



**PALMARSH PRIMARY SCHOOL**

**Mrs. S. Wakefield—Headteacher**

**St. George's Place, Hythe, Kent, CT21 6NE**

**Tel: 01303 260212 [www.palmarsh.kent.sch.uk](http://www.palmarsh.kent.sch.uk)**

**Prospectus 2016–2017**

# Welcome

Dear Parents and Carers

Thank you for your interest in Palmarsh Primary School. We are a small school situated in the heart of the Palmarsh community at the western end of Hythe and share our site with 'First Steps Nursery' for pre-school children age 2 to 4 years and 'Lullabies' baby unit. Children start school with us in the September of the school year in which they become 5 years old. They join our Reception Class on a morning's only basis for a few weeks to help them settle into school life before becoming full time usually towards the end of September.. Classes then progress from Year 1 up to Year 6, and throughout their time with us, we will encourage them to flourish and grow into independent, confident learners, ready to take on the next stage of their education.

The purpose of this Prospectus is to provide you with information on school life at Palmarsh. Visit our web site at [www.palmarsh.kent.sch.uk](http://www.palmarsh.kent.sch.uk) for further information including term dates, the curriculum, policies and procedures, events and newsletters. If you wish to find out more about our school then please come in and see us by contacting the school to make an appointment. I will be delighted to show you around Palmarsh School so that you can everyday life at school, a school of which we are so proud.

We look forward to welcoming you and your child to our school.

Yours sincerely

*Mrs S Wakefield*

Head teacher

# People of Palmarsh

Headteacher – Mrs S Wakefield

Deputy Head – Mr J Leach

Inclusion Manager and Family Liaison Officer – Mrs V Barlow

School Administrator – Mrs L Delo

Reception Class Staff – Mrs T Jackson and Mrs M Tilley

Year 1 Class Staff – Miss Samson and Mrs S Holder

Year 2 Class Staff – Mr B Shrimplin

Year 3 Class Staff – Mr Risby

Year 4 Class Staff – Mr Luckhurst, Mrs Khanom and Ms McDonnell

Year 5 Class Staff – Mrs Barlow, Mrs Leach, Mr Jones and Mrs Johnson

Year 6 Class Staff – Mr Leach and Mrs Martin

Premise – Mr Coppins

Lunchtime Supervisors – Mr J Jones, Miss V Phillips, Mrs M Khanom, Mrs L Martin and Mrs M Tilley

Chair of Governors – Mrs K Bowman

## Aims and Objectives

Our primary objective at Palmarsh Primary School is to ensure that each child feels safe, secure and happy. Only in that context of confidence do we believe that children flourish and grow, and make the best of the educational opportunities we present them with. To that end and with the support of all parents and carers, we will:-

- ✔ Promote a sense of belonging to our school and local community.
- ✔ Each child to reach their own potential.
- ✔ Encourage and develop care and respect for themselves and others.
- ✔ Promote independence, creativity and responsibility through excellent learning opportunities.
- ✔ Provide clear and concise communication, so that parents and carers can be involved in the life of the school.
- ✔ Ensure equal opportunity for every child and member of the school community.
- ✔ Provide a school ethos, which reflects both a caring and considerate attitude to all our community's members.

We work within a framework that recognises the principles of equality of opportunity. These principles demand that individual differences are addressed, and wherever possible, met. Therefore, the learning opportunities that we present children with will be designed to match individual children's needs as far as practicably achievable.

## Celebrating Achievement

At Palmarsh, we strongly believe that each and every child has the potential to achieve and we will endeavour to nurture each one to fulfil their full potential. We celebrate achievement at every opportunity, encouraging independence and confidence both in their learning and social development.

Our dedicated staff will get to know your child very well and will seek to involve you in their life at school as we firmly believe that school and home should be a partnership for the benefit of the child. Children make progress at their own rate and it is important to value them as individuals. We strive to provide learning opportunities that will build on their individual strengths and support them in areas they need to develop.



## The Curriculum

We aim to offer every child access to a broad and balanced curriculum, which meets the requirements of the National Curriculum, and aim to present it within a context that is relevant, realistic and purposeful. Our priorities are literacy and numeracy, and we will ensure that each child is given the opportunity to make as much progress as possible within these two key areas. Every child comes to us with a range of different experiences, abilities and talents. Our aim is to develop each child educationally to their full potential. We will build upon strengths, and support and develop areas where a child may not be so confident or competent. To do this, we have assessment procedures that allow us to plan, as closely as possible, to match individual needs across the whole curriculum.

In 2016–2017 all schools received a Department for Education grant to improve the teaching and learning of sport. Using some of this funding, we aim to introduce all our children to as wide a variety of sporting activities as possible – football, basketball and swimming are just a few sports that Palmarsh children excel at. This is so that each child can learn the many benefits of



taking part in sports, including health, fitness, fun and relaxation. We also aim to teach good sportsmanship and a good sense of fair play.

We will use a variety of teaching methods and strategies to deliver the curriculum in as exciting and stimulating way as possible. Children will be given individual, group and class tasks, and dependent on the nature of the particular learning

experience. We will use some common methods throughout the school, to ensure continuity and progression for our children. In others, however, very different approaches will be taken by individual teachers, and this reflects our belief that teaching is still a creative skill.

In all work, the children will be encouraged to take responsibility for their own learning. We believe that self-motivation is imperative in a world where the mass of knowledge and information is growing at an enormous rate. Our children will be maturing into a world of work that demands the ability to be able to adapt and change at many stages. Our children must, therefore, be encouraged to develop those strategies that allow them to access information and skills for themselves.

# The Curriculum

At Palmarsh Primary School we aim to deliver the National Curriculum in a creative way, engaging each child and making their learning as exciting and as relevant as possible. In this way we believe children can make the individual progress developing confidence and independence.



At Key Stage 1 (ages 5–7) and Key Stage 2 (age 8–11) the core curriculum comprises:

- 🏆 English (Literacy)
- 🏆 Mathematics (Numeracy)
- 🏆 Science
- 🏆 Computing

Children also study additional foundation subjects as part of the National Curriculum:

- 🏆 Art and Design Technology
  - 🏆 History and Geography
  - 🏆 French
  - 🏆 Music
- 🏆 Physical Education and Personal, Social and Health Education.

All subjects are taught in a variety of ways to make the child's learning both relevant and exciting. We look for cross curricular links where possible so that the way different areas of learning come together in as natural a way as possible.

We use interactive whiteboards and ICT on a daily basis to help bring learning to life, but traditional methods and resources are also used as appropriate. Our teachers plan thoroughly to ensure that each child's needs are met within each class.

Careful assessment of progress is carried out to make sure the learning undertaken matches where the child is at any one time.

We go on trips, bring in outside speakers and tap any resource that we believe will enrich our children's learning experiences.

Year 5 and 6 stay on a residential PGL holiday and other classes enjoy day trips such as visiting pen pals in Arras in France, to a pop up planetarium, on the Thomas the Tank day out and to the Rare Breeds Centre. Children have also learnt a great deal from visits by the children's authors and local artists, from Para and Olympians, from an international skipping organisation, from professional dancers providing workshops and from musicians. Year 6 receive weekly trumpet lessons.

## The Early Years Foundation Stage

We provide children with a rich variety of teaching and learning experiences that are appropriate to their need. The Early Years Foundation Stage is about developing key learning skills such as speaking and listening, concentrating, persistence and learning to co-operate with each other. The children are learning how to learn. The prime areas for learning are:

- 🏆 Personal, emotional and social development
- 🏆 Communication and language
- 🏆 Physical development

These three prime areas are strengthened and applied through the specific areas of:

- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design

Ongoing teacher assessment ensures children are achieving in all these areas through firsthand experience and structured play.

The areas of experience then link in to the National curriculum that starts in Year 1.



## Admissions

Our policy at Palmarsh is to start all children who will turn 5 years old between 1<sup>st</sup> September and 31<sup>st</sup> August at the start of the academic year in September. We have a current planned admission number of 20 pupils each year. Our new entrants start on a morning only basis for the first few weeks to ease them gently into school life. Applications from pupils with disabilities will be dealt with in the same way as all other applications in line with the schools Single Equalities Scheme and policies on disability and accessibility including the school's Accessibility Plan.

The actual arrangement for the entry may vary slightly from year to year dependent on group sizes and class organisations. Parents will be informed in the summer term prior to their children's admission of the pattern of entry for that intake.

### Admissions Procedure

1. Please make an appointment to come and look around the school and to meet us. The Headteacher, will be delighted to show you our school and answer any questions you might have.
2. You may place your child's name on our school's admissions list. If you do so we will send you further information as the Local Authority's Admissions Procedure gets underway.
3. Consult the latest admissions guidance on-line at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) for application dates.
4. Apply for a place for your child using the Reception Common Application Form. This is best done on-line by visiting [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or you may request a paper based form from the school or direct from the Local authority.
5. Towards the end of March parents will be notified by the Local Authority with an offer of a place. Parents should then contact the school if they are intending to accept that place.
6. We will write to you in the Summer Term and invite you to a "New Entrants Meeting" where you will have a chance to meet your child's teacher and to hear about their start at Palmarsh School.



## Special Educational Needs

Every child has educational needs, and your child will be taught so that his or her needs are met. Sometimes a child may have a special need that cannot be met within the normal work of the classroom. This need could be a learning difficulty, an emotional or behavioural problem, or a physical disability. It could be a specific difficulty, or a more general difficulty. It could be short term or long term.

Whatever the problem or difficulty, if we identify your child as having a 'special education need' we will involve you and discuss it with you at the earliest possible opportunity. It is just as important to us that if you are worried about any aspect of your child's progress and development, that you raise it with us too. This is a two-way process. We wish to work with you as parents, as our partners, to ensure that your child's needs are being met.

Mrs Barlow is our inclusion manager, and if you have any concerns about any aspect of your child's progress should raise it with him or your child's teacher in the first instance.

A full copy of our current Special Educational Needs Policy which is reviewed annually is available from the office upon request.

## Parents and the School

There are many opportunities for parents to actively participate in supporting their children in the school.

- 🛡️ **Palmarsh Events Team (PET)** – All parents are automatically members of the Association. The Association organise various functions and events throughout the year. These include the Summer Fete, the Christmas Fair, bingo nights and discos. These events raise money that will enable the PFA to provide equipment and other facilities that might not otherwise be available to the school.
- 🛡️ **Parent/Teacher consultation evenings and Drop Ins** – A chance to have a look at your child's work and to discuss their progress in the school.
- 🛡️ **Celebrations, Services and Productions** – From time to time you will be invited to join us when the children will be delighted to perform for you.



- 🛡️ **Volunteering** – We welcome any help from parents, to hear children read, help with various tasks in the classroom as well as helping with making costumes, school visits and Christmas parties. All volunteers are as a matter of course police checked as required by law.
- 🛡️ **Become a Parent Governor** – Have a say in how the school is run, what direction it should take as well as how and where the budgets are spent.

**Newsletters**– We send out newsletters to parents on a the first day of the month and this is one way that we keep parents fully informed about events and developments in the life of the school. There is also an excellent website ([www.palmarsh.kent.sch.uk](http://www.palmarsh.kent.sch.uk)) where you can find a range of information about the school.

## School Uniform



Uniform is worn at Palmarsh Primary School to develop a sense of pride at being part of the community.

Our uniform consists of:

- 🛡️ Purple sweatshirt or cardigan and a purple fleece jacket.
- 🛡️ White polo shirt
- 🛡️ Black/Grey trousers or skirt
- 🛡️ Black shoes

A full list will be issued together with how to obtain items of uniform when your child is due to start with us. Jewellery is not encouraged in school, and any items that are worn must be removed for PE and games lessons. All of our children are encouraged to have every item of clothing labelled or named to make certain lost or forgotten items can be quickly re-united with the owner saving us time and parents' money.

## The School Governors

The administration of the school on a day-to-day basis is the responsibility of the Head Teacher. However, the Governing Body is responsible for:

- 🛡️ Deciding what is taught.
- 🛡️ Setting standards of behaviour.
- 🛡️ Determining how the school budget is spent.
- 🛡️ Interview and select staff.

In addition to attending termly meetings the Governors visit the school regularly and are involved with every aspect of the school's life. The Governors report to parents every year. There

are elections for School Parent Governors every four years and if you wish to consider becoming a School Governor then please, in the first instance, contact the Head Teacher.

## Other School Information

**Pupil Premium** – The Department for Education now allocate some additional funding to support pupils receiving free school meals, those in care and those pupils from service personnel. In 2016, Palmarsh received £1500 per pupil for those meeting the free school meal criteria and £300 for those pupils whose parent is in the Forces.. This is spent on employing a number of staff thus reducing class size and having additional personnel at lunchtime. For more information on the impact of this spend please visit the school website.

**Swimming** – We currently take all Key Stage 2 children swimming during the Spring Term. This is not a compulsory element of the National Curriculum, but it is strongly advised and one that we as a school greatly encourage. We currently ask for a voluntary contribution of £4.00 each week to cover transport and entrance costs.



**Community Links** – We have good links with local churches and although not a church school often invite speakers in from local churches to take assemblies and work with the children. We take part in town events such as the Remembrance Day Service in November and the Round the Houses Races in May as well as the biennial Hythe Festival. We also work with other groups within the community such as Age Concern who come to our annual Christmas and Summer Term productions. We have strong links with other local schools including Brockhill and the Marsh Academy.

**Religious Education and Collective Worship** – The school follows the Kent Agreed Syllabus for Religious Education. This is a statutory element of our school curriculum. Parents who do not wish their child to attend religious education lessons must put their request in writing to the headteacher.

The school holds assemblies each day which include an act of worship as required by law. We have visits from members of local churches who present assemblies to the children on an occasional basis.

**Attendance** – We are unable to authorise any holiday during term time. This is in line with local and national guidance. Our attendance registers are checked regularly by KCC's Attendance Officers and attendance is followed up if it drops below 95% in any one term.

**Snacks and Lunches** – Most of our children stay at school during the lunchtime. There are excellent freshly cooked meals available, cooked and served on site. Over half of our children have a cooked meal each week. Some of our children prefer a packed lunch. Our children may bring a healthy snack into school for morning play and a water bottle may be brought in although we have water available for the children all day in school. Meals are free for all children in Reception, Year 1 and 2.



**After School** – We offer a number of clubs for about 8 weeks each term to our older children. These vary from term to term and year to year but parents are notified about them at start of each term.

First Steps Nursery provide excellent after school provision until 6pm daily. Please visit their website to find out more information and

costs.

**Homework** – Please visit our website for a list of the latest half termly linked homework for each year. A celebration event for parents and children is held once a term.

**Behaviour and Ethos** – OfSTED, visitors and staff have consistently praised the school for its caring and positive ethos, and for the standards of our children’s behaviour. We are proud of that, and continue to work hard to make sure all of our children have a rewarding and positive experience at school every day. Problems can arise however and if parents have any concerns about how their child is settled at school they should raise it with us. In the same way, if we have any concerns about how a child is settled at school we will talk and work with parents to resolve this. The key to success in this aspect of the schools life and work is communication and partnership, working together for the benefit of all of the children.

**Policies and Plans** – The school has a large number of policies covering every aspect of the life and operation of the school. All policies are freely available to all parents. Please request copies from the office and they will be made available to you within 24 hours.

In particular we have a **Single Equalities Scheme** which brings together the school’s policies on ensuring that there are no barriers to any individuals accessing the school through physical access, access to the curriculum and access to information relevant. A full copy of this scheme and associated policies and the school’s access plan are again available to any parent or future parent through the school office. There will be no charge for the provision of these or any other documents. The plan details the steps the school are taking to improve access in all three areas.

We welcome you and your child to Palmarsh Primary School.

We would be delighted to have your family with us and we hope you and your child will be happy at our school.

