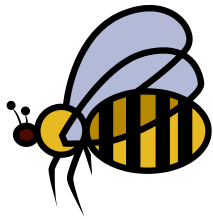
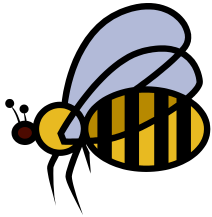
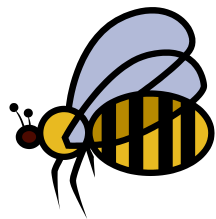
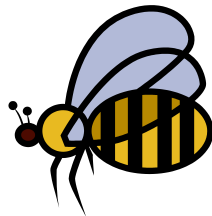


St Katharine's Knockholt  
Church of England (Voluntary Aided)  
Primary School



# Handbook





St. Katharine's Knockholt  
Church of England (Voluntary Aided) Primary School



Main Road, Knockholt, Kent. TN14 7LS  
Telephone 01959 532237

Headteacher Sarah-Jane Tormey

e-mail [headteacher@knockholt.kent.sch.uk](mailto:headteacher@knockholt.kent.sch.uk)  
school website [www.knockholt.kent.sch.uk](http://www.knockholt.kent.sch.uk)

*Dear Parents,*

*We are pleased to welcome you and your child to St Katharine's Knockholt Church of England Voluntary Aided Primary School. We will be working in partnership with you for the next few years and know that we will **all** enjoy watching your child grow in confidence and independence and, at the same time, becoming increasingly mindful of the other people in their lives.*

*At St Katharine's each child learns how to observe sensible rules made for the common good, to share, to exercise a wise choice and to work at a task until it is properly finished.*

*'This is a school that values each individual and allows them to flourish'  
SIAMS 2018*

*Children vary widely in their general ability and maturity. We aim to create a caring, working atmosphere within the school. Through understanding, the children learn their basic skills in literacy, numeracy, science and, in this fast changing world, information technology. As we are a Church school we encourage children in their spiritual development and give them opportunities to experience the 'awe and wonder' of their world. To enrich the child's total development we shall include art and music, studies in geography and history, drama, P.E., health and social education, design technology and French.*

*Further details of our curriculum and organisation are included in this Handbook, which supports the information in the Prospectus.  
It might be useful to keep both for future reference.*

*If you ever have any queries or problems, please do not hesitate to contact us.*

*Yours sincerely*

*Sarah-Jane Tormey*





St. Katharine's Knockholt  
Church of England (Voluntary Aided) Primary School



Main Road, Knockholt, Kent. TN14 7LS  
Telephone 01959 532237  
e-mail [headteacher@knockholt.kent.sch.uk](mailto:headteacher@knockholt.kent.sch.uk)  
school website [www.knockholt.kent.sch.uk](http://www.knockholt.kent.sch.uk)

Headteacher Sarah-Jane Tormey

Dear Parents,

Welcome to St Katharine's. Thank you for selecting our school.

We are very proud of St Katharine's and the work that we do to offer a very high standard of education and care for all the pupils in our school and are particularly proud to offer an inclusive education catering for all needs. This has once again been endorsed by the most recent Ofsted Inspection in February 2017 which stated that:

*The Leadership team has maintained the good quality of education in the school.*

*Inspectors identified pupils' good progress in their learning and their outstanding behaviour as strengths of the school. You have maintained and continued to build on these strengths.*

*Parents are overwhelmingly positive about the school. Parents praise the school's nurturing culture. They also appreciate the many opportunities the school provides and the willingness of the staff to go the extra mile for their children.*

*Pupils feel safe and know how to keep themselves safe – They are hugely proud of their school and their behaviours is always good and at times impeccable. The school is a warm, open and tolerant community.*

In addition to delivering all aspects of the National Curriculum we strive to include a varied number of other activities to develop and further the potential for the children in our care and enrich their time with us.

Our Head Teacher, Miss Tormey, and all of her staff at St Katharine's are dedicated hardworking and committed to the ethos of pastoral care and nurturing of our pupils. They firmly believe in continuing the positive and enjoyable environment that is St Katharine's, in which children can work towards achieving their individual potential.

Choosing a school for your child is a very important decision and if you require any additional information, please feel free to contact the school or any of the school Governors.

Yours Sincerely

Richard Pickering  
Chair of Governors



# The Curriculum

We will develop each child according to its own ability, age, talents and interests. Your child needs to be equipped with desirable attitudes and skills that will be required for the years ahead in our rapidly changing society. The future generation will need to be more adaptable and flexible in outlook.

We are concerned not only with the intellectual development of the child, but also the aesthetic, emotional, social, moral and physical well being of each pupil. We shall create opportunities for your child to develop his/her strengths and to strengthen their weaknesses, helping develop a lively, enquiring mind and applying it until a task is completed. Children need to develop the ability to plan their work independently as well as being able to work as a group, to do research activities and be able to record their findings in a suitable way. Often human achievements are studied to show how difficulties in life can be overcome with the determination of a positive attitude of mind.

We aim to give our children as many first hand experiences and active learning opportunities as possible.

## **The National Curriculum**

We ensure that all requirements of the National Curriculum are met and provide our children with a broad and balanced curriculum. In addition to ensuring our children develop skills in literacy and numeracy, we aim to inspire a joy and commitment to learning that will last a lifetime.

As a Church School, RE is taught in accordance with the Kent Agreed Syllabus and delivered through the Rochester Scheme of Work.

The language of the National Curriculum is full of jargon - so to explain a little further, a pupil's compulsory education is in four Key Stages:

Foundation Stage	Age 4 -5 yrs	our Reception Children
Key Stage 1	Ages 5-7 yrs	our Year 1 and 2
Key Stage 2	Ages 7-11 yrs	our Year 3,4,5 and 6
Key Stage 3	Ages 11-14 yrs	
Key Stage 4	Ages 14-16 yrs	

Assessment is also a key feature of the National Curriculum. The children are assessed regularly and sit statutory SATS at the end of each Key Stage. For us this means the end of Year 2 and the end of Year 6. There are also opportunities for non-statutory testing in other year groups so that schools can monitor the progress of the children and provide benchmarks for school development. Children's progress is closely tracked throughout their time at St Katharine's. Targets are set for each child and these are reviewed termly.

## English

The National Curriculum identifies three strands. Speaking and Listening, Reading and Writing. Developing all these strands helps children to communicate effectively at many levels and for different purposes. Our programmes of work are designed to take elements of language and develop them in line with the new approach to Literacy. We hope to give your child the tools and a love of words that will give them enjoyment for the rest of their life.



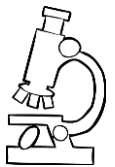
## Maths

The National Curriculum sets out the maths curriculum by year group. We teach children to master maths by developing their mathematical fluency. This enables children to solve non-routine maths problems without having to memorise procedures. The concrete-pictorial-abstract approach is used to introduce all new concepts and facilitate the mastery that children achieve. Learning number facts and times tables allow our children to free up their working memories and focus on the maths they are learning. We adopt an inclusive approach where children work in mixed ability groups and we have high expectations of attainment for all our children. Many children are able to take their learning to a greater depth by digging deeper into their year group curriculum.



## Science

Work in science can either be as a separate subject or within a study focus that might include many areas of the curriculum. We investigate the living world, materials and their properties as well as the physical world in which we live. We involve practical investigation and experimentation wherever possible. To help us ensure a balanced diet of all aspects of science that builds up through the school, we use the schemes of work produced by the Government.



## ICT

In a fast changing world, the role of information and control technology is developing daily. We are constantly looking to update and extend the ICT opportunities we can offer children so that we can provide a variety of situations where children can become familiar with how technology can help in real situations. We will help your child to develop the confidence to communicate with and 'control' the range of IT available to them and to use it to support their learning.

## RE



As a Church of England school we follow a Diocesan scheme of work that is based on Christian beliefs. We will use the links we have with St. Katherine's to help children recognise their spiritual side ... the quiet and peace of a church is something to be experienced and pondered upon by everyone! We also recognise the role of other world religions and these will be studied within themes such as prayer, festivals and pilgrimage.

We also follow programmes in **History, Geography, Design and Technology, Music, Art, and Citizenship**. We are delighted to be able to offer modern foreign languages and every child has half an hour of French a week.

## PE

Physical education is very important to the growing child. We cover a variety of areas under this umbrella, such as gymnastics, games, athletics, swimming, dance and outdoor pursuits. Some areas are revisited far more often than others. The development of skills is important and has to be built upon year after year. It is also important to become team members and to play to rules. We have our own outdoor heated pool which we use in the Summer Term.

## **Personal Health and Social Education**

Although there is much in the Science Programmes of Study, we still feel that it is important to emphasise aspects of health where they are concerned with respecting the life we have been given. In the early years this will take the form of keeping healthy by... keeping clean, washing your hands before lunch, brushing your teeth regularly etc. We will also include safety with medicines and other everyday household dangers. As the children grow they need to be increasingly aware of personal hygiene and how exercise and diet affect health. Year 5 and 6 girls will have a talk from the school nurse, as will Year 5 and 6 boys, linking health with the changes that are taking place within their own bodies. Parents will be informed of when these talks will take place.

We aim to foster a climate that encourages children to express their views and feelings and to respect the views and feelings of others, with clear, established boundaries

We teach children about:

- the physical development of their bodies as they grow into adults during puberty;
- biological generalities as to the way animals and plants reproduce;
- the 'seven ages of man' including the growth of the human foetus from conception;
- respect for their own bodies and the importance of a healthy lifestyle;
- the importance of long-term, and loving relationship;
- the importance of family life;
- moral questions;
- relationship issues;
- respect for the views of other people;
- what they should do if they are worried about any sexual matters.

All children should learn about the emotional and physical changes of puberty before onset.

We will endeavour to ensure that all children

- develop confidence in talking, listening and thinking about feelings and relationships
- are able to name parts of their body and describe how bodies work
- can protect themselves and ask for help and support
- are prepared for puberty.

This will enable our children to develop the skills and confidence to enable positive discussion about sexuality and sex and relationships as they get older.

On the social side of this area of our curriculum, the younger children learn about the part we play in the life of the school, how we work and play together and how we need to think of others and not just ourselves. As the children mature working as a team is all part of social education. This can develop into an awareness of the greater world and the part we can play in it. We look at issues that we might have to face, the values that are important and look at the person that we might be in the future.

## **Homework**

Our homework policy is based on the Government's guidelines. In the early years we expect a love of books and remembering to bring things, as the focus for homework. As children move through Key Stage 1 at St. Katharine's, literacy and maths activities become the focus. By Year 6 there is regular, focused work on many areas of the curriculum. We endeavour to keep the majority of homework tasks in short and snappy timeframes, again looking for some more extended periods of time spent on one piece of work as we move through the school.

# SEN

We are continually auditing our provision to assess the needs of children where we have concerns. The Code of Practice clearly encourages the involvement of parents in the partnership and you will be a part of the team supporting your child very early on in the process. The children identified are then given programmes of work that are individually tailored by the Additional Educational Needs Teacher (previously known as SENCO) or the class teacher. To help with the implementation of such programmes we employ Teaching Assistants who work under the guidance of the Additional Educational Needs team.

Outside agencies are often asked to support our work in this area. They have specialised skills and knowledge that we can tap. The school doctor/nurse/speech therapist and others are contacted when it is appropriate.

## Gifted and talented children

Some children do find the more academic side of life quite easy, though this may not always transfer to other areas of their lives however! Children that are identified by the school as able or very able, usually through assessment procedures, will be placed on a register. This just ensures that they are being monitored and tracked throughout the school. Parents will be informed of any extra support. There will be many times however, when all children work in ability/mixed-ability groups where there are many other objectives to the lesson than just academic, for example, working as part of a group.

Talented children are encouraged in their area of success, be it sport, art or music, but often the support is better resourced outside of the school. A talented tennis player may be coached better at a Tennis Club; an instrument player may need one to one teaching. We can help identify your child's talents and we can contact the appropriate clubs, support groups etc. There is a lot of expertise out there to support our work in school, expertise we may not be able to offer.

# Equal Opportunities

Children are all different and all have specific needs, but at St. Katharine's all children are seen as equal in that they deserve the best education that we can give them.

Boys and girls will be given the same opportunities to develop the areas they are good at and also improve the areas they need to address. Sometimes differences in aptitude, development and experience associated with boy/girl differences have to be taken into account when work is presented, but equal experiences will be given.

We welcome children of all ethnic groups. We will support, where we are able, parents wishes associated with cultural and religious beliefs within our commitment to the equality of opportunity for all children in the education that we offer.

## **Inclusion**

We aim to give every pupil the opportunity to experience success in learning and to achieve as high a standard as possible. Teachers carefully match the challenges of the curriculum to the needs of individual children, we have high expectations and constantly look at ways in which we can identify and overcome any potential barriers to learning that a child may have.



# Off-site activities and Educational Visits

When arrangements are made for pupils to leave the school site for educational activities, parents will be informed in advance with details of the proposed trip. Staff undertake detailed risk assessments prior to any trip. There will be a form to return to school that gives permission for us to take your child. We cannot take your child without this form. All visits are constructed within the guidelines set by the Authority with regard to adult/child ratios. We are covered by the County Insurance policy although for some visits, for example an extended residential visit, we take out extra insurance that covers loss of property etc. Copies of these can be requested from the office.

Often visits cost the school money to organise. If this is the case, we will give some idea as to these costs and ask you if you could possibly give a voluntary contribution up to a certain amount. Obviously, no profit is made even if everybody did contribute up to the maximum suggested. If we feel trips are very expensive we will send a note home asking your views. No child is excluded from joining an activity if a voluntary contribution has not been made.

Other activities where a voluntary contribution may be asked for are:

- Swimming

- After-school clubs

- Cooking - if ingredients are supplied by the school

- Craft activities such as sewing and clay work where children take finished items home

Parents who draw Income Supplement or Family Credit will be supported wherever possible.

# School Rules

Rules within school are kept to a minimum and are discussed and agreed with the children so that there is no room for misunderstanding! Class teachers have their own rules for the classroom and there are school agreed rules for playtimes.

Most children conform to the rules for the majority of the time as they see it is for the common good, however, some children will push the barriers and sanctions have to be imposed. If the child breaks the rules associated with class behaviour, the class teacher will deal with the situation. The teacher follows a procedure of fair and consistent sanctions. If there is still no improvement the child is reported to a Senior Teacher and if necessary the Headteacher. Once again fair and consistent sanctions are followed. If there is still little improvement then parents will be notified and the matter discussed. Targets will be set and an improvement expected within a given time frame. There is very little reason for things not to be resolved in this way, however in extreme cases it may be deemed necessary to suspend a pupil from attendance at school. The pupil's parents have the right to make representation to the Governing Body if they consider the suspension unreasonable. Parents can request a copy of the procedure for the suspension of pupils from the office.

Children are not allowed to bring phones, iPad or Smart watches to school. If they arrive at school with them they are expected to hand them in at the school office where they will be kept securely until the end of the day.

# Starting School

Before starting school we will need to see your child's birth certificate and there will be several other reasons to visit or telephone the office.

The school office is open from 8.30 am and Mrs Cloke is usually able to answer any queries you have until 4.00pm.

Please call at the office first for any of the following reasons:



- If you wish to see a teacher.
- If you are collecting a child for an appointment or similar (a note, telephone call or visit earlier in the day to say when you will be coming to collect your child would help).
- If you arrive with your child/children after the morning or lunchtime whistle.
- To pay any money, order school uniform, return a borrowed book, forgotten tuck/lunchbox etc.

This helps to keep the children within the safe environment enabling us to identify those people who should not be on site and allows the teacher continuity within the classroom.

## The School Day

The school is open at 8.30 a.m. when a member of staff is supervising children on the playground. Children should not arrive before 8.30am as the playground is not staffed until then. School starts at 8.55am.

We have a break of 15minutes in the morning. The end of the morning is at 12.15pm. The afternoon session is from 1.15pm until 3.20pm. The younger children in Key Stage 1 have a 15 minute break during the afternoon, the older children in Key Stage 2 do not.

We promote healthy eating within the school and children have access to fresh chilled drinking water within their class. We ask that children bring a healthy snack to school for playtimes such as fruit, vegetables, plain biscuits, cheese etc. We ask that no child bring crisps, chocolate or sweets to school for their playtime snack. Key Stage 1 children are provided with a free piece of fruit.

## School Lunches



Our school dinners are cooked on site in our new kitchen - they are very popular indeed.

Payment for school meals should be paid direct to the catering company online or by telephone [www.principals-catering.com](http://www.principals-catering.com).

If your child is absent, or a school trip is organised on a day that has already been paid for, a credit will be made.

Children may bring a packed lunch. This should be in a plastic box, clearly named and if a drink is required this should also be in a labelled, plastic container. We do not allow cans or glass bottles.

Parents on family support may apply for free meals. Please contact the office and be assured that applications are treated with the utmost confidence or apply online

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

## Absences

If your child is absent it is important to contact the office by telephone if possible by 8.45am so that class teachers can be informed. If we do not receive a reason then an 'unauthorised' absence mark has to be entered into the register. These absences have to be reported to the Local Educational Authority annually.



As a safety measure, if we have not heard from you by the start of the day, teachers alert the office to the fact that they have an unexplained absence and we will try and contact you to check that your child is indeed safe. This obviously takes time and other valuable resources, hence why we would be grateful if you contacted us as soon as you can of any absence, giving some indication as to how long your child might be away.

It is helpful in the case of early morning hospital and dental appointments etc. if we know beforehand and whether or not the absence covers a lunch break.

Holidays in term time will only be granted in **exceptional circumstances**. Our school as with other schools in the Sevenoaks South Partnership of schools will consider each request for holiday absence individually but will only grant such requests in exceptional circumstances. It is important to note that if a 10 day holiday is authorised the maximum possible attendance will be 94.7%.

Parents/carers may be required to make an appointment to come into school to discuss any proposed holiday in term time with the Headteacher/Attendance officers. A proposed holiday will not be authorised if parents/carers do not attend this meeting. **Leave of absence during term time is authorised, or not, by the school.**

## Health

It is normal for a child to have a Height and Weight Check in Reception and Year 6.



## Medicines

Occasionally it is necessary for children to take tablets or medicines during the day. These must be given into the office with the child's name and directions clearly printed on the container or box, but we take no responsibility for administering medicines correctly. Where there are certain medicines and treatments that we are unable to administer we are very happy for parents to come to the school at lunchtimes, either at 12.10pm or 1.10pm to give the medicine/treatment.

Medicines should only be taken to school when essential; that is when it would be detrimental to the child's health if it was not administered during the school day. Medicines should always be provided in the original container as originally dispensed. We will not make changes to dosages on parental instructions. We will not give non-prescribed medicines to children unless we have specific written permission from parents.

Before giving medicine we will check:

- The child's name
- Prescribed dose
- Expiry date
- Written instructions on the label

If medicines need to be taken on a school trip then a delegated member of staff will be given responsibility for the medicine and its administration. This will be done in consultation with parents.

# Emergencies

Should it be necessary to contact parents in emergencies it is vital that the school record is accurate. Please let us know immediately of any changes in addresses or telephone numbers. (We will send out a form each year, in the autumn term, to cover any missed updates!)

Also at the beginning of the year, we will ask you to complete a form to give us permission in an emergency when we are on a trip, or cannot get hold of you, that allows us to agree to any emergency medical attention on behalf of your child.

If you wish to discuss this further at the time, please do not hesitate to contact us.

# Uniform

The wearing of uniform is encouraged to help the children feel that they are proud to belong to St. Katharine's School. All items, except the special St. Katharine's 'issue' are available in most department stores. The specific school items are available for you to order at the school are marked with an asterisk.

## Girls

### Winter:

Navy blue \*school sweatshirt/cardigan  
Navy blue \*school fleece jacket  
Pale blue \*school polo shirt  
White or pale blue blouse  
Navy blue pinafore dress, tunic or skirt  
Appropriate black or navy school shoes  
Long white socks or navy blue tights  
Waterproof coat/jacket with hood  
When the weather is very cold, a pair of smart navy blue trousers may be worn.

### Summer:

Navy blue \*school sweatshirt/cardigan  
Pale blue and white striped/checked dress  
Appropriate black/blue shoes or sandals  
Short white socks  
Water-resistant 'packamac'

## Boys

### Winter:

Navy blue \*school sweatshirt  
Navy blue \*school fleece jacket  
Pale blue \*school polo shirt  
White or pale blue shirt  
Grey trousers  
Appropriate black school shoes  
Grey socks  
Waterproof coat/jacket with hood\*

### Summer:

Navy blue \*school sweatshirt  
Grey trousers/shorts  
Pale blue polo shirt  
Appropriate black/blue shoes  
Grey socks  
Water-resistant 'packamac'

### P.E. Kit

Navy blue shorts\*  
Pale blue \*school PE T-shirt  
Blue tracksuit (for outdoor games)  
Plimsolls  
Trainers (black, navy or white – NO bright colours)

All items must be clearly labelled with your child's name. P.E. items should be in a large, labelled, drawstring bag. Please could you ensure that loops on coats are large enough to hang on our pegs! Please do not allow your child to bring valuables to school, e.g. expensive watches, jewellery etc., they can so easily get lost and can provide a distraction!

If your child has pierced ears only small studs are permitted. These must be removed or covered with micro pore tape for PE. Hair should be tied back for P.E.

No nail varnish to be worn.

If your child needs to bring in money for visits; it should be put in an envelope and clearly marked.

# The Parents' Association

When your child joins our school, you automatically become a member of the PTA (Parent/Teacher Association). Through this Association we hope real friendships and strong bonds between home and school can be made. We have a committed, hard working committee that ensures parents and children have a full social life. Not only does everyone enjoy the activities, but also as a school, it would be difficult to manage without the financial support that the PTA is able to give us through its fund-raising ventures. We truly hope that you will become an active member of this team.

**St. Katharine's Knockholt Church of England (Voluntary Aided) Primary School**

**Main Road, Knockholt, Kent TN14 7LS**

**Tel: 01959 532237**

**e-mail: [headteacher@knockholt.kent.sch.uk](mailto:headteacher@knockholt.kent.sch.uk)**

**Office: [admin@knockholt.kent.sch.uk](mailto:admin@knockholt.kent.sch.uk)**

**website: [www.knockholt.kent.sch.uk](http://www.knockholt.kent.sch.uk)**

**Headteacher:**

Sarah-Jane Tormey

**Members of the Governing Body:**

Ex-Officio

Chairman

Vice Chair

Rev. Tim Edwards

Richard Pickering

Doreen Jones

Andrew Miller

Graham Nation

Sally Garner

Nikki Bridel

Jacqui Roper

Ian Stone

Parent Governors:

Ben Assender

Hannah Smyth

**Teaching Staff**

Deputy Head

SENCO & Assistant Head

Assistant Head

Sally Lloyd-Davies

Nikki Bridel

Louisa Boal

Cecile Burness

Steph Cresser

James Freeman

Chloe Hall

Caroline Hume

Carmen Kelly

Sarah Santry

Imogen Steyn

**Support Staff:**

Administration Officer

Caretaker

Claire Cloke

Graham Brookes

Learning Support Assistants

Kerena Allen

Tina Bennett

Sarah Brooker

Rebecca Brookes

Sue Charman

Christine Dunn

Josefine Follett

Amanda Moralee

Wendy Richardson

Jacqui Roper

Amanda Solan

Liz Walter

Alison Wilson

Library Assistant

Christine Dunn

**September 2020**