



## **ST BARNABAS' CEP SCHOOL PROSPECTUS 2017**

### **Our School Vision**

All children are created uniquely and loved by God.

We are entrusted with the privilege of nurturing and developing these children.

Providing an Outstanding education will enable children to reach their full potential in life  
Children will contribute meaningfully to the future of our community and society at large.

The Christian faith plays a vital role in informing behaviour and moulding character of all  
adults and children in the school community.

### **Our School Values**

Love, Trust, Perseverance, Compassion and Reconciliation

## Welcome to our School!

St Barnabas' Primary School, Tunbridge Wells, is a Voluntary Aided Church School, with our ethos and values reflected in strong Christian tradition. Fr John Caster, our Parish Priest, leads weekly worship and regular school Mass services in St Barnabas' Church, as well as contributing to the teaching and learning of RE.

As a smaller school we have the privilege of knowing every child really well, from our youngest to the oldest pupil. We greatly value all members of our school community and place our partnership and relationships with families, community and church at the top of our priority list!

In November 2014 Ofsted graded our school as a **GOOD** School . In June 2015 our Diocesan Inspection also graded St Barnabas' CE Primary School as a GOOD church school with outstanding leadership.

Our transition programme for pre-school children takes place during the summer term, prior to children starting at 'big school' in September.

We have an active Friends of St Barnabas' School social and fund-raising group (PTFA) who work tirelessly to support the school. We are also actively involved in a wide variety of community events; Dave Prodrick (our school Family Liaison Officer – FLO) is Chair of the CREATE group (Camden Road Education, Arts & Theatre Enterprise) and provides a vital link in achieving wider opportunities for our school community.

These are exciting times for our school; our doors are always open and you are very welcome to visit us and to see for yourself just what it is that makes St Barnabas' School so very special.

We look forward to meeting you.

*Maura Duncombe*

## Admissions Policy

The school's published admission number for Reception pupils in 2017 is 30.

There is one intake for pupils entering the Foundation Stage: September.

New parents are invited to meet with the Early Years staff in the summer term prior to their child's admission. At this meeting parents will receive an information pack and have an opportunity to meet with other key school staff.

Parents may request a place for their child at other times during the school year. Please contact the school for further information.

If you have not already visited the school please telephone to make an appointment with the headteacher, who will be delighted to show you and your child around.

## School Office

Open 8.30am - 4.30pm (term time)

A 24hr telephone answering service is available to take your message should you be unable to contact the school office during busy office times.

## Daily Organisation

8.30am	School gate open	Children must not be left unaccompanied on the playground until a member of staff is on duty
8.45am	Registration	
10:20am	Morning break KS1	
10:45am	Morning break KS2	
12pm	1 <sup>st</sup> lunch sitting	
12.30pm	2 <sup>nd</sup> lunch sitting	
3.00pm	End of Day	

## General information

All staff at St Barnabas' School have a responsibility for the pastoral care of our young pupils and families can support us in this role in a number of ways.

### Absence from school

Please telephone the school office on the first day of any absence from school. A written note should be sent with your child on their return explaining the reason for their absence. Please make every effort to book dentist and doctor appointments out of school hours; where this is not possible please ensure that your child attends school before and after the appointment whenever possible and advise the office if your child will be attending an appointment during school hours.

A written request for exceptional leave of absence (funeral, family wedding etc.) should be made to the Chair of Governors for consideration. **Annual holidays should not be taken during term time.** We are required to monitor attendance levels in order to ensure the best possible learning opportunities for the children. The school's Liason Officer is available to discuss issues of absence with families who may be experiencing difficulties. Current legislation from the DfE regarding absence states that each parent can be fined if their child misses ten or more half day sessions, and the school will take action if this occurs.

### Illness during the day

It is VITAL that the school holds up-to-date contact details for all families. Please ensure that you keep us informed of any changes to telephone numbers and addresses. If your child feels unwell during the day we need to be able to contact you.

### Accidents at school

We have trained First Aiders on the staff team. If your child has received a bump to the head you will be informed in order that you can monitor closely as a precaution. In the rare case of an injury needing more specialist attention you will be contacted immediately.

## Medicines

If your child requires a midday dose of an antibiotic the medicine needs to be brought to the school office, in the original container, with your child's name clearly printed on the container, together with a completed form available from the school office, stating the exact amount to be taken.

## Healthy Eating and Snacks

Pupils are encouraged to learn about nutrition and eat a healthy diet.

School meals are cooked on the premises and can be paid for daily, weekly, monthly or termly. Information on current charges and entitlement to free school meals is available from the office.

Alternatively your child may bring a packed lunch to eat which should consist of a healthy content. We ask that there are no sweets and cakes are limited. Please ensure that all containers and drinking flasks are plastic.

A mid morning fruit snack is provided for all children.

## Home learning

Children in each year group will receive set home learning activities on a weekly schedule plan. Details are discussed with families at class meetings and information sent home with curriculum plans and individual pupil targets.

We encourage families to support their child with home learning activities and daily reading, especially.

## Parent information

We actively encourage families to keep in regular contact with their child's class teacher. This can be done informally at the end of the school day. Parent-teacher consultations take place 3 times a year to discuss your child's progress and set targets for the next steps in their learning. A written pupil progress report is sent to families annually.

## School Uniform

Pupils at St Barnabas' take a pride in wearing a school uniform that promotes a sense of belonging to the school family.

<p><b>Winter uniform for girls</b></p> <ul style="list-style-type: none"><li>❖ White polo shirt</li><li>❖ Grey skirt, pinafore</li><li>❖ Black ( plain) trousers</li><li>❖ School sweatshirt or cardigan</li><li>❖ White socks or black or grey tights</li><li>❖ Black shoes</li><li>❖ Optional School fleece</li></ul> <p><b>Summer uniform for girls</b></p> <ul style="list-style-type: none"><li>❖ Royal blue checked dress, or</li><li>❖ Grey culottes (tailored)</li><li>❖ White polo shirt</li><li>❖ White socks</li><li>❖ Shoes</li></ul> <p><b>P.E. – boys and girls</b></p> <ul style="list-style-type: none"><li>❖ Black or navy shorts</li><li>❖ School PE shirt (in house colour)</li><li>❖ Black plimsolls</li><li>❖ Trainers for field work</li><li>❖ Jogging trousers (winter)</li></ul>	<p><b>Winter uniform for boys</b></p> <ul style="list-style-type: none"><li>❖ Grey trousers (tailored)</li><li>❖ White polo shirt</li><li>❖ School sweatshirt</li><li>❖ Grey socks</li><li>❖ Black shoes</li><li>❖ Optional School Fleece</li></ul> <p><b>Summer uniform for boys</b></p> <ul style="list-style-type: none"><li>❖ White polo shirt</li><li>❖ Grey shorts (tailored)</li></ul> <p><b>P.E. – boys and girls</b></p> <ul style="list-style-type: none"><li>❖ Black or navy shorts</li><li>❖ School PE shirt (in house colour)</li><li>❖ Black plimsolls</li><li>❖ Trainers for field work</li><li>❖ Jogging trousers (winter)</li></ul>
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Book bags may be purchased from the school office. Bags cost £3.

School Sweatshirts and cardigans, and school PE tops must be ordered online via the Tesco website. ( <https://www.tesco.com/direct/st-barnabas-primary-school/14246.school> )

Please ensure that all items of clothing and your child's belongings are clearly marked. Every effort will be made to return lost property to the right owner. Uncollected items will be taken into the school stock of spare clothing or may be donated to a local charity.

Jewellery must not be worn in school. If children have pierced ears they should only wear plain stud earrings, which must be removed for P.E. lessons for the child's own safety. If your child is unable to remove their studs, please make sure they do not wear them to school on P.E. days.

Children wearing watches do so at their own risk, during P.E. lessons they must be removed.

## **British Values**

The Department for Education states that there is a need "to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

At St. Barnabas' Church of England primary school, these values are reinforced regularly and in the following ways,

### **Democracy**

Democracy is embedded at our school. Pupils are listened to by adults and are taught to actively listen to one another, respecting the right of every individual to have their opinions and voices heard. Pupils have the opportunity to share opinions and ideas through the School Council and regular 'pupil voice' questionnaires.

### **The Rule of Law**

The importance of laws, whether they are those that govern the class, the school or the country, are consistently reinforced. The children discuss and set their own rules for behaviour inside and outside of the classroom; this ensures that they are relevant and clearly understood by all. Our pupils are taught the value and reasons behind laws, the responsibility they have to uphold them and that there are consequences when laws are broken.

### **Individual liberty**

Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. Our children are encouraged to know, understand and exercise their rights and personal freedoms and are advised how to exercise these safely through many curriculum subjects, particularly in PSHE and e-safety lessons.

## **Mutual respect**

Respect is an important value to the children and staff of St. Barnabas' primary school and it is deeply embedded in learning and behaviour. Children understand that it is expected and that it is imperative that respect to shown to everyone, whatever differences we may have, and to everything, however big or small. It underpins our work every day, both in and out of the classroom.

## **Tolerance of those with different faiths and beliefs**

As a Church of England VA school, the Christian values and faith is an integral part of the children's day to day learning. Part of this is an understanding of different faiths and beliefs, which is taught through all subjects.

Beliefs, traditions and customs will be studied in depth, with visitors being invited in to our school to enrich and extend understanding. Through this our pupils gain an enhanced understanding of their place in a culturally diverse society.

## **Extra Curricular Clubs**

We aim to offer a wide and varied range of club opportunities in order to promote commitment, fitness, team development, learning and enjoyment.

Regular favourites include (please note these might change):

- ❖ Choir
- ❖ Dance, Cricket, Football, Judo - these have an extra charge
- ❖ Running
- ❖ Music, Booktalk
- ❖ Wellies and Wildlife

## **St Barnabas' School PTFA**

Everyone connected with the school is a 'Friend' and we encourage families to support the school through taking part in and helping to organise a wide range of fund-raising and social events. Please ask at the school office if you would like more information.

## Complaints Procedure

If you have any concerns or worries about your child at school please speak to the appropriate member of the staff team as soon as possible. If you are dissatisfied with the outcome please arrange to speak to the headteacher.

We take any complaint about the school very seriously. In the unlikely event that you remain dissatisfied, the Chair of Governors will become involved.

## Code of Conduct

Through the teaching of Christian values we expect children to learn how to respect and care for each member of our school family, thus promoting a high standard of behaviour throughout the school. We actively promote the teaching and development of emotional literacy in all our young children supporting their spiritual, cultural, social and emotional development

## The Beginning of the Learning Journey

### Foundation Stage



The Foundation Stage class is the first experience of school for your child.

The curriculum is organised into areas of learning: Literacy, Mathematics, Understanding the World, Expressive Arts and Design, Personal, Social and Emotional, Communication and Physical Development.

Your child will learn through rich and varied opportunities and experiences aimed at inspiring awe and wonder in both indoor and outdoor settings. During the year it is hoped that your child will take part in the experience of Forest Schools working and exploring nature in the local park.

## School Curriculum

### RE and Collective Worship

St Barnabas' is a Church of England School and as such our daily worship follows Church of England traditions and patterns. Worship is led by the Parish Priest, headteacher, staff members, children and visiting church groups. Your child will hear stories from the Bible as well as other texts and will be given the opportunity to take part in singing, sharing prayers and in quiet, reflective times.

There is a programme of regular school Mass services which take place in either the school hall or in St Barnabas' Church. Termly Class Mass also occur where each class develop their understanding through age appropriate worship.

Families are always welcome to join us for worship and especially the celebration of major Christian Festivals.

Through the teaching of RE we aim to provide children with rich opportunities to explore life through Christianity as well as other world religions. Parents have the right to withdraw their child from RE or worship; please discuss this with the headteacher in the first instance.

### English



Using a variety of opportunities your child will develop and enrich their skills of speaking and listening, reading and writing. Children will be encouraged to become independent readers and we consider the learning partnership with families vital in enabling children to secure this basic skill.

Daily literacy sessions provide structured teaching of language and literature using whole class, group and individual learning opportunities.

Special events (Book Week, visiting authors etc) increase and enrich the experience for children and families.

## Mathematics

The children follow a broad and balanced programme of mathematics appropriate to their age and ability.

Learning how to use and apply maths concepts in everyday situations, number work (both mental and written), data handling and shape, space and measures all contribute to the numeracy curriculum.



Families are encouraged to join their children for 'learn-alongside' sessions throughout the year and to take advantage of sessions offered to support children learning at home

## Science



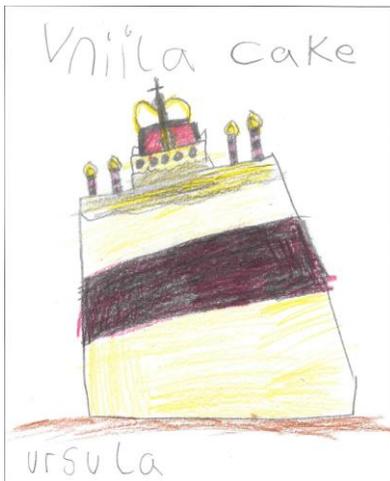
Through topics such as life and living processes, materials and their properties, physical processes and earth and space your child will be encouraged to learn through observation, questioning, measuring, predicting, recording and evaluating.

## Computing

The school has a fully networked computer suite in addition to computer access in each classroom. The children also have access to a set of laptops and iPads to enhance our ICT provision.

All teaching areas are fitted with interactive whiteboards and we use scanners, digital cameras, microscopes and recorders to enhance ICT learning experiences.

## The Arts



The Arts is a key area in helping children to develop expressive creativity. Children are encouraged to explore ideas through a range of media and techniques; through drawing, painting, modelling, and through using both 2-D and 3-D opportunities. We offer opportunities for children to combine designing and making skills with knowledge and understanding in order to create high quality products.

We aim to inspire the children through a wide and rich experience in order to foster an appreciation and love of music.

Music lessons are provided for individual, group and whole class activities and enable children to take part in singing, composing and performing activities.

## Humanities

Topics and themes are used to develop geographical skills through observation and comparison of climates and landscapes and interpretation of maps. We aim to provide a range of learning experiences for your child to study the environment, both locally and from a global perspective, including the physical and human forces that influence it.

Children learn to explore many historical periods, to differentiate between fact and opinion and to develop a sense of identity and appreciation of their place in time.

## PE

We currently hold the School Games Bronze award for Sport which highlights that the children take part in competitive sport both within school and also with other schools. We aim to equip children with life-long learning and education for healthy lifestyles. Agility, balance and co-ordination are skills that are developed and built on from the very start of the foundation stage and lead to children participating in a wide variety of sporting activities.

Children in Year 3 & 4 receive swimming tuition with a qualified instructor at different stages throughout the school year.

## PSHE

A programme of Social and Emotional Aspects of Learning (S.E.A.L.) is used by all staff with children in all year groups throughout the school in order to promote positive patterns of behaviour in social, personal and health education.

### Sex Education (SRE)

This programme is taught separately from the PSHE curriculum using video programmes and with the support of staff from the School Nursing Team.

Parents are invited to view the materials and resources before the teaching session and can use this opportunity to discuss any concerns they may have.

### Additional Needs

Staff use a wide range of strategies to meet the needs of all learners and each class has trained and experienced learning support assistants. However it may be necessary to provide a child with longer-term additional support in order to address a particular difficulty that may impact on their learning. The School Inclusion Manager co-ordinates relevant assessment procedures and liaises with families and staff from specialist support agencies in order to support the child's individual learning need.



## Safeguarding

The role of all Kent Schools and Services in child protection is to provide a safe environment in which children can learn and to ensure that safeguarding risk assessments are undertaken when considering community use of the schools facilities. The three main principles of this are

- To protect from harm
- To prevent abuse
- To promote welfare

Mrs Duncombe and Mrs Pring are the school Designated Safeguarding Leads if there is a need to discuss any concerns.

## Equal Opportunities

The Governing Body is committed to a policy of providing equality of opportunity for all children and members of the school community regardless of gender, ethnicity or ability/disability.

## Charging Policy

The school follows the Kent LA charging policies for school activities: charges may be made as allowed by the Education Reform Act and Voluntary contributions will be sought from families to facilitate the continuation of activities during school hours for which charges may not be made.