denominational. In addition, the school is required to provide a daily act of worship for all pupils. Parents have the right to withdraw their child/children from Religious Education and/or assemblies and should do so by putting their request in writing to the Head Teacher.

The Religious Education at Mereworth follows the Kent Syllabus for R.E. and covers a range of religions.

Assemblies at Mereworth take place on a daily basis, although not every day is a whole school assembly. For the school year 2010 to 2011, the arrangements for the week are:

Monday:	Whole School Assembly (Head Teacher)
Tuesday:	Key Stage 1 and 2 (Deputy Head Teacher)
Wednesday:	Whole School Singing Assembly
Thursday:	Class Assemblies
Friday:	Celebration/Achievement Assembly (Head Teacher)

The assemblies are broadly Christian in content and promote spiritual, moral and cultural development. The first whole school assembly of each week focuses on the S.E.A.L (Social and Emotional Aspects of Learning) theme for the term.

The aims of collective worship at Mereworth are:

- To consider moral issues
- To allow pupils to explore their own beliefs
- To encourage participation and responses
- To develop a community spirit
- To promote a common ethos and shared values
- To reinforce positive attitudes

Personal, Social and Health Education (PSHE):

The Personal and Social development of the pupils at Mereworth is considered to be very important, as is the need to encourage them to adopt healthy lifestyles. A lot of the work in PSHE is linked to the S.E.A.L. programme which follows a series of themes across the school year with activities suitable for all age groups. In addition, this programme is supplemented by work on drugs and sex and relationships, especially in Key Stage 2.

Information and Communication Technology (ICT):

ICT is an important part of the curriculum at Mereworth as we recognise its importance in the future for the pupils both within the work place and as a social tool.

ICT incorporates the use of a range of electronic equipment including programmable robots called Roamers and Bee Bots, technical Lego, data loggers, cameras and videos as well as computers. The school has an ICT suite as part of its Research area where there are 15 computers linked to both the school network and the internet and has invested in a class set of mini laptops to improve computer provision further. Each classroom has further access to the internet via a computer and also has an interactive whiteboard that is used regularly as a teaching tool in the classroom.

As a school, we are very aware of potential safety issues relating to access to the internet. The school has high levels of security in terms of firewalls and no pupils are allowed unsupervised access to the internet. The school has an e-safety policy available for parents to see.

The school website (www.mereworth.kent.sch.uk) is an important communication tool for parents and pupils. It contains links to sites which will support the pupils learning and has copies of important documents for parents. Each class has an area which is regularly updated with photos of activities the pupils have been involved in.

History and Geography:

There is a programme of study for these two areas within the school involving work at a local, national and wider level. In History, pupils research ancient civilisations as well as local history and British History. In Geography pupils study contrasting locations as well as the geographical features of the local area. Wherever possible, the work is enhanced by visits to local places or by visitors coming into school. Field work is undertaken when possible. Year 6 curriculum is enhanced by a one week residential trip to Swattenden, a local activity centre near Cranbrook and we are introducing a short residential trip for Year 5 where they will study contrasting geographical locations near Deal.

Design Technology:

The school has a room designated for technology and has a range of materials and tools for the pupils to use. Pupils are given the opportunity to work with a range of different materials and to design and make a range of objects. Pupils develop and create their designs using a range of tools, equipment, materials and components. They evaluate the process and their designs and share their experiences to develop their work further.

Art

Pupils explore and develop ideas, investigate different techniques and evaluate and develop their work further. They use the natural world, established artists and artefacts as sources of inspiration.

Pupils work in Art and Technology is displayed around the school whenever possible.

Physical Education (P.E.):

All pupils at Mereworth School participate in P.E. at school unless the teacher has received a written note from a parent giving a justified reason why the pupil cannot take part. Pupils are expected to change for P.E and it is suggested that their P.E. kit is kept in a named fabric bag on their peg for a term before the pupils take it home to be washed in the holidays. For P.E. the pupils will need:

- Plimsolls/trainers
- T Shirt in the colour of their house (available from the school)
- Green Shorts (available from the school)

- Tracksuit and trainers for outside in cold weather.

During the Autumn and Spring terms, pupils play football, hockey and netball as outdoor games and gymnastics and dance inside. During the Summer term, pupils play cricket, rounders and tennis and participate in athletics events. There are after school clubs for netball, football and cricket.

For pupils in Year 2, 4 and 6, there are swimming lessons in a seasonal block. Pupils are taught to swim and their stroke style is refined. In addition they are able to attempt distance awards from 5m to 1000m. For the older pupils, there is the opportunity to undertake personal survival and water skills awards. Swimming lessons take place at Larkfield Leisure centre and pupils are transported to the leisure centre by coach. Parents are asked for a voluntary contribution towards the cost of this activity.

Please note: Earrings and other jewellery should not be worn for PE or games. This is for safety reasons as there is a danger of pupils being injured if jewellery is worn. Children need to be able to remove their own earrings or come to school without them in as staff are not permitted to remove earrings for them.

Modern Foreign Languages (MFL):

The emphasis of MFL at Mereworth is to provide pupils with opportunities to learn to speak French which should build their confidence and provide them with a base to build on when they move to secondary school. From Year 1 upwards, pupils are introduced to Key words and phrases. The school also uses Tout Le Monde as a structured scheme.

Music:

Music plays an important part in the life of Mereworth School and through class and more specialist teaching, pupils are given opportunities to enjoy singing and listening to, playing and composing music.

In addition to class music, tuition from peripatetic tutors is available for instruments including piano, flute, clarinet, guitar and brass. Details of how to apply for tuition and the cost of lessons is available from the school. In school music clubs exist for recorders and choir and currently, pupils in Year 6 are given the opportunity to learn the Ukulele as part of a class group through the Wider Opportunities Music Programme.

Tracking Pupil Progress

During the school year, pupils are assessed formally 4 times a year and their progress is discussed in school between the teacher and the Head Teacher as part of a pupil progress interview. In this way, it is possible to ensure that all pupils are making progress and to discuss any concerns relating to rate of progress.

Pupils in year 3-6 are involved in setting their personal targets to ensure they make progress through the National Curriculum levels through a one to one discussion with their class teacher. Parents receive copies of their child's targets so that they can encourage and support their learning at home.

In May of each year, the assessment is more formal and enables a standardised score to be obtained. At the end of Years 2 and 6, pupils take the end of Key Stage SATs tests and their scores are used to provide the Local Authority and the Government with comparative data which enables them to track how well schools are doing and identify any weaknesses.

At regular intervals during the year, parents are invited to come into school to discuss their child's progress. In addition, parent workshops are organised to help parents understand the curriculum that is taught and the levels the pupils are working at.

Additional Educational Needs (AEN)

Mereworth is an inclusive school where all pupils have access to a balanced and broadly based curriculum with opportunities to join in all activities organised by the school. Within the school, it is recognised that not all pupils have the same academic ability and some may need more support than others to enable them to achieve at school. All pupils are welcome, including those with special educational needs, in accordance with the LEA Admissions Policy.

Details of the school Additional Educational Needs Policy can be found on our website, or a paper copy is available from the school office.

Mereworth School has no specialist unit but provides Learning Zones for small group teaching and resources. As projects/opportunities arise, the needs of and access for children with physical disabilities are considered. The newer buildings (completed in August 2004) have ramp access for wheel chairs and a toilet designed for the disabled.

Through termly tracking and pupil progress meetings, the Inclusion Leader and Head Teacher will identify children who are not making expected progress. Intervention groups, if necessary, will be planned in conjunction with the Class Teacher. The child's needs will be discussed with parents during Parent's Consultation evenings, and various appointments or informal meetings throughout the year. Parents will be given the opportunity to attend AEN surgeries to discuss the needs of children on the AEN register. These take place termly.

External Support Services:

The school has arrangements for securing access to external support services for pupils with special educational needs. This may include liaison with special schools and other specialist provision. There is regular liaison and exchange of information between the AENCO and these services through referral to the Local Partnership and subsequent school visits and meetings. At present, the school receives support from professionals from the Educational Psychology, Learning & Cognition, CIIS, Language and Sensory Services. It is able to access support from Outreach Services from Special Schools e.g. Autistic Outreach from Cage Green School.

Gifted and Talented Pupils:

A pupil identified with Additional Educational Needs may also be referred to as Gifted and Talented if they appear to be significantly more advanced in one or more areas of the curriculum. Identification of Gifted and Talented is not about labelling, but about identifying a pupil to ensure that the provision for that pupil is appropriate.

A pupil identified as Gifted and Talented could have the opportunity to:

- Access work planned for an older year group
- Work with older pupils
- Extend their current work into a wider range of problem solving based activities
- Work in small focussed withdrawal groups
- Work on an individual programme specifically developed to meet their needs
- Experience a range of extra-curricular activities

School Uniform

Pupils are expected to wear the Mereworth Uniform as it ensures they are identified as part of the school and avoids difficulties relating to teasing or inappropriate clothing being worn to school. On no account should casual clothing be worn to school (unless there is a special charity day). We regularly check suppliers for value for money to ensure that the uniform we stock is affordable for everyone. A current price list and full range of the items we stock is available from the school office. The uniform is:

Boys: Grey shorts/trousers, white shirt or polo shirt, green jumper or school sweatshirt, dark socks, black shoes (not trainers)

Girls: Grey skirt, culottes, knee length shorts or pinafore dress, white blouse or polo shirt, green jumper, cardigan or school sweatshirt, white socks, black shoes preferably flat but definitely with a heel less than 2.5cm. In the summer, a green and white checked or striped dress is acceptable.

Jewellery

Jewellery should not be worn to school as there is a risk of it getting lost or causing an injury. The exception to this rule is earrings. The only acceptable earrings for school are small plain metal (gold or silver) studs or sleepers. Earrings should be removed for PE and Games. If you are planning to get your child's ears pierced, please do so at the beginning of the summer holiday so that the ears are healed and earrings can be removed by the time the pupils return to school.

Absence from School

Parents are asked to work with the school to encourage good attendance from their child/children. Attendance below 95% does have an impact on pupil attainment as learning is disrupted. It is however important that pupils are not sent to school if they are unwell, especially if they have sickness or a tummy bug.

If your child is absent, a phone call should be made to school explaining the reason for the absence and this should be followed up by a letter when your child returns to school. If we have no reason given for the absence or if we do not agree that the absence is for an acceptable reason, the absence will be recorded as 'unauthorised'. Persistent cases of absence will be investigated and may be referred to the Education Welfare Service.

We request that parents do not arrange for holidays to be taken in school time unless it is absolutely unavoidable. If your child is in Year 2 or Year 6, you need

to check the SATs dates with the school before booking a holiday. Any request for a holiday in school time should be made in writing to the Head Teacher at least 14 days before the holiday. The school will then complete a holiday form to authorise that holiday. A maximum of two weeks (10 working days) is permitted in any one school year and the school has the right to refuse to authorise the holiday, especially if attendance at school is already near or below average.

If your child has a dental or Doctor appointment, the school should be notified and the child returned to school after the appointment if at all possible.

If a child arrives at school late, they should be brought to the office by their parent and signed in the late book. Persistent cases of lateness will be investigated and may be referred to the Education Welfare Service.

Accidents, Illness and First Aid

If your child is ill or has an accident at school, a message will be sent to you asking you or a named person to collect them. A list of emergency numbers is kept by the school and you should notify us straight away if any of the numbers change.

The majority of staff at the school have completed at least the 1 day emergency First Aid training and some have completed the 4 day course. First Aid is therefore available in school for minor injuries. All injuries that are treated at school are recorded in a book and in the case of a bump to the head or a bad fall or graze, parents will be notified by a letter.

Medical and Health care

Medicals including ear and eye tests and height and weight checks are held at school by the school nurse or doctor. You will be advised in advance when any of these are happening.

As in most schools, Head Lice is a widespread problem. Head lice are transmitted from person to person and favour all types of hair, even really clean hair! We ask that you check your child's hair regularly (at least weekly) and notify the school if you find live lice or eggs. School will notify parents that there is a case of Head Lice in school. A range of treatments are available from Head Lice combs with very fine teeth to special lotions. Combing conditioner through your child's hair is also a recommended treatment as it contains no chemicals.

It is helpful if the older girls are aware of the facts concerning menstruation before it starts, although this is also covered as part of our sex and

relationships programme. If any girls do start their periods, facilities are available for them. Please advise the school if this happens to avoid embarrassment and anxiety.

Medicines in School

There are only certain medicines that we are able to administer in school. In all cases, the medicines should be clearly labelled with the child's name and the required dose. The request to administer medication should be made in writing and the reason and dose clearly stated. We can administer the following:

- Asthma Inhalers
- Epi Pens
- A medicine such as Ritalin prescribed by a Doctor which needs to be taken on a regular basis and is sent into school in the original box with a pharmacy label clearly identifying the name of the pupil and the dose.
- A medicine prescribed by a Doctor in the short term in response to an illness or specific difficulty which needs to be taken on a regular basis and is sent into school in the original box with a pharmacy label clearly identifying the name of the pupil and the dose.

Behaviour and Discipline

At Mereworth School, it is expected that pupils will have self control and consideration for others. The result is a happy atmosphere within the school and pupils who show respect, care and concern for the well being of others. The behaviour expectations within the school are supported by the S.E.A.L. programme referred to earlier in this document. There is a zero tolerance to bullying at Mereworth School.

If a lapse in behaviour occurs, the matter is dealt with by the class teacher, following our 'Good to be Green' Behaviour policy.

Every pupil starts every day on Green.

If a lapse occurs, they are moved onto blue, but can work their way back to green by making good behaviour choices.

If the pupil continues to make bad choices, they are moved to yellow and have time out away from the other pupils.

Further lapses in the day means the child is moved to Orange and sent to another classroom.

An additional lapse means the child is moved to red and has to see the Head Teacher to discuss the poor behaviour choices they have made.

If a child is on red, or has several instances where they are at yellow or more, we keep inform parents as then the outcome is usually more effective.

The school has a Policy which includes a section on Bullying and this is available from the school.

Mid day Meals

Pupils are able to eat either a school meal provided by our caterers Edwards and Ward or a packed lunch that is brought from home.

The hot meals provided at the school are freshly made and much of the produce is local. A menu is available for parents from the school. The cost of a school meal is currently £2.10, although this is likely to rise in September 2011.

Meals should be paid for at least weekly. Cheques should be made payable to EDWARDS AND WARD. Any credits for meals due to a child being absent are carried forward.

Pupils are able to bring a packed lunch from home, but in view of the healthy school status the school has achieved and the requirements to promote a Healthy lifestyle, we ask that packed lunches:

- Are brought in a proper lunch box or bag that is clearly named
- The drink in a lunch box is juice or water and NOT a fizzy drink. The drink should be in a plastic bottle or carton and securely sealed.
- The lunch is healthy and contains fruit or vegetables if possible
- There is no more than one packet of crisps and one chocolate coated biscuit or cake in the lunch box per day.
- Pupils do need some carbohydrate during the day to give them energy and should have either a sandwich or crackers as part of their lunch
- Sweets or chocolate bars should NOT be included in the lunch boxes.

Some pupils opt to have packed lunch for most of the week, but school lunch on a Wednesday (roast dinner) and Friday (Fish fingers and chips!). Any change from school meals to packed lunches or vice versa should be made in writing giving **1 school week** as notice to ensure the order for produce etc can be amended appropriately.

Information relating to free school meals is available in confidence from the school office.

School Council

Mereworth School Council is made up of 2 pupils from each class in Years 1 to 6. They meet together on a regular basis with Miss Maryon. The aim of the School Council is to help the pupils to become decision makers and to ensure that pupil voice has a part to play in the organisation of the school.

Clubs

Mereworth offers a range of clubs both during and outside the school. Clubs offered at present include; Kings Squad, Netball, Football, Cooking, Karate, Garden Club, Maths Club and Recorder. Individual instrumental lessons are available for pupils at an extra cost. Details are available from the school office.

Homework

Pupils are given a small amount of homework on a regular basis. Examples of homework include, spellings, reading, learning tables and learning addition and subtraction facts to improve mental maths agility. We hope that pupils will read to their parents regularly at home and that parents will read to the pupils (especially the younger ones). In addition, some of the older pupils have homework tasks to carry out. Details of homework will be sent out by the class teacher.

If you are concerned about the type or amount of homework, please speak to the class teacher in the first instance and if the issue is not resolved to the Headteacher or Deputy Head.

Communication

We are working very hard to ensure that the communication from school is informative and gives plenty of notice. Newsletters are regularly sent out from the Headteacher and PTA to notify families of events that are taking place in school. In addition, letters may also come out from classes, but we do try to limit the amount of paper that comes home to you.

The school Website is a useful source of information and is updated regularly. The school uses a text message service which will allow us to send reminders or urgent updates to a nominated mobile phone.

Most classes, especially those in Key Stage 1 have a contact book which comes home with a reading book. This is also a good way of ensuring two way communication with parents/carers.

Parent Teacher Association (PTA)

The school has an active PTA which organise a range of events during the year including a Christmas and Summer Fayre and social evenings. The PTA also provides support at school functions. The PTA fundraising is used to purchase additional equipment for the school such as large equipment for the playground and additional 'control' equipment for ICT. The Chair person of the PTA is Mrs Andrea Cole who can be contacted via the school.

Helping in School

Parent help in school is both welcome and appreciated. Parents who help in school will need to have a Criminal Records Bureau (CRB) check to fulfil safeguarding requirements. Details of how this can be done are available from the school office. If you are able to offer help to hear readers please liaise in the first instance with the class teacher.

Money and Valuables

For security reasons, pupils should not bring money into school. Staff are not able to look after money and obviously there is a risk of loss if money is left in trays or coat pockets. If money is requested for swimming, a school trip, in payment for photos or for a charity event, it should come into school in a clearly labelled envelope and it will be sent straight from the classroom to the office in the class box.

Under no circumstances should mobile phones, I-Pods, MP3 players or any other electronic equipment be brought into school unless specifically requested by a member of staff.

School Visits

Children are given the opportunity to participate in a range of school visits to enhance and extend their learning. Parents are asked for voluntary contributions towards the cost of the trips; however, no pupil will be excluded from a trip if there is financial hardship. If a parent is unable to contribute towards the cost of a trip, they should make an appointment to speak to the Head Teacher in confidence.

Details of the charging policy for school trips are available from the school.

School Documents and Policies

There are a number of documents and policies that are available for parents to access if they wish.

Paper copies are available from the school office at a charge of 10p a sheet, but are also available free of charge on the school website.

Documents available include:

- School Development Plan
- The Latest OFSTED Report
- The latest Prospectus

We are continually updating our Policy Page on the website. We plan for the following policies to be available;

- Additional Educational Needs (including Gifted and Talented)
- Administration of medicine
- Admissions
- Anti bullying
- Attendance
- Behaviour
- Calculation
- Collective Worship
- Complaints
- Drugs Awareness
- E Safety
- Home School Agreement
- Homework
- Marking and Feedback
- Photographic Policy
- Sex and Relationship Education
- Swimming and Water safety
- Teaching and Learning

APPENDIX 1

Results for 2010

The figures on this sheet are taken from the data produced by Kent called making Figures Speak for Themselves showing % achievement at each level

Foundation Stage

Personal, Social and Emotional Development	
	Achievement at 6+
School	96.7
Local Partnership	96.9
Local Authority	94.6
National	89
Communication, Language and Literacy	
	Achievement at 6+
School	96.7
Local Partnership	92.4
Local Authority	89.1
National	82
Calculating	
	Achievement at 6+
School	100
Local Partnership	85.5
Local Authority	78.9
National	73
Knowledge and Understanding of the World	
	Achievement at 6+
School	100
Local Partnership	91.5
Local Authority	87.2
National	81
Physical Development	
	Achievement at 6+
School	100
Local Partnership	95.8
Local Authority	93.5
National	90
Creative Development	
	Achievement at 6+
School	96.7
Local Partnership	89.5
Local Authority	85.4
National	80

Key Stage 1

Reading			
	Level 2+	Level 2B+	Level 3+
School	96.7	83.3	53.3
Local Authority	84.6	72.3	27.1
National	85	72	26

Writing			
	Level 2+	Level 2B+	Level 3+
School	90	73.3	30
Local Authority	80.4	59.4	13.7
National	81	60	12

Maths			
	Level 2+	Level 2B+	Level 3+
School	96.7	90.0	53.3
Local Authority	89.2	74.1	20.4
National	89	73	20

Science			
	Level 2+	Level 2B+	Level 3+
School	100	Not given	46.7
Local Authority	89.2	Not given	23.1
National	89	Not given	21

Key Stage 2

Reading		
	Level 4+	Level 5+
School	92.5	61.3
Local Authority	82	48
National	84	51

Writing		
	Level 4+	Level 5+
School	77.4	6.5
Local Authority	67	19
National	71	21

English overall		
	Level 4+	Level 5+
School	90.3	32.3
Local Authority	78	30
National	81	33

Maths		
	Level 4+	Level 5+
School	83.9	45.2
Local Authority	77	34
National	80	35

Combined English and Maths		
	Level 4+	Level 5+
School	80.6	25.8
Local Authority	70	21.7
National	74	23

Science		
	Level 4+	Level 5+
School	90.3	75.2
Local Authority	84	34
National	85	37

APPENDIX 2

Attendance Data

2009-10

	School	Kent	National
% Unauthorised absence	0.4	0.8	n/a
% Authorised absence	5.2	4.7	n/a

2008-9

	School	Kent	National
% Unauthorised absence	0.4	0.7	0.6
% Authorised absence	4.1	4.7	4.7

2007-8

	School	Kent	National
% Unauthorised absence	0.4	0.6	0.6
% Authorised absence	3.9	4.7	4.7

APPENDIX 3

Dates for the School Year 2011 to 2012:

Thursday 3 rd September	In Service Day - School Closed to Pupils
Friday 4 th September	In Service Day - School Closed to Pupils
Monday 7 th September	First Day of Term 1 for Pupils
Friday 23 rd October	Last Day of Term 1
Monday 26 to Friday 30 th October (inc)	October Holiday
Monday 2 nd November	First Day of Term 2
Friday 18 th December	Last Day of Term 2
Monday 4 th January 2010	In Service Day - School Closed to Pupils
Tuesday 5 th January	First day of Term 3
Friday 12 th February	Last day of Term 3
Monday 15 th to Friday 19 th February (inc)	February Holiday
Monday 22 nd February	First Day of Term 4
Thursday 1 st April	Last Day of Term 4
Monday 19 th April	In Service Day - School Closed to Pupils
Tuesday 20 th April	First Day of Term 5
Monday 3 rd May	Bank Holiday
Friday 28 th May	Last Day of Term 5
Monday 31 st May to Friday 4 th June (inc)	'May' Holiday
Monday 7 th June	In Service Day - School Closed to Pupils
Tuesday 8 th June	First Day of Term 6
Friday 23 rd July	Last Day of Term 6 (End of School Year)