



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

Prospectus 2014/15



Headteacher: Mr R Dungate

St Mark's CEP School
Ramslye Road
Tunbridge Wells
Kent
TN4 8LN

Tel:(01892) 525402

Fax: (01892) 532409

Website: www.st-marks.kent.sch.uk

Email: headteacher@st-marks.kent.sch.uk

Office: office@st-marks.kent.sch.uk

PTA: secretarytn4@yahoo.co.uk

Welcome to St Mark's CEP Primary School

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

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

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

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

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

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

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

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

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

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

Yours sincerely

Robin Dungate
Headteacher

OFSTED MAY 2013 - GOOD

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

Contents

St Mark's School's ABC	1
School Profile	1
The Diocese of Rochester at http://www.rochester.anglican.org	2
School Statistics	2
Administrative Information	2
Staff information.....	3
Procedures for contacting teachers	4
Special Educational Needs	5
The School Day	5
Class organisation	5
Curriculum Areas of Learning and Learning Times	6
Phonics.....	6
Religious Education.....	6
Collective Worship.....	7
Assessment and Reporting	7
School Hours.....	8
Terms and Diary Dates for the academic year 2014/15	9
School closure due to extreme weather	9
Extra-Curricular Activities/Clubs	10
Parent Helpers.....	10
Absence due to illness	10
Infectious diseases	10
Medicines in School.....	11
Leave of Absence in term time	11
Co-operation between school, parents and pupils - the Home-School- Agreement.....	12
Anti-bullying guidelines	12
What is bullying?	12
School Uniform.....	13
School uniform requirements.....	13
Labelling of uniform items.....	14
Jewellery, Make-up and Valuables	14
Healthy Schools policy	15
Breakfast Club.....	15
Mid-morning snacks.....	15
Lunchtime	15
Lunchboxes.....	16
School meals	16
Family liaison support.....	16
Complaints.....	17

PTA.....	17
Sinead McCurry 07702507140	18
Appendices	19
School Statistics and Educational Results July 2014.....	19
School Statistics and Educational Results July 2013.....	21
Curriculum Support and Educational Websites	22

St Mark's School's ABC

Achievement	A school where everybody's achievements and accomplishments are highly valued.
Balance	A school where all children have access to a broad and balanced curriculum which excites and inspires them.
Community	A school with a strong sense of community spirit, centred on Christian values, and working in close partnership with St Mark's Church.

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.

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 1 and the 'two form' entry will continue until there are two forms in each year group.

An extensive building project is currently underway this will ensure that there will be excellent provision for the future as these children progress through the school.

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

More information can be obtained from:

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

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

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

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

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

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

School Statistics

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

Administrative Information

Strategic Director of Children, Families, and Education	Children, Families and Education Directorate Sessions House County Hall Maidstone Kent ME24 2XG Tel: (01622) 671411
Local Education Office	West Kent Area Education Office 17 Kings Hill Avenue Kings Hill West Malling Kent ME19 4UL Tel: (01732) 525104
Diocese of Rochester/ Director of Education	Mr Alex Tear Deanery Gate The Precinct Rochester Kent ME1 1SJ
Chairman of the Governors	Mrs Karen Stevenson
Church Foundation Governors	Rev Dr Peter Sanlon Mr Colin Wright
Parent Governors	Mr Ashley Dexter Ms Jamie Johnson Mr Seamus Ryan Mrs Sarah Russell Mr John Moynihan

Community Governors	Mrs Karen Stevenson Mr Karl Biscoe Mr Glenn Douglas
LEA Governor	Mr David Hill
Teacher Governor	Mr Simon Bird
Clerk to the Governors	Mrs Kate White

Staff information

Below you will find a list of our current school staff. 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.

Head teacher	Mr R Dungate
Deputy Head teacher	Mr S Bird
EYFS Windsor	Miss V Seminario - (Mon - Wed) Mrs A Grove - (Thurs - Fri)
EYFS Camber	Miss K Drabble
Year 1 Bodiam	Mrs R Crane- (Mon - Wed) Mrs C Lambert- (Thurs - Fri)
Year 1 Arundel	Miss J King
Year 2 Leeds	Miss R Hook
Year 3 Lewes	Mrs A Kington
Year 4 Dover	Mrs L Hammond- (Mon - Wed) Miss J Watt- (Thurs - Fri)
Year 5 Hever	Mr S Fenton
Year 6 Rochester	Mr S Bird - (Mon - Tues) Mrs L White - (Wed - Fri)
Office Administrators	Mrs L Smith Mrs K White
Bursar	Mrs K White
Staff Personnel	Ms S Jude
Special Needs Coordinator	Mr S Bird
Family Liaison Officer	Mrs L Wilmshurst

Gifted & Talented Coordinator Mr R Dungate

Teaching Assistants
Mrs T Balcombe
Mrs Z Bridge
Mrs C Chapman
Mrs K Coleman
Miss S Donoghue
Miss S Donovan
Mrs T Donovan
Mrs E Gower
Mrs L Hartfield
Mrs G Jenner
Mr D Laurence
Mrs K Lucas
Mrs J Lugg
Mrs H Reynolds

Midday Supervisors
Mr P Azzopardi
Mrs C Chapman
Miss S Donoghue
Miss S Donovan
Mrs T Donovan
Mrs G Jenner
Mrs S Marklew
Mrs S Smith
Mrs P Young
Mrs B Davey (Relief)

Site Manager Mr P Azzopardi

Breakfast Club
Mrs S Donoghue
Mrs T Donovan

Procedures for contacting teachers

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

If you need to speak to your child's teacher, in addition to the formal parent consultations in October and March, please ask for an appointment via the office and they will try to see you as soon as possible. Many of our staff are

also present in the playground at the beginning and end of the school day and welcome personal contact with parents; please bear in mind, however, that a quick discussion in the playground is not the best forum to deal with complex and possibly confidential issues and problems.

Special Educational Needs

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

The School Day

Class organisation

St Mark's consists of 9 mixed ability classes from Year Early Years through to Year 6 with children ranging from age 4 to 11.

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

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

Class organisation may be reviewed at the end of KS1.

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

Curriculum Areas of Learning and Learning Times

At primary school teaching takes place in the core areas of English, Maths and Science, as well as the foundation subjects of RE, Art, PSHE, Geography, ICT, Design Technology, History, Music, Physical Education and Health/Sex/Safety Education. A more detailed description of the teaching in each of those areas is set out in

- the Curriculum information on our website www.st-marks.kent.sch.uk , or can be obtained from
- www.nc.uk.net (the National Curriculum Online website of the Qualifications and Curriculum Authority), or
- www.tsoshop.co.uk (Her Majesty's Stationery Office website)

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

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

Based on the DfES's teaching guidelines our Infants spend 21 hours and 15 minutes each week in learning time and our Juniors 23 hours and 45 minutes in addition, we spend time on registration, assembly and breaks. The children will normally follow a set timetable incorporating all curriculum areas but are designed to be flexible enough to cope with the weather (for example in the case of outdoor P.E), visitors in school or Theatre groups or other activities that teachers plan for their class.

Phonics

In Early Years and in KS1 we follow the phonics scheme 'Letters and Sounds' This is followed by 'Support for Spelling'. Alongside this and in accordance with the New Curriculum, we follow progression documents in spelling, punctuation and grammar.

Religious Education

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

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

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

Collective Worship

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

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

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

Assessment and Reporting

Continual assessment takes place through observation, oral questioning, reading of work, written tests and presentation of work.

Statutory SATs Tests at the end of Key Stage 2 (Year 6) in Maths and English.

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.
CAT (Cognitive Abilities Tests) for Year 4 and 5.

Reporting for Foundation Early Years, KS1 & KS2

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

Procedure for Entry to Secondary Education (PESE)

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

School Hours

St Mark's school hours are as follows:

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

Morning Break: 10:30 - 10:45

Lunchtime Break: 11:55 - 12:55

Afternoon Break: 14.00 - 14.10

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

Morning Break: 10:30 - 10:45

Lunchtime Break: 11:55 - 12:55

Please ensure that children arrive at school **punctually** for 8:55 a.m., but not before 8:45am, 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 write a note to the headteacher to this effect. Without the note I am afraid we cannot let children leave the school premises without an accompanying adult.

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

Terms and Diary Dates for the academic year 2014/15

Term 1	03/09/14 - 24/10/14
Term 2	03/11/14 - 19/12/14
Term 3	05/01/15 - 13/02/15
Term 4	23/02/15 - 01/04/15
Term 5	20/04/15 - 22/05/15
Term 6	01/06/15 - 24/07/15

Inset Days (5)

Wednesday 3rd September 2014

Monday 3rd November 2014

Monday 5th January 2015

Thursday 7th May 2015

Monday 20th April 2015

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 and you may be asked to provide a written note of explanation or a doctor's certificate, to be given to the class teacher on their return. Absences may also be emailed to office@st-marks.kent.sch.uk

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

Infectious diseases

If you think the disease is contagious or infectious please notify the school immediately. This will enable us to notify the relevant government bodies if

necessary. Depending on the illness we may ask you to provide a doctor's note stating that your child is no longer contagious before they can return to school.

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

Medicines in School

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

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

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

Leave of Absence in term time

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

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

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

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

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

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

Anti-bullying guidelines

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

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

What is bullying?

Bullying is an insidious social problem that can be found in many occupations and areas of life. It involves individuals and groups over a sustained period of time.

At St Mark's we consider that there is a range of behaviour constitutes bullying including:

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

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

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

Racist: racial taunts, graffiti, gestures.

Sexual: unwanted physical contact, abusive comments

Differences: family lifestyles, sexual orientation

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

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

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

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

School Uniform

At St Mark's we take pride in how our pupils present themselves and have a practical and simple uniform for all children. Basic items like trousers, skirts, summer dresses and 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, Yellow Polo Shirt*
School sweatshirt with school emblem*
Grey or Black Socks
- Summer: Mid-grey shorts, Yellow Polo Shirt*
School sweatshirt 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, Yellow Polo Shirt*
School sweatshirt/cardigan with school emblem*
Grey or Black Socks or Tights
- Summer: Yellow and white checked summer dress
School sweatshirt with school emblem*
White socks
- PE Kit: Black shorts

Gold T-shirt with school emblem*
Black plimsolls
Coat: Waterproof, in a dark colour
Shoes: Black - no boots, trainers, high heels or open-toed sandals.

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

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

Labelling of uniform items

Please ensure that all items of your child's school uniform are clearly labelled. Inevitably in the course of a school term items get lost or mixed up and we can avoid hours of fruitless searching by having clearly named clothes. Special labelling pens or, generic or customised labels can be purchased in a number of retail outlets or ordered from the internet.

Jewellery, Make-up and Valuables

It is our school policy to discourage children from wearing jewellery during school hours. The exception is small stud earrings for children with pierced ears. However, for health and safety reasons, even these need to be taped up during PE lessons. If your child is wearing stud earrings please provide him/her with his/her own, clearly labelled role 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. No extraordinary non-conventional styles. Patterns including Mohicans, shaved patterns, tram lines, fringes that fall over the eyes or styles containing beads, braids, slogans or motifs are unacceptable.

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

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

Healthy Schools policy

St Mark's is a 'Healthy School'

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

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

Breakfast Club

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

Further details can be obtained from the school office or by contacting Toni Donovan on 07961 565733.

Mid-morning snacks

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

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

Lunchtime

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

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

Lunchboxes

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

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

GSS Limited, our school caterers, provide a healthy, nutritious cooked meal every lunchtime. Updated price lists and menus are usually available from the school office and their website; www.gsplus.org/kent.

All payments for cooked meals must be made in advance. The cost of a meal from September 2014 will be £2.20 per day. Payment can be made by cash to the school office or ideally online at www.gsplus.org/kent/pay or by debit card by phoning 01634 673166.

Please note that you can pay on a weekly, monthly or term basis. Meals can be booked for individual days, weekdays or weeks.

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

Family liaison support

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

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

Complaints

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

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

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

PTA

Who are we and what do we do?

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

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

In 2014/15 we are working towards providing additional outdoor play equipment in the infants' playground, a pond, woodland trail and outdoor learning space.

How can I be involved?

With our ambitious new projects underway, the PTA can always do with more help! PTA meetings are held roughly once per term, usually at school and are announced via the PTA newsletter or notice boards.

There are lots of different ways you can help the PTA, whether you have lots of time or not. Some roles are time-consuming although also rewarding. If you cannot commit to a big job, look out for things you can do less frequently eg running a stall at the Summer Fair or baking for a cake sale.

New for 2014/15 - we are introducing class reps to help ensure better communication between the PTA and the parents in each class.

And you can always support the PTA events by simply **turning up!**

For more info on getting involved please contact
Sinead McCurry 07702507140

Appendices

School Statistics and Educational Results July 2014

Total number of pupils (including part-time pupils)	209
Pupils with Additional Education Needs (including Statements)	25%

EYFS

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

Year 1 Phonics Result 2014

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

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

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

Percentage SEN: 14%

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

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

Percentage SEN : 16%

Children are expected to progress by two levels over KS2 .

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

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

School Statistics and Educational Results July 2013

Total number of pupils (including part-time pupils)	179
Pupils with Additional Education Needs (including Statements)	20.6%

EYFS

Good Level of Development: 66.7% Awarded Expected or Exceeding grade in all Prime and all Literacy and Mathematics. This is above the Kent Average score of 63.7%

End of Key Stage 1 as % (2012 National average in brackets)

	Maths	Writing	Reading
Level 2+	81 (91)	78 (83)	81 (87)
Level 2b+	70 (76)	70 (64)	70 (76)
Level 3	4 (22)	4 (14)	30 (27)

Percentage SEN: 19.2%

The progress made by children in Maths, Writing and Reading was well above the National Average.

End of Key Stage 2 as % (2012 National average in brackets)

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

	Maths	Writing	Reading	Spelling Punctuation and Grammar
Level 4+	78 (84)	78 (68)	91 (86)	87
Level 5+	30 (39)	9 (21)	39 (47)	52
Level 6	4 (3)	0 (0)	0 (0)	4

Percentage SEN : 33%

Children are expected to progress by two levels over KS2 .

	National Average	We achieved
Two levels of progress in Writing	90%	95%
Two levels of progress in Reading	90%	100%
Two levels of progress in Maths	87%	95%
Level 4+ in Reading, Writing and Maths combined:		78%

Curriculum Support and Educational Websites

www.parentlink.co.uk

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

www.education.gov.uk

www.@school.co.uk

www.parentscentre.gov.uk/discover

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

www.kidsonthenet.com

www.nelsonthornes.co.uk

www.bbc.co.uk/education

www.bbc.co.uk/schools/spellits

www.netrover.com/kingskids

www.sebastianswan.org.uk

www.activity.co.uk

www.ucalgary.ca/dkbrown/indes.html