



Barham Church of England Primary School Handbook for Parents 2024

The School Vision

Barham is a vibrant, inclusive and high-achieving primary school with a family feel at the heart of the local and church community. We are committed to supporting everyone to be kind, confident and curious. Our curriculum is broad, engaging and supports everyone to flourish as God intends.

*“A deep commitment to every pupil succeeding lies at the heart of this welcoming and joyful school.”
Ofsted 2023*

*“Pupils value kindness. They are exceptionally respectful and kind to each other.”
Ofsted 2023*

*Music, sport and the arts have a strong tradition in the school and pupils often excel in these areas.”
Ofsted 2019*

*“As one parent put it, ‘Barham is a very nurturing school where pupils are taught by passionate and caring teachers.’
Ofsted 2023*

Address

Barham Church of England Primary School
Valley Road
Barham
Kent CT4 6NX

Email: office@barham.kent.sch.uk

Telephone 01227 831312

Co-Head Teachers: Mrs Alison Higgins and Mrs Jo Duhig
headteacher@barham.kent.sch.uk

Assistant Head/SENCO & Family Liaison Officer: Mrs Michelle Anderson
Michelle.anderson@barham.kent.sch.uk

Chair of Governors: Prof. Tim Hopthrow
(c/o Barham C of E Primary School)

The School Day

08:45 the school gates open (children can go straight to their class)

09:00 the gates close (children who arrive late need to enter the school via the main office and will receive a 'late' mark)

15:10 Reception children (Wrens class) end of school

15:15 End of the day for the rest of the school

Home Time

Parents of Wrens should collect their children (at 15:10) from the Wrens classroom door. Key Stage 1 classes (Jays and Owls) are handed to parents from their classroom doors which open onto the path leading up to the office. Key Stage 2 parents should meet their children outside the front of the school at the end of the day. You are asked to make sure that your child knows who is meeting him/her. It is the responsibility of parents to ensure that their child arrives home safely.

If, for any reason, there is a change in the normal meeting arrangements for your child e.g. you have arranged for someone else to meet the child or you have been unavoidably delayed, we ask that you inform us beforehand so that we are aware of the new arrangements. For obvious reasons we cannot act on verbal messages from children. We kindly ask that at drop off and pick up times, parents and carers park their cars with consideration for local residents and the safety of our pupils.

Playtimes

Children in YR, Y1 and Y2 have a playtime in both the morning and afternoon. KS2 children have a playtime in the morning. All children are expected to go to the playground at playtimes unless the weather is very wet. We ask that children are provided with appropriate clothing for the season, including named hats and gloves when necessary. In addition to playtimes, all classes include 'moving minutes' during the day, which is an opportunity for children to have a quick movement break and some fresh air in between their lessons.

Lunchtime

We are a nut-free school. Nuts should not be included in packed lunches or snacks. This includes cereal bars containing nuts, peanut butter, Nutella and pesto.

Year R - 11:45 – 12:45

Key Stage 1 – 12:00 – 12:45

Key Stage 2 – 12:15 – 13:00

CH & Co provide hot meals or your child can bring a packed lunch. We encourage parents to provide healthy packed lunches. Our school website (under School Dinners and Packed Lunches) has advice about packed lunches and links to sites with healthy lunch ideas. Please do not send drinks in glass bottles or sweets/chocolates in packed lunches. All KS1 children receive a free cooked lunch if they choose.

Any parents in receipt of Income Support can continue to obtain free lunches for their children in Key Stage 2. Information to check eligibility and application forms can be found at:

<https://www.kent.gov.uk/education-and-children/schools/free-school-meals>

Snacks

We do not allow children to have sweets or crisps at break time, but if you would like your child to have a morning snack then a piece of fruit, dried fruit, or some raw vegetables are all quite acceptable. KS1 children are provided with fruit each day. Milk is also provided free to children until they are five years old. All other children can have milk each day at a low cost. Speak to the office for more details.

The health benefits of drinking water throughout the day are well documented and all children should bring a (named) water bottle into school every day (not juice/squash).

School Events

We pride ourselves on our creative and engaging curriculum. This often involves visits or visitors and special days or weeks in school. There is normally a residential visit for the older pupils plus trips to places like Canterbury Cathedral or the Kent Life Museum. We celebrate World Book Day and have non-uniform days to raise money. We always hold a 'sports week' where the children can participate in circuits each morning and an aquathon or triathlon event is held. The whole school attends the pantomime each year (normally at The Marlowe) and we have music events like the Spring Music Evening, inter-house music competition and a school production. There are many opportunities for parents to join us when we have our church services too. The weekly newsletter and website will keep you up-to-date with events.

Extra-Curricular Clubs

It is not possible to list all the exciting opportunities offered throughout the year, but there is always a great variety to choose from. Clubs may include sports, drama, sewing, computing, art or gardening. These can take place before school, at lunchtimes as well as after school. A letter will go home each term to advise you of the extra-curricular opportunities available for your child. After-school clubs are usually for pupils in Year 1 upwards but there are lunchtime clubs which reception children can attend.

Breakfast and After-School Club

We have an excellent breakfast and after school club that is independently run by Mr and Mrs Gower (who own New House Nursery). Should you wish your child to attend or would like more details please ask for a registration form from the office.

Homework

We do ask that children do a certain amount of homework at home. The children receive very little when they are young, but more as they grow older so that they are more prepared when they transfer to secondary school. Details of what the children have been learning each week, as well as the homework, is emailed weekly to parents. There is also class information on the website and on Seesaw, the online platform.

Open Evenings

Twice a year there is a consultation evening where you are invited to make an appointment to come and discuss your child's progress with his/her teacher. The first, which takes place in the autumn term, is used to discuss how your child has settled into school or new class and to air any concerns you or your child may have. The second, is in the spring term, at which you can discuss your child's progress. We have no crèche facilities on these evenings so if you cannot arrange alternative childcare, your child should remain with you. Our SENCO, Mrs Anderson, is also available for appointments on these evenings. An annual report is sent home in July.

Additional Support for Children

You may feel, after consultation with teachers, that your child needs additional support and help. The school is able to provide some of this help and, if necessary, call upon support from other sources. Parents of children with an Education Health Care Plan will have the opportunity to fully discuss their child's needs and circumstance and any strategies devised for meeting those needs with the Co-headteacher and staff. The school SENCO is Mrs Michelle Anderson.

The School Website

The school website is a good source of information for things such as the curriculum, dates, online safety, school policies as well as the latest news. The address is www.barham.kent.sch.uk

Communication

We believe that good communication between home and school is essential for the successful education of your child. Our teachers are always willing to discuss any aspect of your child's education with you. Unless the matter is very urgent we would ask that you avoid the period before school begins in the morning as our teachers are using this time to make final preparations for the day. An after-school appointment can be made via the school office if you need to discuss anything in depth with your child's teacher.

The Co-headteachers are equally happy to discuss any matter related to your child's school life. An appointment can be made by contacting the school office.

Email

News, information, holiday dates and helpful information are circulated through weekly newsletters via email. Teachers also send a weekly email home to parents with specific information about areas of the curriculum covered that week. Please ensure that the school office has a current working email address for you.

Emergency Contact Details

It is important that we are kept informed of any change of address, email or telephone number so that parents can be contacted in an emergency.

Holidays

The school year is divided into six terms. There is a holiday at the end of each term and a shorter break halfway through the term. Five teacher training days are included in the 195-day school year. A child's school year is 190 days. We will always let you know in good time when a training day will take place. Term dates for 2024 – 2025, which include the teacher training days, are on the website here:

<https://barham.kent.sch.uk/news-and-events/term-dates>

In accordance with Government regulations, the Governors have taken the decision that holiday absences within term time will not be authorised unless there are exceptional circumstances. Circumstances which will be considered as exceptional are rostered holidays, compassionate circumstances, medical appointments and cultural and educational activities, such as a sporting or musical event or exam. A form must be completed for any scheduled absences and handed in at least two weeks before the absence. Absences during statutory periods (Y1, Y2, Y4, Y6) will not be authorised and should be avoided.

School Uniform

The school colours are navy blue, white and grey. **All clothing should be clearly named please.**

Winter

Grey shorts/trousers/skirt
White long/short-sleeved shirt/blouse
School tie* (optional)
School sweatshirt*/cardigan*
Grey/black/navy tights/socks
Black/navy sensible shoes
(Not trainers or boots)

Summer

Grey shorts/trousers/skirt/blue gingham dress
White long/short-sleeved shirt/blouse
School sweatshirt*/cardigan*
Grey/black/white socks
Black/navy sandals (closed toe)/shoes
(Not trainers)

** In reception only, your child may wear a plain, white polo shirt.
All items marked with* may be purchased from the school office.

For safety reasons children should wear strong shoes. Fashion shoes with a heel, open-toed sandals or boots are not suitable.

Children should have neat hairstyles, appropriate for school and not come to school with dyed hair. Long hair (male or female) should be tied back and children should not wear make-up or nail varnish. Hairbands and Alice bands should be plain, preferably blue.

Jewellery is not allowed in school for health and safety reasons and earrings other than small, simple studs must not be worn. No child should have more than one piercing per ear. Other body piercings are not permitted. If studs are worn, these should be left at home on PE days or

removed before the lesson. Children cannot swim with earrings in, so if you are considering having your child's ears pierced, we suggest doing this in the summer holidays.

PE Kit

KS1

Navy school T-shirt* plain navy shorts (not cycling shorts) and trainers (not plimsolls).

KS2

Navy school t-shirt*, plain navy shorts and trainers.

As the weather gets colder, children can wear the school hoodie and joggers* or plain navy tracksuit bottoms. (*available from the office)

Swimming Kit

Girls: One-piece swimsuit (not a bikini)

Boys: Tight-fitting trunks (not board shorts)

Swimming

We are so lucky to have our own swimming pool. It is used in the Autumn and Summer terms. Pupils in Year 6 also have two terms of swimming in deeper water at Dover swimming pool. This enables them to work on completing gold, silver and bronze swimming awards.

Valuables

Valuables (including toys) should not be brought to school. We do our best to safeguard property, but any items brought to school are at the owner's risk.

Mobile Phones

Mobile phones and/or personal devices must not be used on site by pupils. Mobile phones and/or personal devices should not be brought into school unless this has been agreed with the Co-headteachers. If this has been agreed then Barham School expects pupils' personal devices and mobile phones to be handed in to the office in the morning, switched off and kept locked in the safe. They can be collected at the end of the day.

Online Safety

We can only be successful in keeping children safe online if we work with parents to ensure the message is consistent. It is important that you speak to your child about how they can keep safe and behave appropriately online. Close supervision is essential if children have use of mobiles, devices and any similar technology. Being safe online is taught to all pupils explaining and demonstrating how to stay safe and behave appropriately online. Staying safe online is discussed in Computing and PSHE lessons. On our website, we have some links to useful websites and factsheets <https://barham.kent.sch.uk/parents/e-safety>. We also send out regular online safety newsletters and there are information webinars for parents and carers to attend

throughout the year.

Absences

If your child is absent at any time, please telephone before 9:00 am to let us know that your child will not be in school. In the event of us not receiving a telephone call we will attempt to contact you to ensure that you are aware of the absence.

A child suffering from sickness or diarrhoea must be kept at home until all such symptoms have cleared for **48 hours**. This is in the interest of your own child and helps to minimise the spread of infection to others.

Attendance

It is expected that a child's attendance at school is no lower than 97%. Regular attendance is an important factor in a child's academic success. When pupils are frequently absent, it is difficult for them to keep up with their school work and this could affect their life chances. If your child's attendance is a cause for concern (less than 90%), we get in contact with you to offer support to help increase your child's attendance.

Asthma, Diabetes, Epilepsy etc.

If your child suffers from any serious illness or condition such as the above, the Co-headteachers must be informed of this before your child starts school. We will then formulate a care plan which will detail any medication, doses and special actions to be taken in an emergency. Parents will be asked to sign the plan and then keep the school informed of any significant changes should they occur.

Allergies

Please inform the school about any allergies your child may suffer from e.g. nuts.

Medicines at School

If a child requires medicine, it should be labelled and handed in to the office. No child will be allowed to carry their own medicine. The only exception to this being inhalers for asthma or EpiPens for allergies. Children with asthma may keep their inhalers within their classrooms, and on their person when doing PE and Games.

If you cannot come to school to administer the medicine to your child, a form can be completed giving a member of staff permission to administer the prescribed medication. Please contact the office for further details.

First Aid

We have a team of First Aiders who are trained to deal with accidents as well as dealing with minor injuries. If your child has an accident and is seen by a first aider, you will receive an accident form. If your child has a bump to the head, the school office will ring you to inform you.

Cycles and Scooters

Children who cycle to school should wear helmets and dismount from their cycles before they reach school premises. Cycles may be stored in the racks behind the head teacher's office and at the back of the Y6 classroom. Bikeability takes place in Year 6 and we advise that children shouldn't be cycling on the road unsupervised before they have completed this course. Children who bring scooters to school should also dismount and walk when on the school premises.

Discipline and Behaviour

The school expects and maintains high standards of discipline and behaviour, both inside and outside school, and we ask that parents support our aims and values. Our aim is to develop self-discipline, and respect for others in all areas of school life. The school discipline policy tries to reinforce positive behaviour through school wide reward systems and by recognising the contributions to school life by individuals. This may be done in assemblies or within other events. The school's house system is used to reward children at class level. Sanctions are available, but are used only when necessary. A copy of the Behaviour and Discipline Policy is on the school website. Paper copies available on request.

Bullying

We try to ensure that all our pupils feel safe and secure at school. The school has an anti-bullying policy and children are reminded regularly about the school's aims, values and expectations with regard to this area.

In order to prevent bullying, we try to impress upon children that if they are feeling picked on in any way, the most important thing they must do is to tell someone - either a teacher, teaching assistant or parent. Once we know about a problem we will take immediate action.

The School Council

It is important to us at Barham that we listen to our pupils and that they have a 'voice'. We involve our pupils through the school council. Each class from Year 1 to Year 6 nominates two school council representatives each term. They meet regularly with the Co-headteacher to discuss and share a range of successes and issues. The school council takes part in school decision-making and in the day-to-day life of the school.

Buddy System

Our Year 5 and 6 pupils are allocated a 'buddy' from Wrens or Jays. There are many brilliant benefits to having this system in place. The younger pupils feel more secure and are helped to settle in to school by their buddy and they do things like; reading, making Christmas hats, walking to church or attending special events together. The older children develop a real sense of responsibility and the children build good relationships.

The Parent and Teacher Association

The PTA is a dynamic organisation and during the year it acts as a focus for social activities as well as raising substantial sums of money. This is done by providing various activities such as

fetes and school discos. Although there is a committee, it is very informal and the committee welcomes help from any willing parents. All parents at the school are automatically members of the PTA and the organisation also has loyal support over many years from neighbours and other people connected with the school.

Parental involvement

It is our wish to be a community school and as such we welcome the participation of the community in the education of our children. We always enjoy having parents and grandparents working alongside us in school on either a regular or casual basis with either individuals or groups of children. There are so many ways in which you, as parents, can join in and contribute to our school. If you would like to help in any way, please do not hesitate to contact us and let us know of your interest.

We hope you and your child enjoy your time at Barham Primary School.

The school community lives exceptionally well together. Pupils, staff and parents are supported by the kind and caring ethos of the school. (SIAMS Oct 2023)

Barham Primary has a successful and long-standing buddy system. This supports younger pupils to integrate into school and enables older pupils to become role models. Vulnerable and disadvantaged children and families are seen and valued. (SIAMS Oct 2023)

Parents and carers are keen to express their love for the school and the care they have received. Servant-hearted leadership models compassion towards others, and is valued by staff and parents alike. (SIAMS Oct 2023)