



WELCOME TO BARHAM

Parent Handbook

Practical information for families

Academic year 2026–27

KIND • CONFIDENT • CURIOUS

Known, nurtured and valued — rooted in our local community.

In this handbook

This handbook is a practical guide to day-to-day school life. Full policies and the latest updates are available on the school website; where there is any difference, the current published policy takes precedence.

School office: 01227 831312 • office@barham.kent.sch.uk • Valley Road, Barham, Canterbury, Kent CT4 6NX

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Key contacts

Role	Contact
Headteacher and Designated Safeguarding Lead	Mrs Jo Duhig
Deputy Headteacher, SENCO, Family Liaison and Attendance Officer	Mrs Michelle Anderson
Senior Teachers	Mrs Ilona Morgan and Mrs Nicki Gooderham
Finance Manager	Mrs Bridget King
Office Manager	Mrs Claire Taylor
Administrative Assistant	Mrs Kirsty Knight
Chair of Governors	Professor Tim Hopthrow (contact through the school office)

1. Welcome, vision and values

Welcome

We hope that this handbook helps your family feel informed, confident and connected. Barham is a Church of England primary school at the heart of its community. We value the partnership between home and school and want every child to feel that they belong.

Our school vision

At Barham Church of England Primary School we know, nurture and value everyone in our school. We celebrate everyone's unique character, gifts and talents. As a school family, we take care of ourselves, others and the world God has given us. We are rooted in our local community.

At the heart of our school is a memorable creative curriculum, where children are challenged and inspired to explore, create and learn through a range of enriching opportunities, including academic studies, sport and the arts, outdoor learning and play. Through this we learn and grow to be kind, confident and curious individuals.

Kind, confident and curious

Our vision is rooted in the story of Jesus feeding the five thousand (John 6:1–14):

1. **Kind** — Jesus notices people's hunger and responds with compassion; the boy shares what he has and the disciples help.
2. **Confident** — the boy offers five loaves and two fish, showing that every person and every gift can be valuable.
3. **Curious** — the disciples explore the problem and the resources available, learning through trust and cooperation.

"The school's Christian vision permeates the lives of pupils through values of kindness, confidence and curiosity."

[SIAMS inspection, October 2023](#)

"Pupils value kindness. They are exceptionally respectful and kind to each other."

[Ofsted inspection, 2023](#)

[Read more about our vision and values.](#)

2. Safeguarding

Immediate danger: Call 999. To report a concern to Kent Children’s Social Care, call 03000 41 11 11, or 03000 41 91 91 outside normal office hours.

Safeguarding and promoting children’s welfare is our highest priority. Safeguarding is everyone’s responsibility. We listen to children, take concerns seriously, record and respond promptly, train staff regularly and work with families and safeguarding partners.

Safeguarding team

Responsibility	Member of staff
Designated Safeguarding Lead	Mrs Jo Duhig — Headteacher
Deputy Designated Safeguarding Lead	Mrs Michelle Anderson — Deputy Headteacher
Deputy Designated Safeguarding Lead	Mrs Nicki Gooderham — Senior Teacher
Deputy Designated Safeguarding Lead	Mrs Kim Ward — Kingfisher Club Manager

Reporting a concern

4. Speak to any member of the safeguarding team or contact the school office on 01227 831312 or office@barham.kent.sch.uk.
5. A concern about an adult working or volunteering at school must be reported to the Headteacher without delay.
6. A concern about the Headteacher must be reported to the Chair of Governors through the school office.

Operation Encompass

Barham participates in Operation Encompass. When police attend a domestic abuse incident affecting a child at our school, a trained Key Adult receives a secure notification so that appropriate and sensitive support can be offered quickly. Information is handled confidentially and in line with safeguarding and data-protection procedures.

[Safeguarding information and current contacts.](#)

[School policies, including child protection.](#)

3. The school day, collection and wraparound care

Compulsory school day: 8:45am–3:15pm, Monday to Friday — 6 hours 30 minutes a day and 32.5 hours a week.

Time	What happens
7:45–8:35	Kingfisher Breakfast Club
8:35	Gate opens; pupils go to their classrooms and begin early-morning work
8:45	School day begins and gate closes; late arrivals enter through the main entrance
10:20–10:40	Collective Worship
10:40–11:00	Morning break
11:45–1:00	Reception lunch
12:00–1:00	Key Stage 1 and Key Stage 2 lunch
3:15	End of the compulsory school day
3:15–4:30	Kingfisher early session
3:15–6:00	Kingfisher late session

Arrival and late collection

A member of staff welcomes pupils at the gate from 8:35am. Pupils arriving after 8:45am must enter through the main entrance so their arrival can be recorded. If a child has not been collected by 3:25pm, they will be brought to the school office.

Home time

7. Reception pupils are collected from the Wrens classroom door.
8. Key Stage 1 pupils are handed to parents or carers from their classroom doors.
9. Key Stage 2 pupils meet parents or carers outside the front of the school.
10. Years 5 and 6 may travel independently only when the school has written parent or carer permission.

Tell the school office in advance about a different collector, a delay or any change to normal arrangements. We cannot act on verbal messages passed through children. Please park and drive considerately, keeping pupils, pedestrians and local residents safe.

Kingfisher Breakfast and After-School Club

Kingfisher provides safe, caring wraparound care. Sessions are booked and paid for through Arbor after registration. Current fees, booking details and cancellation arrangements are published online. The club can be contacted at kingfisherclub@barham.kent.sch.uk or 07508 841215 during club hours.

[Kingfisher Club information, fees and booking.](#)

4. Attendance, absence and term-time leave

Regular attendance helps pupils flourish academically, socially and emotionally. Barham’s aspiration is attendance of at least 97%; this is a school target, not a national legal threshold. A pupil is classified as persistently absent when they miss 10% or more of possible sessions, but support should begin as soon as a difficulty or pattern becomes apparent.

If your child is absent

11. **Telephone the school before 9:00am** and explain the reason for absence.
12. Keep the school updated if the absence continues or circumstances change.
13. If no reason has been received, the school will contact you to confirm that you know your child is absent.

Sickness and diarrhoea: Keep your child at home until 48 hours after the last episode of vomiting or diarrhoea.

A supportive approach

Attendance concerns are managed through a graduated, supportive approach. We listen, seek to understand barriers and may offer meetings, an Attendance Support Plan, pastoral or SEND support, Early Help, liaison with health services or reasonable adjustments. Formal procedures are used only when support has not secured improvement.

For early help with attendance, contact Mrs Michelle Anderson, Deputy Headteacher and Attendance Officer, or Mrs Jo Duhig, Headteacher, through the school office.

Requests for leave during term time

There is no automatic entitlement to holiday or leave during term time. The Headteacher may authorise leave only in exceptional circumstances. Every application is considered individually and on its own merits; the school does not operate blanket rules based on a pupil’s year group or assessment period. If leave is granted, the Headteacher decides how many school days may be authorised.

Requests based on cost, convenience or preference are unlikely to be exceptional. Submit a request before making arrangements. The school will share dates for national assessments, including the Year 1 phonics screening check, Year 4 multiplication tables check and Year 6 tests. Year 2 national curriculum assessments are optional for schools, and some pupils may repeat the phonics check.

[Attendance guidance and the school’s Attendance Policy.](#)

5. Food, drink and school meals

School meals and packed lunches

Caterlink provides cooked meals. Meals are ordered through ParentPay. Children may instead bring a healthy packed lunch. Please do not send glass bottles, fizzy drinks, canned drinks, sweets or chocolate.

Allergy-aware school: We cannot guarantee an allergen-free environment. Please do not send nuts or nut-based products, and check labels carefully — including items such as cereal bars, nut spreads, chocolate spread and pesto.

Free school meals

14. All pupils in Reception, Year 1 and Year 2 can receive a free school meal through Universal Infant Free School Meals.
15. From September 2026, pupils in households receiving Universal Credit can receive a free school meal; other qualifying groups continue.
16. Families should still apply for benefits-related free school meals, even when a child receives an infant free meal, so targeted eligibility and pupil-premium support can be checked.

[Kent free school meals eligibility and application.](#)

[Barham school dinners and packed-lunch guidance.](#)

Snacks, milk and water

At morning break, children may have fruit, dried fruit or raw vegetables without a wrapper. Reception and Key Stage 1 pupils receive fruit. Milk is free until a child's fifth birthday and can be purchased for older children through Cool Milk; ask the office for details. Every child should bring a named bottle of plain water each day — not juice or squash.

6. Uniform, PE kit and belongings

Our colours are navy blue, white and grey. Please name every item. The policy keeps compulsory branded items within the legal limit applying from September 2026: the school sweatshirt or cardigan and the navy school PE T-shirt. Other branded items are optional, and generic navy alternatives may be used where stated.

Item	Required or expected	Notes
Everyday uniform	Grey trousers, shorts or skirt; white shirt or blouse; school sweatshirt or cardigan; grey, black or white socks, or grey, black or navy tights; sensible black or navy closed-toe shoes.	Blue gingham dress may be worn in summer. Reception pupils may wear a plain white polo shirt.
PE kit	Navy school PE T-shirt; plain navy shorts; trainers.	Plain navy tracksuit bottoms and a plain navy sweatshirt or hoodie may be worn in cold weather.
Optional items	School tie; branded hoodie or joggers.	These are optional. Generic navy alternatives are permitted.
Swimming	One-piece swimsuit or close-fitting swim trunks; goggles may be worn.	No bikinis or loose board shorts. Discuss religious or medical adjustments with the school.

Logo items are available from the school office. Pre-loved uniform is listed through Arbor. Please contact the Headteacher if cost is a barrier so that available support can be discussed.

Appearance and jewellery

17. Hair should be neat; long hair should be tied back. Hairbands should be plain, preferably navy.
18. Pupils should not wear make-up or nail varnish.
19. Only small stud earrings may be worn. Other piercings are not permitted.
20. Studs must be removed for PE and swimming. Plan new piercings so they can be safely removed.

Valuables, cycles and scooters

Toys and valuables should not be brought to school unless requested for a learning activity. Items are brought at the owner's risk. Children cycling or scooting should wear a helmet, dismount before entering the site and use the designated storage. Year 6 pupils are offered Bikeability; children should not cycle unsupervised on the road until parents or carers are confident they can do so safely.

[Current uniform information and pre-loved arrangements.](#)

7. Health, medical needs and first aid

Medical conditions and individual healthcare plans

Tell the school before your child starts, or as soon as a condition is diagnosed, if they have asthma, diabetes, epilepsy, a severe allergy or another significant medical need. School will work with the family and relevant professionals to agree an individual healthcare plan where needed. Keep the school informed of any change to medication, symptoms, treatment or emergency action.

Medicines at school

21. Medicines must be in date and supplied in the original labelled container, with the prescriber's instructions.
22. Parents or carers must provide written consent and complete the school's medicine administration form.
23. Hand medicines to the school office unless an individual arrangement says otherwise.
24. A competent pupil may carry or manage their own medicine or device by agreement with the school and, where appropriate, in their individual healthcare plan.
25. Emergency medicines, including inhalers and adrenaline auto-injectors (AAIs), must be quickly accessible.

Allergies

Tell both the school and Caterlink about food allergies. The school will agree an allergy or healthcare plan where needed, including emergency medication and actions. Caterlink can provide an allergy form and suitable menu information. Although we discourage nuts and nut-based products, no school can guarantee that all traces of allergens are absent.

First aid

Trained first aiders respond to accidents and minor injuries. When a child is treated, parents or carers receive an email through Medical Tracker. The school office will telephone after a head bump.

[School policies, including first aid and medical procedures.](#)

8. Learning and school life

A memorable, creative curriculum

Learning is enriched through academic study, sport, music, the arts, outdoor learning, play, visitors and educational visits. Events may include World Book Day, sports week, aquathlon or triathlon activities, an annual production, the inter-house music competition, music evenings, the pantomime and church services. Older pupils may take part in a residential visit.

Homework and reading

Every child should read regularly at home. Homework increases gradually as pupils get older and helps them prepare for secondary school. A weekly class overview is emailed to families with curriculum information and homework. Class pages and Seesaw also share learning information and photographs.

Clubs

A changing programme of clubs may include sport, drama, sewing, computing, art and gardening before school, at lunchtime or after school. After-school clubs are normally available from Year 1; Reception pupils may join suitable lunchtime clubs. Current choices and booking details are shared each term.

Outdoor Play and Learning (OPAL)

Pupils play outdoors in most weather. OPAL supports physical activity, creativity, cooperation, confidence and learning to manage appropriate risk. Children need named waterproofs, wellies and seasonal clothing, including hats and gloves when needed.

[Find out about OPAL at Barham.](#)

Swimming

The school pool is used during the autumn and summer terms. Year 6 pupils also swim in deeper water at Dover to develop confidence, water safety and award-level skills.

Additional needs and SEND

Some children need additional or different support. The school works with families, pupils and external professionals to understand needs and agree appropriate provision. Mrs Michelle Anderson is the Special Educational Needs Coordinator (SENCO). Families of pupils with an Education, Health and Care (EHC) plan are fully involved in planning, review and discussion of provision.

[SEND information, the SEN Information Report and current policies.](#)

Parent consultations and reports

An autumn consultation focuses on settling into the new class. A spring consultation reviews progress and next steps. The annual written report is emailed in July, with an opportunity to discuss it. The SENCO is available by appointment where additional support needs to be considered.

9. Behaviour, relationships and pupil voice

Behaviour and relationships

We expect high standards of behaviour in and beyond school. Our values are Kind, Confident and Curious, and our rules are Ready, Respectful and Safe. Adults teach and model expectations, recognise positive choices and respond to difficulties with calm, proportionate consequences. We work with families to understand needs, repair relationships and help pupils make safer choices.

[Behaviour and relationships policies.](#)

Bullying

Every pupil should feel safe and secure. Children are encouraged to tell a trusted adult if they feel picked on, excluded, threatened or harmed. Concerns are recorded, investigated and acted on promptly. Parents and carers should raise concerns through the class teacher or another appropriate member of staff rather than trying to resolve matters directly with other children.

[Anti-bullying policy.](#)

School Council

Each class from Year 1 to Year 6 elects two representatives. The School Council meets with a Senior Teacher to share ideas, celebrate successes, discuss issues and contribute to school decisions.

Buddy system

Year 6 pupils are paired with Reception (Wrens), and Year 5 pupils with Year 1 (Jays). Buddies read, create, walk to church and join special events together. Younger pupils gain confidence and security; older pupils develop responsibility and strong relationships.

10. Communication and family partnership

Keeping in touch

Good communication between home and school supports every child. Weekly newsletters and class emails share news, dates and curriculum information. Arbor is used for bookings, payments and important updates. Seesaw is used for class learning, photographs and routine messages; it is not the right route for urgent or significant concerns.

Teachers are preparing for learning before school. Unless a matter is urgent, arrange an after-school appointment through the office for a longer conversation. The Home School Communication Policy explains who to contact and how concerns are escalated.

[Home School Communication Policy and other school policies.](#)

Emergency details

Keep addresses, email addresses and telephone numbers up to date through Arbor or the school office. Provide at least two current emergency contacts wherever possible, and tell the office promptly about changes to parental responsibility, collection permissions or relevant court orders.

Questions, concerns and complaints

Raise the matter informally with the class teacher or appropriate member of staff.

If it is not resolved, contact the relevant senior leader or the Headteacher.

Use the formal Complaints Policy when informal discussion has not resolved the issue.

Complaints about the Headteacher should be directed to the Chair of Governors through the school office.

[Complaints Policy.](#)

Parent and Teacher Association

Every parent and carer is automatically a member of the PTA. Recent fundraising has exceeded £6,000 through events such as the Christmas Fayre, Elfridges and the Summer Fayre, alongside pre-loved uniform and event refreshments. Funds support pool upkeep, trip coaches and Year 6 books, and the current major project is fundraising for a school minibus. New volunteers and ideas are always welcome.

[Barham PTA information.](#)

Contact the PTA: email_barhamprimarypta@gmail.com.

Volunteering

Parents, carers and grandparents can enrich school life by helping with reading, activities, events and trips. Volunteering must be arranged in advance and is subject to the safeguarding checks and supervision required for the role. Contact the school office to express an interest.

11. Online safety, privacy and devices

Online safety

Online safety is taught through Computing, PSHE and Relationships Education. Pupils learn about privacy, secure passwords, respectful communication, harmful or unreliable content, age restrictions, artificial intelligence and how to report something that worries them. Families should supervise children's use of devices and reinforce the same messages at home.

[Online-safety guidance and parent resources.](#)

Mobile phones, smartwatches and personal devices

Pupils should not normally bring a phone, smartwatch or personal device to school. Where the Headteacher has agreed that a device is needed, it must be switched off and handed to the school office for secure storage at the start of the day, then collected at home time. Personal devices must not be used on the school site.

Parent messaging groups

Parent-run WhatsApp or social-media groups are not managed by the school. Use them respectfully, protect privacy and do not share pupil information or photographs without consent. Concerns about school, staff or pupils should be raised through official school channels rather than debated in public or group messages.

[Guidance for parent WhatsApp groups.](#)

Data protection and photographs

The school handles personal information in accordance with data-protection law and its published privacy notices. Keep consent preferences and contact details current. Do not place information about pupils, medical needs, safeguarding concerns or family circumstances in public posts or informal group chats.

[Data protection, GDPR and privacy notices.](#)

12. Term dates and useful links

The school year comprises 190 pupil days and five staff-development days within a 195-day calendar. The dates below are the published 2026–27 dates. Always check the website and school communications before booking travel or appointments.

Term	First pupil day	Last pupil day	Notes
Term 1	Thursday 3 September 2026	Friday 23 October 2026	INSET: 1–2 September
Term 2	Tuesday 3 November 2026	Friday 18 December 2026	INSET: 2 November
Term 3	Tuesday 5 January 2027	Friday 12 February 2027	INSET: 4 January
Term 4	Monday 22 February 2027	Thursday 25 March 2027	—
Term 5	Monday 12 April 2027	Friday 28 May 2027	Bank holiday: 3 May
Term 6	Tuesday 8 June 2027	Wednesday 21 July 2027	INSET: 7 June

[Current term dates and holiday details.](#)

Quick links

26. [School website](#)
27. [Safeguarding](#)
28. [Attendance](#)
29. [School dinners and packed lunches](#)
30. [Kingfisher Club](#)
31. [Uniform](#)
32. [SEND](#)
33. [Online safety](#)
34. [School policies](#)

Thank you: We hope you and your child enjoy a happy, successful and rewarding time at Barham Church of England Primary School.

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