

# ST ALPHEGE CE INFANT SCHOOL

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## Prospectus 2023-24

# ST ALPHEGE CE INFANT SCHOOL

## A warm welcome from Mrs Liz Thomas-Friend (Executive Headteacher)

In September 2016 I was delighted to be appointed as Executive Headteacher at St Alphege. I work as Executive Headteacher of both St Alphege CE Infant School and Herne CE Infant School. I am very fortunate that in both schools there is a strong Head of School who leads the schools on a day to day basis.

I have been teaching for 30 years and have been Headteacher for 13 years. I trained as an Early Years Specialist and have taught the infant age range in a variety of schools across the country. I have had the opportunity to work with amazing practitioners and have an interest in the international dimension of education, visiting Finland, Sweden and Canada to explore education systems.

Herne is a National Teaching School and in 2016 I was designated as a National Leader of Education which enables me to work with a variety of schools, colleges and agencies which further develops educational philosophy and thinking. It also provides opportunities to be involved in action research and leadership development ensuring staff at both schools are highly skilled and motivated. I am a Board member of the Coastal Alliance and work very closely with all the Whitstable schools. This provides a great opportunity for schools to collaborate and learn from one another.

I believe that every child should be valued, respected and loved and that wellbeing and involvement is paramount to the success of each child's life chances. I recognise the importance of the home school relationship and that by working together we enable your children to achieve. The Arts and curriculum enrichment has such a vital role in children's lives and as practitioners and parents we must ensure that our children receive the very best provision.

Living in the country and having a smallholding, I understand that nature is an essential ingredient to a healthy lifestyle and this is reflected in my educational philosophy, hence Herne have a forest environment at school where children spend as much time as possible outdoors. St. Alphege is in close proximity to Whitstable beach and harbour where children will thrive as they engage in outdoor learning. I am pleased to say that St Alphege have also developed an urban forest school environment.

I am very excited that my role will harness the strengths of both schools so that the school communities can access outstanding learning environments and share their expertise with each other.

I have enjoyed working closely with St Alphege staff over recent years. Mrs Spinks and I share a passion for Music, so expect to hear lots of singing around school!

The opportunity to share the Celebration of Childhood across Herne Bay and Whitstable is a real privilege and I look forward to ensuring that your children experience a love of learning which will last a lifetime.

### A warm welcome from Mrs Jacqui Spinks (Head of School)

I have been teaching for the past 23 years and have taught all age groups from Nursery to Year 6. Early Years and Infant education is my passion and is where I have spent the majority of my career. I believe that if we can inspire a love for learning in children from the start, this will have a dramatic impact on the way they see themselves as learners in the future. At St Alphege we strive to create an irresistible curriculum that inspires our children and provides them with rich and purposeful learning opportunities.

Music and the Arts is another passion of mine and I am incredibly proud to have secured Arts Mark Platinum status for the school in September 2019. This is a testament to the rich arts and cultural provision at the school and the creativity we place at the heart of our curriculum. I have previously worked as a Leading Music teacher supporting schools across the Canterbury district to improve or maintain their Music provision. I believe that the Arts are an essential element of education as they equip children with the skills to be creative, confident and excellent communicators. They learn to solve problems, persevere and work in collaboration with others. Participating in Music, Drama and Art opportunities gives children the tools for living life reflectively, joyfully and with the ability to shape the future.

I have been working at St Alphege since September 2011 and became Head of School in January 2016. I started my career at St Alphege as an Inclusion Leader and Deputy Headteacher and have worked for many years supporting pupils with Special Educational Needs. I am very committed to inclusive education, creating a school environment where wellbeing is high on the agenda and supporting all pupils regardless of their backgrounds or starting points.

St Alphege CE Infant School and Sunbeams Nursery is a truly wonderful place to be and I am incredibly proud to lead such a dedicated and vibrant team. Our position in the centre of vibrant Whitstable enables excellent community links and exciting learning opportunities outside of the school. The staff team are committed and share my passion to provide the very best for the children in our care. I look forward to ensuring that your children flourish during their time with us, ensuring our school motto *“Loved, Inspired, Shining”* in an environment where the children will always come first.

## About our School



St Alphege is a Church of England Voluntary Controlled Infant School, founded in 1875. We believe that as a school, we reflect the highly creative and caring community of Whitstable and our core purpose is to provide the very best learning experiences in an amazing environment where children truly come first.

## Our Vision

*"Loved, Inspired, Shining"*

Our vision is for:

- Each person to know they are loved as they are by God, flourishing and reaching their potential.
- All our families to live life in all its fullness, inspired to learn through a creative curriculum.
- Our school to "shine like a star", bringing hope and courage to our community.

As a Church school we believe in a community where we

- have the right to love and be loved regardless of differences
- promote an awareness of spiritual thinking and reflection
- develop sensitively to the needs of others
- nurture a deep appreciation of the world around us
- build resilience to cope with set-backs and see positivity



## Our values

Our St Alphege Values are rooted in the gospel and teachings of Christ.  
The six St Alphege Values are:



### St Alphege Values

Koinonia

Forgiveness

Trust

Kindness

Love

Joy

We learn about:

- Building a strong and supportive Community (**Koinonia**)
- How to ask for and show **Forgiveness**
- **Trust** is essential to human life and is at the heart of all relationships.
- **Kindness** and being kind to one another is an important part of building a strong community.
- The importance of **Love** in our world and lives.
- Discovering our inner contentment, enjoyment of life and happiness with others so that we can share our **Joy** with the world.



## Our Promise To Our Children

**In our school we believe that all our children are entitled to:**

Have fun and enjoy coming to school every day

Develop self-confidence and a sense of worth

Achieve and celebrate their potential in all areas of learning

Be treated fairly, kindly and with understanding

Be treated equally whatever their gender, background, race or ability

Develop physically with an understanding of health and well-being

Gain skills to solve real-life problems

Learn from a rich and inspiring curriculum

Learn about music, the arts and the environment

Make decisions about learning and working with others

Understand how to become good citizens





## Our Platinum Artsmark Status



**Artsmark  
Platinum Award**  
Awarded by Arts  
Council England

We were delighted to receive our Platinum Artsmark Award from The Arts Council in September 2019. This is a real testament to the outstanding arts and cultural provision at the school and is a recognition of the rich, broad and balanced curriculum we offer and the creative ways in which we teach.

**We have been informed by The Arts Council that we are the first Infant School in the South East of England to have achieved this prestigious award.**

We strongly believe that, if we want children to value the arts and cultural education, we need to give it the focus it deserves. Enthusiasm for art must start from the moment children enter school. By the time students reach secondary school, attitudes about what matters in education will have already been established.

If we want all of our children to flourish during their time with us, we must ensure that equal weighting is given to all subjects within the curriculum. Our young people get so much more from engaging in art and cultural activities and the impacts on all areas of their learning can be immense.

At St Alphege, the arts are used as a vehicle to drive improvements in all subjects. As a result of this, our school is above Kent and National percentages in all areas of learning. We have also seen increased numbers of children achieving greater depth standard at the end of the academic year.

We believe that investment in the arts is vital for health and wellbeing of both staff and pupils. The arts allow us to engage at a deeper level: emotionally, physically and socially.

We believe that children need to experience a life full of beautiful things and an opportunity to create something for pleasure. The arts uplift your spirit, give us a sense of belonging and give us an opportunity to engage with our own creativity. At St Alphege children are given the chance to explore their emotions and express themselves without limits. The arts allow us to focus on the soft skills within the curriculum such as empathy, confidence, independence, team work and resilience and enables the power of human connection.

Above all, learning should be fun and the arts allow us to give our children exciting experiences that will long live on their memories.

## Our Music Mark



In September 2021, we were delighted to be awarded with our Music Mark. This has been awarded for a second year in 2022. This is awarded by Kent Music School in recognition of outstanding music provision. We have been commended for our rich, exciting, high-quality and engaging music curriculum and the additional musical experiences we provide for all children. The Music Mark celebrates schools that also influence others in understanding the important contribution that music makes in every school and makes established relationships with professionals within the music sector and the wider community of music educators.

St Alphege is proud to offer an exceptional music curriculum for all children, delivered by highly specialist teaching staff. We also use music as a vehicle to drive other subjects for example, you will see composition used to support storytelling and singing used in all parts of the curriculum. We offer a range of tuition in both groups and individually, so your child will have many opportunities to begin their journey into learning an instrument. The school also has a strong choir and teaches ukulele, ocarina and djembe drumming to all children during their time at the school. Children also have the opportunity for music tuition on the following instruments: guitar, piano and drums.





## Our Location



The school is situated on Oxford Street in Whitstable town centre. Parking is restricted and families are encouraged to walk to school if this is possible. However, all of the pay and display car parks in Whitstable are **FREE until 10.00am** daily and there is parking in the many residential roads that surround the school.

We have two entrances to the school site. The main school entrance is on Oxford Street, at the front of the school and the other is via the alleyway that runs between Argyle Road and Cromwell Road at the back of the school.

There is a loading bay opposite the school building for disabled drop-off and pick-up. There is disabled access to the entire school site and disabled facilities and a lift on site.



## Visiting the School

Starting school is such a momentous and exciting time in your child's life. It is a decision that should be well researched, confidently explored and celebrated! We understand the importance of this decision and warmly welcome visits to the school where you will be able to meet our incredible staff and children.

As an infant school we understand the importance of good home school relationships and that is why we invest in the whole family. We understand that by working together we can provide a passionate, innovative environment that excites and creates irresistible learning experiences for our whole school family.

## Links with Sunbeams and Pre-school Groups

Children attending Sunbeams link closely with the rest of the school and we believe that this gives children added opportunities and confidence when coming to start their reception year. Provision in Sunbeams is delivered by two outstanding Nursery teachers. Progress, well-being and engagement are closely tracked through the nursery and into school and information is shared with families to ensure that everyone can support this transition effectively together.

We have close links with other local pre-schools and nurseries, and staff from reception will visit these settings to meet the children coming into school and ensure that information is shared. This helps us plan carefully for each child as they start school with us.



## People you may wish to contact

### Staff

At St Alphege CE Infant School and Sunbeams Nursery we are fortunate to have an experienced, enthusiastic and dedicated staff team. Remember that we are all here to help you and your child. We invest in relationships with our families as we know that a close partnership between home and school will greatly benefit your child.

### Governors

All schools and nurseries have a Governing Body who have legal duties and responsibilities. All of our Governors are listed on the school website. Some of our Governors are parents or members of the local community and all of them work to support the strategic direction of the school. Our Chair of Governors is Mrs Paula Trewin MBE.

## Admissions to school

As a Local Authority controlled school we abide by Kent County Council admissions criteria. The determined admission arrangements can be found here.



Applications for entrance into St Alphege CE Infant School should be made through Kent Primary Admissions Scheme. You will be required to complete the Reception Common Application Form (RCAF) either on-line through the KCC website [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a paper form available from Kent primary schools or the Local Authority Admissions Office. The application process will open every year in early November.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

- Looked After Children / Children in Local Authority Care
- Sibling / Current Family Association
- Medical / Health and Special Access Reasons
- Distance / Nearness of Child's Home to the School

Late applications will be placed on a waiting list and places allocated based on the above criteria.

### Appeals

Parents have the right to appeal against any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Clerk to the Governors

at St Alphege CE Infant School. The Appeals Committee will notify the Appellant of the outcome:

#### Right to Withdraw a Place

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

#### Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

#### In Year Admissions

If you would like your child to join our school during the current academic year, please call the school office on 01227 272977 and our friendly staff can talk you through the process. Alternatively you can complete the [In Year Casual Admission Form](#) and send it to us. If you need help with finding a school place or how to apply you can contact Kent County Council Admissions and Transport Department on 0300 412121.

There is more information about applying for a school place at [www.kent.gov.uk](http://www.kent.gov.uk)

## Liaison with other Schools

We do not have a formal admission link with any other schools. However all of our children transfer to junior schools in Whitstable. We have close working relationships with both Whitstable and Seasalter Endowed and Whitstable Junior School, where our children seamlessly transition to begin Year 3. For the last few years all of our children have secured places at the junior school of their choice.

We have close relationships with all local schools and St Alphege is part of the Coastal Alliance Cooperative Trust, a collaboration of fourteen schools across Whitstable and Herne Bay, working together.

We share expertise and resources to ensure the best educational provision for all children in our schools.



Coastal Alliance Co-operative Trust

The Alliance is very strong and our whole school community benefits from learning opportunities that it provides. These include

- Opportunities for staff to network and share expertise
- Moderation opportunities to ensure judgments on progress and outcomes match across schools
- Workshops for children such as junk drumming, music, English Maths, science and art
- Workshops for parents
- Network groups for curriculum subject leaders
- Governor training

## Other Community Links

We have a longstanding arts partnership with Animate Arts Company, who regularly work alongside us to strengthen our arts offer and outreach work.

<https://animateartscompany.com/>

St Alphege Church is situated on Whitstable high street. The Reverend Rachel Webbley can be contacted on 01227 273329. [vicar@stalphege.org.uk](mailto:vicar@stalphege.org.uk)

The local Children's Centre is at Joy Lane in Whitstable. Telephone: 03000 417555

[joylanecc01@kent.gov.uk](mailto:joylanecc01@kent.gov.uk)





## Early Years Specialist Leader of Education (SLE)

Through our links with the East Kent Learning Alliance, we are proud that we have supported Gemma Keeble, one of our Early Years teachers, to achieve SLE status. This recognises her outstanding leadership within the Early Years and her ability to be used as a model of outstanding practice to support other settings and schools. Her knowledge, expertise and passion for Early Years education has further strengthened our Early Years provision ensuring our Reception children get the very best start to their educational journey.

### Getting Ready for School

Once places have been offered for the reception year group, a timetable of transition events provides families with information about starting school.

During visits in Term 6 your child will become familiar with Mrs Spinks and Mrs Thomas-Friend, their new class teacher and other support staff working in the Reception team. They will meet other children and play in their new classroom.

You will also receive a pack of resources to support your child's transition into school and help them build confidence over the summer.



'School readiness' is NOT about getting children ready for school.... rather it is 'part and parcel' of lifelong learning

|   |  |
|---|--|
| <b>Self-care</b> <ul style="list-style-type: none"><li>• I know when to wash my hands</li><li>• I can wipe my nose</li><li>• I can ask for help if I don't feel well</li></ul>  | <b>Independence</b> <ul style="list-style-type: none"><li>• I am happy to be away from my mummy, daddy or my main carer</li><li>• I am happy to tidy my belongings &amp; look after my things</li><li>• I am feeling confident about starting school</li></ul>                             |
| <b>Speaking &amp; literacy</b> <ul style="list-style-type: none"><li>• I am interested in reading stories &amp; looking at picture books</li><li>• I am able to talk about myself, my needs &amp; feelings</li><li>• I am practising recognising my name when it's written down</li></ul> | <b>Listening &amp; understanding</b> <ul style="list-style-type: none"><li>• I am able to sit still and listen for a short while</li><li>• I can follow instructions</li><li>• I understand the need to follow rules</li></ul>   |
| <b>Getting dressed &amp; undressed on my own</b> <ul style="list-style-type: none"><li>• I can button &amp; unbutton my clothes</li><li>• I can put my own shoes &amp; socks on</li><li>• I can put my coat on &amp; use a zip</li></ul>  | <b>Sharing &amp; turn taking</b> <ul style="list-style-type: none"><li>• I can share toys &amp; take turns</li><li>• I can play games with others</li><li>• I can interact with other children</li></ul>   |
| <b>Interest in the world &amp; new activities</b> <ul style="list-style-type: none"><li>• I enjoy learning about the world around me</li><li>• I am interested in exploring new activities or environments</li><li>• I like asking questions</li></ul>                                    | <b>Counting skills</b> <ul style="list-style-type: none"><li>• I enjoy practising counting objects</li><li>• I like saying number rhymes &amp; playing counting games</li><li>• I can recognise some numbers when they are written down</li></ul>  |
| <b>Eating</b> <ul style="list-style-type: none"><li>• I can use a knife &amp; fork</li><li>• I can open my packed lunch on my own</li><li>• I am confident at opening wrappers &amp; packaging</li></ul>  | <b>Routines</b> <ul style="list-style-type: none"><li>• I have practised putting on my uniform &amp; getting ready to leave on time</li><li>• I have a good bedtime routine so I'm not feeling tired for school</li><li>• I'm learning to eat at the times I will on school days</li></ul> |
| <b>Writing skills</b> <ul style="list-style-type: none"><li>• I like tracing patterns &amp; colouring in</li><li>• I enjoy experimenting with different shaped scribbles</li><li>• I am practising holding a pencil</li></ul>   |    |
| <b>Going to the toilet</b> <ul style="list-style-type: none"><li>• I can go to the toilet on my own, wipe myself properly &amp; flush</li><li>• I can wash &amp; dry my hands without any help</li></ul>  |  |



## Starting School in the Reception Year Group

Starting school is one of the most important experiences of a child's life. We work hard to make this experience successful for both you and your child.

In the Reception year all children will start school part-time for a short period before starting full-time school.

Even if your child is used to full-time nursery provision, we find that giving more individual attention to each child at the start of September means that we can plan most effectively to meet their learning and social needs.

This short-term arrangement really does boost confidence and builds trusting relationships straight away.

The children will then stay for 'taster' lunch sessions and following this start full-time. If there are concerns about a child's readiness for full-time school, teachers and parents discuss and agree what is best for the child.



## Rewards and Celebrations

All children thrive on praise and rewards, and at St Alphege we believe that celebration at all levels make each day count for children and adults alike.

School Development Priorities 2023 – 2024

### WAVES



Wonderful Writing  
Amazing Relationships  
Valiant Vocabulary  
Excellent Reading  
Simcha (Shared Joy)

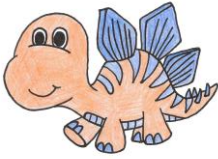


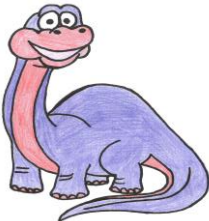

Each year an acronym helps our whole school community understand what our current priorities are. At St Alphege, the children design their own School Plan reward system, with stickers awarded for each area, and opportunities for everyone to share individual success.

In addition to the school improvement areas we reward children for demonstrating the characteristics of effective learning through our Learning Dinosaurs.

Children will receive stickers from their teacher whenever they have achieved in these areas. Once a week during our celebration worship, one child will be chosen to represent each award. They will have their photo put up on the celebration board for the whole school community to see and this will be communicated in the weekly newsletter.

Other reward systems are also used in school linked to our positive behaviour approach. All classes have a recognition board and both adults and children can nominate others for the board, ensuring a collective effort and team approach. For more information about rewards and recognition, please see our Behaviour Policy on the website.

# Learning Dinosaurs

|   |   |
|---|---|
|    | <p><b>Askaraptor</b></p> <p>I am very curious and I like to ask questions to find things out. I love to ask why, as it helps me to deepen my understanding and learn new things.</p>  |
|    | <p><b>Thinkodocus</b></p> <p>I am a deep thinker and I love to use my amazing brain! I like to think about my thinking. I am aware of what I do and don't already know and can use things I have already learnt to solve new problems. I like to look at things in different ways, reflect on my learning and analyse what worked well and what could be even better.</p> |
|   | <p><b>Perseverasaurus</b></p> <p>I am not always the fastest, but I never give up. My hard shell and big horns help me to take the knock backs in learning and still be ok. No matter what challenges I face, I will always get there in the end.</p>   |
|  | <p><b>Explorosaurus</b></p> <p>I love to explore the world around me and find out new things. I can change easily and adapt to new situations. My long neck helps me to look at the bigger picture and map out my journey and the things I will need.</p>   |
|  | <p><b>Sharodactyl</b></p> <p>I love to fly about and share the things I have learnt so that others can learn them too. I listen carefully to the ideas of others as I know that can also help me learn and grow. I know when it is best to work as part of a team and when I am better on my own. I know how to use the strengths of others to help me.</p>               |

## Safety and Security

Children's safety is a parental responsibility on the journey to and from school and on to the school site before dropping off and after pick up time.

In the morning parents bring children to an agreed meeting point for that class, where children will be greeted by their class teaching team.

Members of the senior leadership team will be on the gates each morning to welcome you with a smile.



Children will be released to a known family member at the end of each day. For security reasons we always ask that you inform us if you require a different person to collect your child from school.

You will find that the school is a secure environment with door entry systems. We keep a record of all visitors and authorised adults wear an identity badge in school.

We encourage children to use scooters and bikes to come to school, but all children must dismount and walk once on the school site. We do have a small area for keeping children's vehicles safe during the school day, please talk to your class teacher about this.

## School Uniform

We are proud of our uniform and the sense of belonging that it instils. Our uniform is simple, comfortable and flexible and has been designed for all the practicalities of a busy school day! We expect all children to wear uniform daily and all families to support the school in this matter.

**It is essential that ALL uniform is named and regularly re-named to ensure nothing is lost. Thank you for your help with this matter!**

## Recommended Clothing List

|   |   |
|---|---|
| <b>Winter</b><br>Grey skirt / pinafore / trousers<br>Green school sweatshirt / school cardigan / school fleece<br>Yellow polo top with or without school logo<br>Black school shoes, no trainers, sandals, crocs or flip-flops.<br>Grey tights<br>White or grey socks | <b>Summer</b><br>Same or<br>Green check school dress<br>Grey Shorts |
|---|---|

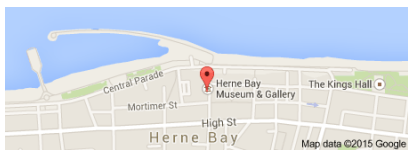
### P.E.

|  |  |
|--|--|
| <b>Indoor</b><br>Green shorts<br>Yellow t-shirts<br>Black elasticated plimsolls. | <b>Outdoor</b><br>Track-suit<br>Trainers / plimsolls |
|--|--|

### Outdoor Play:

In order to make the most of exciting activities in schools, especially outdoor learning in the reception year, your child can get wet and muddy. Therefore washable coats, wellies and waterproofs are really useful to have in school.

### Purchasing Uniform:

|  |  |
|--|--|
| <b>New:</b><br><br><a href="http://www.barnumsschoolwear.co.uk/">http://www.barnumsschoolwear.co.uk/</a><br>14-16 William Street, Herne Bay, CT6 5EJ<br>Tel: 01227 771155 | <b>Pre-Loved:</b><br>Community Wardrobe run free uniform recycling services, where you can access good quality second hand uniform for all of the local schools. |
|--|--|

### Free polo top and sweatshirt

If you are eligible for Pupil Premium we will give you a voucher to redeem at Barnums for a free polo top and sweatshirt or cardigan. Please contact Mrs Cullen at [finance@st-alphege.kent.sch.uk](mailto:finance@st-alphege.kent.sch.uk) if you think you are eligible.



## Book bags, PE and swimming bags

Your child will be provided with a school book bag before starting school in September.

Your child will also need a P.E. kit in a separate P.E. named bag. Please can this have a draw string so that it can hang easily on your child's peg.

In KS1 your child will begin swimming lessons at Whitstable Swimming Pool. Please could your child then bring a separate waterproof swimming bag; a carrier bag is fine.

**Please ensure all P.E. and swimming kit is named so that it can be returned to you if it is misplaced.**



## Changing for P.E.

Children wear shorts/tracksuit trousers and t-shirts for P.E. We encourage everyone to be as independent as possible when changing their clothes. Please support your child by encouraging them to change by themselves at home and to practice putting clothes in a bag or folded on a chair.

## Safety (Hair and Jewellery)

For safety reasons long hair must be tied back for P.E. lessons. Talk to your child's teacher to find out the timetable for P.E. to ensure this routine is as easy as possible for you.

Jewellery should not be worn, but in exceptional circumstances if earrings cannot be removed, then parents must give written consent to micro-pore tape being worn over ears.



## The School Day

### Timings

|                 |  |
|-----------------|--|
| 8.00am – 8.30am | Breakfast Club   |
| 8.30am-8.45am   | Early Morning activities and liaison time for families and staff |
| 8.45am          | Registration   |
| 8.45am-10.10am  | Teaching session   |
| 10.10am-10.25am | Playtime   |
| 10.25am-12.00pm | Teaching session<br>(Reception Year go to lunch at 11.50am)      |
| 12.00pm-1.00pm  | Lunchtime  |
| 1.00pm-3.15pm   | Registration and Teaching session                                |
| 3.15pm          | School ends<br>Liaison time for families and staff               |

Sunbeams Nursery offers fully flexible provision between 8.30am and 3.15pm.

### Breakfast Club and After School Club

Our wrap around care is run by highly experienced and qualified members of school staff, who offer a quiet and safe start and end to the day, with healthy breakfast options or a cooked dinner. The children are really well supported and enjoy a range of fun activities.

Our Breakfast club starts at 8.00am. After school club runs until 6.00pm.



## Fruit, Milk and Water

The school receives free fruit for all the children. There is a snack time during the morning session and everyone is encouraged to have a drink and try the fruit and vegetables together in Reception. In KS1 the children eat their fruit at playtime.

When children start school, snack time is often used as an opportunity to reinforce social skills, maths skills and phonics games.

We run a Cool Milk scheme in school, which offers free milk daily for children under five years of age, and then at a small cost unless your child is entitled to Pupil Premium Grant (PPG), when it remains free.

You will be asked to register your child as they start school if you would like them to have this carton of cold milk.

If you would like further information, please see the school office or ring on 01227 272977.

Research proves that regular intake of water increases concentration levels so we encourage all children to drink water freely during the day. Please provide your child with a named water bottle to use throughout the day.

## School Lunches and Lunchtime Arrangements



All children at St Alphege receive a free nutritious hot meal at lunchtime as part of the Government Universal Infant Free School Meal initiative (UIFSM).

We have a large school kitchen where all cooked food is freshly prepared and four kitchen staff work to prepare and serve the lunches.

Carefully planned menus meet national nutritional standards.

Children may choose from three hot options, a meat-based, a vegetarian or a baked potato and filling option each day. There is also a Bap Bar with a choice of fillings. Salad, fresh bread, fruit and yoghurt and fresh water are freely available every day.

Please ensure that you have informed school staff about any dietary requirements or allergies that your child may have.

For children in Reception, lunches are served from 11.50am and for other classes serving begins at 12.00pm. School staff closely monitor the quantity of food the children are eating, and liaise with parents if there are any concerns.

Children are escorted to the playground for games and activities and we have a sports coach on hand every day to ensure activities are fun and all children get involved in an active lunchtime.

Mid-day Assistants support the children, the teacher and teaching assistants, working closely with them to monitor well-being and involvement at lunchtimes, and ensuring that all the children are encouraged to find friends and play happily together.

If a child has a lunchtime club, they will be supervised to the hall for lunch to ensure that they have lunch and also some outdoor playtime as well.

### Friends Association (PTFA)

We have an excellent and active Friends Association made up of parents and members of the local community. Their fundraising efforts each year enable the school to undertake identified projects. In the last few academic years these have included: the development of the school library, the purchase of iPads, funding new reading books and creation of our Urban Forest School Area.

We welcome any new parents or members of the local community who may be able to support these fundraising events in any way, however big or small.



## Pupil Premium Grant (PPG)

The Pupil Premium Grant (PPG) was introduced by the Coalition Government in 2012 with the aim of addressing the achievement gap between different groups of children. The PPG is £1,345 for every primary school child from a family on a lower income. Any adopted children or children in Local Authority Care will also receive PPG as will children whose parents are in the armed forces.

The grant provides additional support or enrichment for identified children. The allocation of this grant is always based on the child's individual needs, areas for development or enrichment. It is regularly monitored to ensure the grant is having an impact on learning and development. Last year the grant enabled the school to provide a number of interventions including:

- Speech and language support through our designated and highly trained teaching assistants
- Well-being and Learning Mentor – provides valuable support to families as well as signposting to external agencies
- Emotional Health and Wellbeing support – via our trained Play Therapist and through targeted Nurture groups
- Better Reading Partnership to support narrowing the gap in Reading.
- Enrichment activities through Music and Performing Arts – to further enhance speaking and listening and creative writing skills as well as to raise self-esteem and self confidence
- Daily teacher led pre and post teach sessions to enable reinforcement or extension of class based learning
- Specialist resources or enrichment opportunities provided through bought in professional services
- High quality training for staff

**Although all infant children can have a free meal, it is very important for parents to apply for the Pupil Premium Grant through registering for eligibility for a free school meal if they think they are entitled.**

Your child may be eligible for the PPG if your total income is below £16,190 a year and you are eligible for one of the welfare benefits listed below:

- Universal Credit – If you apply on or after 1<sup>st</sup> April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part 4 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit



- Child Tax Credit (with no Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit run-on paid for four weeks after you stop qualifying for Working Tax Credit

Please contact the school office for information to help you register for PPG for your child on 01227 272977.

## Educational Visits

Throughout their time with us, all children will participate in a range of educational trips and visits linked to their curriculum learning. These enriching experiences are integral to the inspiring curriculum opportunities that we offer all the children. Being at the heart of Whitstable's vibrant centre, we try to make the most of what this coastal town has to offer throughout the year.

We welcome and thank parents and families for the support they give the school with enabling these trips to happen. We do ask for a voluntary contribution towards events that children benefit from. We do subsidise all trips where possible, to try to keep cost low for our families.

Please get in touch with your child's class teacher or see Mrs Spinks if you think you have something to offer that may be interesting to the children, or you can support a trip or visit.



## School Curriculum

### The Early Years Foundation Stage

When children begin school in the Reception year they will continue to follow the Foundation Stage curriculum. This will build on their many rich experiences at home, in Sunbeams nursery and other pre-school settings.

There are seven areas of learning and development that shape this curriculum, all are important and inter-connected.

The Prime areas are communication and language, physical development and personal, social and emotional development.

These are crucial for igniting the children's curiosity and enthusiasm for learning and for building capacity to learn, form relationships and thrive.

The Specific areas are four further areas of learning through which the prime areas are strengthened and applied. These are literacy, maths, understanding the world and expressive arts and design.

### The National Curriculum for Key Stage 1

This is the curriculum for children from the beginning of Year 1 to the end of Year 2, and continues into junior education until the end of Year 6. The school follows national programs of study to ensure that skills and progression is a focus of planning and assessment. These are woven into a bespoke, rich and creative curriculum which is tailored to enable the best outcomes for our children and harness the individuality of our school and local community.

All of our children are carefully tracked and assessed to ensure that they are learning successfully and to identify any additional support needed. Learning is discussed and this constant feedback conversation with the children forms the basis of planning effective next steps for them.

Enjoying learning and seeing themselves achieve is the key to success for every child!





## Clubs and Wider learning Opportunities



**Artsmark  
Platinum Award**  
Awarded by Arts  
Council England

Lots of activities and clubs are offered to the children at lunchtimes and after school. Often visitors come in to involve everyone in musical, dramatic, sporting and artistic learning activities, and we are extremely proud of our Artsmark Platinum status, which reinforces the creative commitment that we have to developing the 'whole child.'

We encourage all groups of children to be involved in a club during their time at the school, and we are proud to say that all staff run a club during the school year, sometimes more than one! Clubs are free of charge, unless we need to employ a specialist provider.

Lots of children have opportunities to visit other schools to attend workshops and events organised by the Coastal Alliance. As a school we also link with the Playhouse Theatre and other arts organisations. Each year the Performing Arts Club (PAC) puts on a performance for families in the theatre.



At St Alphege we understand the importance of learning outdoors and experiencing nature. We spend a dedicated amount of time in The Nest and children also have the opportunity to explore a contrasting forest school environment at our sister school Herne CE Infant. Outdoor activities include den building, nature trails, fire pit, whittling, tree climbing, problem solving, pond dipping and bug hunting.



## Our TED Teams (Together Everyone Decides)



As part of our constant commitment to outstanding provision and our focus on child-centred learning we have developed teams of children who lead areas of school development. Examples of this have been enhancing our school library, developing our urban forest school and planning our playground development.

Representatives from each class meet with a teacher to discuss ideas, plan actions and cost these out. They may write bids, meet contractors and meet other groups from across the school and beyond to really feel part of the development process. They also write their own version of the school development plan focusing on how they feel the school should work towards identified priorities.

Each TED team carries a project through from start to finish and shares steps with the whole school.

Several TED teams can work at the same time led by different members of staff and the website and celebration assemblies are used to recognise the impact of the children's efforts. In this way the children see themselves as having a strong voice in our school.

## Religious Education

We follow the schemes of work and guidance provided by the Kent Agreed syllabus and Diocesan Trust and we have close links with Reverend Rachel, who is a Governor of our school, supporting the curriculum and encouraging community links. We visit St Alphege Church regularly and encourage all the children to feel comfortable and relaxed in this inspiring space. In Religious Education we learn about Christianity and other world religions such as Hinduism and Islam.

The children encounter and respond to a range of stories, artefacts and other religious materials. We also learn about similarities and differences and to respect other people's faiths and views and about the world around them.

Children will talk about what is important to them and others, valuing themselves, reflecting on their own feelings and experiences and developing a sense of belonging.

## Collective Worship

Worship is a statutory requirement in all maintained state schools, both community and church. We have a daily opportunity to join together to worship. Throughout the week there will be opportunities for whole school worship, class based worship and individual reflection. We encourage the children to be active participants and take a lead themselves. We welcome visitors from the team ministry to support the delivery of school worship.

There are opportunities for reflection in each classroom and outdoors, to enable children the space and opportunity to explore their spirituality.

We encourage the children to be active participants and take a lead themselves. Regular visitors including Reverend Rachel, speakers from charities and the local community brings a rich variety to this important part of school life.



## Health and Welfare

### Illness at school / Accidents

Occasionally children feel unwell whilst at school; if your child is at all ill we will contact you. It is **essential** that we have up-to-date emergency contact telephone numbers to enable us to reach you. Children get very distressed when they are poorly and need the comfort of home at such times.

We do have trained and experienced First Aiders in school, but we will telephone you if your child has a nasty fall, head bump or an injury that we feel needs your immediate attention.

All accidents are recorded in a First Aid book and parents are informed.

Please do not send children to school if they have been vomiting or had diarrhoea until they have been clear of symptoms for 48 hours, as per public health guidelines.

### Medicines

Please make sure the school is informed of any medical condition your child may have. As your child starts school, you will be asked about your child's medical health history, but please also ensure that you share any developing medical conditions that may occur throughout their time in school.

If your child requires medicines to be administered at school, please come to the school office to discuss this. You will be asked to complete a form to give permission for a member of staff to give the medicine. If your child requires long-term medications in school or requires the use of an asthma pump or epipen you will be requested to complete a Health Care Plan with a member of staff.

### Health at School

In the close environment of school, germs spread quickly, so please teach your child about hygiene, particularly hand-washing. Parents should be aware that head lice are common in all schools, therefore do be vigilant when brushing your child's hair. However, there is no need to keep your child off school if they have head lice.

### Wellbeing Team

The school has a very friendly and experienced Wellbeing Team who each have a wealth of knowledge and experience regarding behaviour, child development, health, sleep, diet etc in young children. They can be contacted through the school office and can offer advice and information to support families throughout their time at the school.

They also offer support to all children, ensuring that wellbeing in the school is consistently high. We offer weekly nurture groups to help children with raising their self-esteem and confidence. The school also employs a Play Therapist to support individual children in school where needed.

## Equal Opportunities

The school is committed to eliminating discrimination and harassment and to actively promote equality with regard to disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation.

## Absence from School

If your child is un-well and cannot attend school, please telephone the school office by 8.45am on the first day of the absence. If the illness persists, please keep the school informed daily by ringing the school office on 01227 272977.

Any unexplained absences are recorded as 'un-authorised' and the school has a duty to report concerning absence to the School Liaison Officer (SLO) who will make contact to support the family.

Please notify us in writing or by e-mail if your child has an appointment in school time. It is important that all children are collected from the school office for appointments; where parents are asked to sign their child out.

Please bring children back to the school office on your return, and sign them in. Children will then be escorted back to their class.

Children are encouraged to arrive at school on time. In all classes the children will be registered by an adult and then learning will begin. Registers will be taken at 8.45am and children arriving after this time are marked as 'late' in the register.

If you arrive late at school please take your child to the school office, so that they can be safely escorted to class and signed in.

## Leave of Absence

Every day counts in terms of the positive educational experience that your child has. Holidays in term-time disrupt the pattern of learning for the children. Requests for absence can only be agreed in exceptional circumstances, and term-time holiday requests are not permitted in line with Local Authority recommendations, the school and agreed Coastal Alliance Attendance policy.

Our '*King Alphege*' lion is awarded each week to the class with the best attendance, and the children really love winning him together. A chart displaying the best attendance is on show in the school entrance corridor. The expectation is that children will attend for over 97%.



## Special Educational Needs and Disabilities (SEND)

We believe in an inclusive educational approach and celebrating the rich community at St Alphege. We provide an individualised approach to learning and development and we use highly effective strategies that give children additional and different teaching approaches to narrow learning gaps. Regular, high-quality training for all staff ensures that skills remain up-to-date and respond to the needs of each child.

Some children will encounter barriers which influence their progress in learning. It is important that the school is aware of any concerns as your child starts school so that we can support them most effectively from the start.

If we have a concern about the progress or well-being of your child we will discuss any difficulties with you at the earliest opportunity. Many children benefit from a little extra support and our Inclusion Leader Ms Strike can be contacted through the school office to discuss any queries or concerns at all. Please ring 01227 272977.

## Our Children's Unique Journey

We encourage all our children to do their best and achieve success. Young children are normally very inquisitive and require an individual approach to learning. In school we provide increased challenges for children working at greater depth to make sure that they are motivated and deepening their understanding.

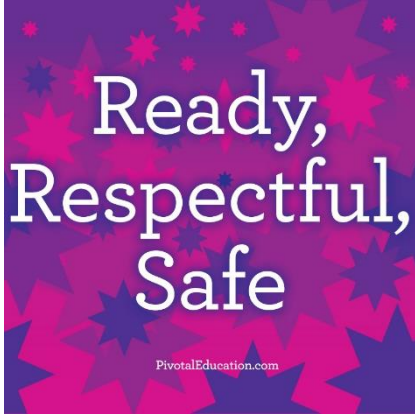
The new National Curriculum has placed huge emphasis on the 'mastery' of skills and in a child's ability to demonstrate understanding in a variety of situations and we are making sure that we focus on this ability whilst retaining a 'love of learning' for the child.

Ability can be academic, but lots of our children have amazing creative and physical talents. We use lots of wider learning opportunities in and across schools to celebrate the achievements of the 'whole child.'



## Behaviour and Positive Relationships

The children are encouraged to care for each other, to be kind and to value everyone in the school community. We aim to provide a nurturing environment that will foster the growth of social development in a supportive yet enabling way.



As members of our school community, we adhere to three simple rules. **"Be Ready, Be Respectful, Be Safe"** which can be applied to a variety of different situations and are taught and modelled explicitly.

These are discussed and displayed with the children, and form rights and responsibilities relevant to the age and stage of each child. Expectations will be discussed with the children to ensure clarity in understanding and to help them to take ownership of their shared responsibility.

Any concerns about bullying are treated as an extremely serious issue by all staff and there is a no tolerance policy on bullying behaviour.

Please come and talk to Mrs Spinks or any class teacher if you have any concerns.

## Home and School

### Helping in School

We really value parental support in school as it can enhance opportunities we can provide in so many ways. If you would like to help in school, then please contact your child's teacher or Mrs Spinks through the school office on 01227 272977.

Everyone who has access to the children unaccompanied must undertake a Disclosure and Barring Service check so that no child can be placed in a situation where they could be at risk. Therefore, if you apply to become a voluntary helper, we will ask you to complete the application for this police check in the school office.

### Keeping in Touch

Please do not hesitate to come in and talk to us at any time. Staff are always visible in the mornings and after school and can also be contacted via email or telephone.

Parent consultations are offered regularly to discuss your child's progress and each child receives a written report.

Information is shared through the school website, the official school Facebook page [www.facebook.com/stalphege](https://www.facebook.com/stalphege), weekly Newsletters and information boards around the school also advertise upcoming events.

Please do try to read these as there is a lot going on in school to celebrate with your child and keep up with!

### Website

We have a super website which provides access to lots of information about the school. Log on and have a look on [www.st-alphege.kent.sch.uk](http://www.st-alphege.kent.sch.uk)

## Supporting your Child

### Home Learning

Any time that you can give to supporting your child's learning from home will be hugely beneficial.

Our aim is to give you clear guidance on exactly how to help, whilst recognising the busy lives that you lead and the need for time for fun and relaxation together at home.

- Reading together every day is both beneficial and enjoyable. Talking about the pictures, characters and plot will help develop early reading skills.
- Recognising sounds, blending these together to read and sounding out words to learn to spell is also very helpful.
- Practical problem-solving using numbers, money and shape, space and measuring is fun and really helps understanding too.

Some home learning activities will lead into new learning and some will reinforce what has already been taught in school.

Websites offer a huge amount of learning potential, though time away from screens is really important!

### Home School Agreement

Our Home School Agreement is given to you as our child starts school and sets out how you help your child succeed in school. We ask the children to try to do their best supported by the grownups around them at home and in school. There will be regular opportunities for you to attend parent workshops where we share ideas and strategies to teach and support your child.

We focus on key messages, which look at the rights that each child can expect and the responsibilities that they have according to their age and stage.

The key messages are

- Feel good about yourself, know that you are loved
- To forgive and be forgiven
- Be kind and help each other
- To try to 'have a go' and not worry if things don't go to plan
- To look after ourselves and each other
- To look after our surroundings for others

## Final Words

We are extremely proud of our school, and we are constantly striving to provide the very best school experience we can for every child. Thank you for your taking time to read about St Alphege. We really look forward to a fantastic learning and family partnership with you and your child.

Jacqui Spinks, Head of School

