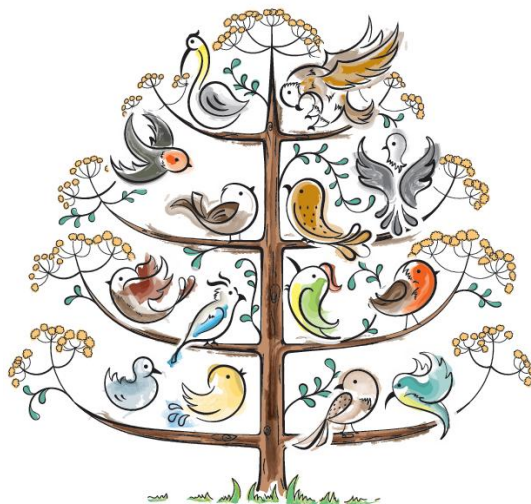


# Harrietsham Church of England Primary School



# Parents' Handbook 2025/2026



*Nurtured We Flourish*

Harrietsham Church of England Primary School  
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Telephone: 01622 859261

Email: [office@harrietsham.kent.sch.uk](mailto:office@harrietsham.kent.sch.uk)  
Website: [www.harrietsham.kent.sch.uk](http://www.harrietsham.kent.sch.uk)

Headteacher – Mrs Jackie Chambers  
Chair of Governors – Mrs Rebecca Emson

# Our School Ethos and Values

## Ethos Statement

***We are a warm, welcoming and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.***

## ***“Nurtured We Flourish”***

## Our Values

Everything that we do in school is driven by our ethos and underpinned by our core Christian values. All the experiences we offer our pupils and the way members of our community behave towards each other are shaped by our Christian values of:

## ***Love, Forgiveness, Fellowship***

The Bible story which helps to explain our vision and values in action is:

### **The Parable of the Mustard Seed - Matthew 13, 31-32**

***‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’. Matthew 13 31-32***

## Introduction

All members of our school community are valued as individuals and are supported to achieve their full potential as confident and independent learners.

Children leave Harrietsham Church of England Primary School fully prepared to face the challenges of secondary school and life beyond, possessing:

- A sense of moral and spiritual awareness.
- A sense of wonder and curiosity about the world around them.
- A love of learning and the desire to achieve high standards.
- A growing ability to relate to and communicate with other people.
- A sense of their citizenship of the school and the wider community.

## **School Times**

The school gates open at 8:30am and the children go straight into class. Registration is at 8.50am and this is when the school gates close. If you arrive after this time, you must enter via the school office and register your child there. Our school day finish at 3:20pm. In the morning the parents (apart from Reception aged children) can leave their children at the playground gates or walk them to their classrooms. In the afternoons, parents wait in the playground to collect their children from the classrooms.

## **Inset Days**

Every school has five In-Service Training days per year (Inset Days). The children are not in school on these days whilst the staff undergo professional development. The dates for the Inset Days for the 2025/2026 Academic year can be found on our school website here: [Term Dates | Harrietsham Church of England Primary School](#).

## **Absence and Holidays in Term Time**

If your child is going to be absent, please telephone the school on 01622 859261 **before 9.30am** on each day of their illness. As we have a duty of care for all of the children attending our school, if we have not heard from you by this time a member of staff may call to enquire about the absence. If we cannot contact anyone on the family list by 10am, the authorities will be informed and a welfare check requested. If no suitable reason is given, your child's absence will be marked as being unauthorised. If your child arrives into school after 9am this will also be recorded as an unauthorised absence.

School is too important not to be taken seriously and it is vital that children see and hear parents being positive about it. Holidays during school time should not be taken and will not be authorised. All requests for time off during the school term must be made in writing to the Headteacher via the office email address: [office@harrietsham.kent.sch.uk](mailto:office@harrietsham.kent.sch.uk).

If a pupil has 10 or more unauthorised absences (5 days) in a 10 week period, a penalty notice will be issued. Currently the fine for this is £160 per child per parent, which is reduced to £80 per child per parent if paid within 28 days.

## **Uniform**

Items of school uniform with a logo are available to order on-line from Brigade or Monkhouse School Uniform Specialists. Sweatshirts and Cardigans must have the school emblem.

We do not require any other items of uniform to include our school logo. Therefore, other items can be purchased in Supermarkets or online from a range of uniform suppliers.

More information is available on our website here: [School Uniform | Harrietsham Church of England Primary School](#).

Please ensure that all your child's belongings are clearly marked with their name.

### **Active Uniform – For Year R & KS1**

Joggers/leggings/Sports shorts	Plain Black
Sweatshirt/Cardigan with emblem	Maroon
Polo-shirt (Optional - available with emblem)	White
Socks/Tights	Grey/White/Black
Maroon Book Bag (Harrietsham emblem optional) - no backpacks please	

## **Traditional Uniform for KS2**

School trousers, long shorts, skirt or pinafore.	Grey
Sweatshirt/Cardigan with emblem	Maroon
Polo –Shirt (Optional - available with emblem)	White
Socks/Tights	Grey/White/Black
Checked Summer Dress (optional Terms 1, 5 & 6)	Red/White
Maroon Book Bag (Harrietsham emblem optional) - no backpacks please	

**Shoes** - Footwear should be sensible plain black, flat shoes suitable for running; high heels, boots or open toed shoes are not permitted.

## **PE Kit**

On days when children have a PE lesson, Reception and KS1 children should come into school wearing their active uniform with a coloured house T-Shirt.

KS2 children should come into school wearing their PE kit and they will stay in this all day. (A track suit or warm jogging bottoms and their school sweatshirt/cardigan will be needed in the colder months.)

PE Shirt	Plain T-shirt in House colour (Red, Yellow, Blue or Green).
School Jumper/Cardigan with emblem	Maroon (there is no need for a black hoodie)
PE Shorts	Plain Black
Tracksuit bottoms	Plain Black
Trainers	Plain Black

For certain gym and dance work, the children will be required to work in bare feet.

## **Waterproof trousers and Welly Boots**

At Harrietsham we are fortunate to have excellent outdoor learning spaces and we like to make the most of these all year round. Therefore, we ask that all children have a clearly labelled pair of waterproof trousers and pair of wellies to be kept in school to use throughout the year. Children should also have a waterproof coat in school all year round.

Year R attend Forest School weekly, and so a spare pair of clothes/uniform should be kept in school at all times, in a named bag. No crocs are to be worn on Forest School days.

## **Hair**

Hair that is shoulder length or longer must be tied back and all clips and bows should be small. We require appropriate hair styles for school.

## **Jewellery**

Jewellery must not be worn in school. The only exceptions are watches (no smart watches permitted) and studs for pierced ears. Where possible, children should not have earrings in for PE, the only exception is if they have been recently done, then they can be taped (taped at home in the morning). If your child is unable to remove their earrings themselves, they should be removed before they come to school.

## **Make Up and Nail Varnish**

These are not to be worn at school.

## School Dinners

Our school dinners are cooked here at the school in our kitchen but are managed by an outside company called Caterlink. Each day, your child has a choice between the main meal, a vegetarian option or a jacket potato and filling, along with freshly made bread and a salad bar. A dessert, fresh fruit or yoghurt is available daily.

All children in Reception and Key Stage 1 are provided with a funded school meal under the Universal Infant Free School Meal Scheme. If, however, your child is in KS2 the cost of the meal is £2.85 per day which is payable online, direct to Caterlink. If, you would like to set up an account with Caterlink, please contact the school office who will provide you with the information required.

## Pupil Premium Free School Meals

If your child is in Reception to Year 6 and you claim any of the following benefits and have an annual income that does not exceed £16,190, your child may be eligible for Free School Meals.

- Income Support
- Income Based Jobseekers Allowance
- Income related Employment and support Allowance
- support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit

This is unrelated to the Universal Free School Meals for children in KS1 and your child could be eligible for both. By registering for Pupil Premium Free School Meals, not only will your child have the opportunity to enjoy a free hot school lunch each day, you will also be entitled to any Free School Meals Vouchers that the Government authorise to cover lunches during the school holidays and you will also help us to access additional funding. This funding is given to schools to help raise the attainment of the children and enables us to provide additional support such as interventions and booster classes. If you believe that you may be entitled to claim please apply here:

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

## Packed Lunch Boxes

**Please do not send food containing nuts – including peanut butter or Nutella – into school. We have some children with severe nut allergies.**

As a *Healthy School* we seek to help the children learn what is best for them in terms of nutrition and exercise. Additionally, we must show that we are doing as much as we can to encourage healthy eating and exercise in order to keep this award.

Part of our School Action Squad's (which is made up of children from each year group) responsibility is to look at health in the school. At one of their meetings, lunchboxes were discussed and the children suggested that lunch boxes should contain:

- At least one piece of fruit or vegetable (e.g. cucumber or carrot)
- Only **one, small** bag of crisps (preferably not every day)
- Only one, small chocolate biscuit (e.g. 2 fingers of Kit Kat or a Penguin – and preferably not every day) and **NO** sweets
- Water to drink should be encouraged, squash is allowed at lunch but definitely no fizzy drinks.

If your child brings a packed lunch to school, please take particular note of the four bullet points above. It is well documented that foods with nutritional value help children learn more effectively: too much sugar certainly does not aid concentration in the afternoons. You might like to look at the following websites; there are some great ideas for healthy items to put in your child's lunchbox on them.

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>  
<https://www.bbcgoodfood.com/howto/guide/healthy-lunches-for-kids>

**Please do not send in sweets or cakes for classmates to celebrate your child's birthday. Thank you.**

### **Playtime Snacks**

We try to encourage the children to eat a piece of fresh fruit or vegetables during morning playtime. Currently, children in Reception class and KS1 are provided with daily free fruit/vegetables through a scheme set up by the government but if your child is in KS2 you will need to provide this yourself. Please note that there are many snacks on the market now which have the word 'fruit' in them. Although some of these may be considered as healthy snacks, it is too difficult for us to monitor those that are and those that are not, so please do not send these in for your child.

### **Water Bottles**

It is essential that the children keep hydrated throughout the day. Please ensure that your child is sent in every day with a named drinks bottle. This should only contain water and not squash.

### **Milk**

Children under 5 receive a free carton of milk every day. If you would like your child to receive this, please go to [www.coolmilk.com](http://www.coolmilk.com). If you would like your child to continue receiving milk after their 5<sup>th</sup> birthday, please contact Coolmilk to set up an account.

### **Medical Appointments and Medication**

If your child has a medical appointment during school time, please let the school office know before hand and provide a copy of the appointment letter/card for our records. Routine Appointments, such as Dentist or asthma clinic should be booked for the school holidays.

Please ensure all medication prescribed by a doctor is clearly labelled with your child's name, reason for medication, dose required. If your child needs medication in school, it must be handed in at the office by an adult, where you will be asked to complete a medicine consent form. Any medicine will be administered by the school office. Please note, we can only administer prescribed medicine that cannot be given at home (e.g. that needs to be given 4 times daily).

If your child suffers from asthma, please provide us with an inhaler that they use whilst in school and complete our School Asthma Plan form. The inhaler will be kept in your child's classroom, in a named bag, along with a copy of their asthma plan.

### **Communication**

The school has an 'open door' policy and teachers are happy to speak to families at the end of the day or, if you would prefer to speak more privately, an appointment can be made via the school office. Please do not speak to the teachers in the morning as this can delay lessons – Please instead speak to a member of Senior Leadership Team (SLT) on the gate or the school office.

Year R parents can communicate with teachers via Tapestry, through the 'messaging' service. Please note that these will not always be responded to the same working day.

We share information with families via our school website, email, dojo, newsletter and our school notice board. To try and minimise our paper and ink usage, hard copies of letters are only sent out where a written response from the families is needed. Copies of all letters, and our weekly newsletter, can be found under

the Parents Tab on the school website (Letters: [Letters Home | Harrietsham Church of England Primary School](#), Newsletters: [Newsletters | Harrietsham Church of England Primary School](#)). We encourage you to read the newsletter each week and to familiarise yourself with our website as the answers to a lot of the questions you may have can be found there.

We also hold parent consultation evenings and celebration events, such as our weekly celebration worship on a Friday afternoon, to which all parents of nominated children are welcome to attend.

## **Concerns**

It is in everyone's interest that concerns are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaint's procedure. Should you have any concerns, in the first instance, please talk to the class teacher. If your concerns continue, please make an appointment to see a member of the Senior Leadership Team or email the school office. Harrietsham C of E Primary School takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

In the event of a complaint being received, the school has a complaints policy which is followed.

## **Emergency Contact Information**

Please ensure that you keep the office updated with any changes to your emergency contact numbers. This is essential if we need to contact you urgently if your child is taken ill or has a serious accident whilst at school.

## **Payments for School Trips/Activities**

Here at Harrietsham, we subscribe to an app called Arbor. This is a safe and easy way to give consent and make online payments for your child's trips/activities via your debit or credit card. You will be sent an email in September welcoming you to Arbor and giving details of how to log in and set up your child's account.

## **Year 6 Residential Trip**

In addition to regular trips and visits throughout each school year, during their final year here, the children have the opportunity to take part in a residential trip. This trip usually involves the children staying away from home for 3-4 nights and taking part in lots of outdoor activities that will help improve their confidence, communication and team-building skills. Currently the cost of the trip is usually several hundred pounds. We appreciate that this is quite a large sum of money so offer the option for parents to pay money into an Educational Visit Account to help spread the cost of this, or any other trip/visit, across the months or even years before the children go. If you would be interested in setting up an EVA, please speak to the School Office.

## **Parking**

To minimise traffic congestion on the roads around the school, we do ask that you only drive your car to the school when you really need to. If you do need to use your car in the mornings please use the drop-off zone located within our visitor car park. Please pull into the bay, the children can then exit the car onto the pathway and make their way up to the school gates. An adult from the school is always at the gate watching the children come up the path. This zone is for drop off only and is not to be used for parking – PAUSE, NOT PARK! If you do need to park, please use any of the other parking spaces in the car park, ensuring you park within the marked bays and that you are not blocking access in any way.

If you have to park on the road, please park in a considerate manner, ensuring that access and exit points to the car park, the housing estate and the school, are not blocked. Please ensure that the road markings are observed and that you do not park on the yellow zig-zigs.



If you are a blue badge holder, please let the office know your name and the make, colour and registration of your car so that we have record of who has the right to use the disabled parking bays.

## **Bikes and Scooters**

Children are welcome to ride bikes and scooters to school. We have racks for scooters inside the school gate and bike racks are round the back of the school. Please ensure children do not ride their bikes or scooters on the playground or on the slope.

## **Wraparound Care**

We offer a breakfast club and an after-school provision, both of which are run by the Safehands After School Club. Safehands is owned by Mrs Mel Lawlee and is Ofsted registered; all staff are DBS checked. Both provisions are available to children in Years R to 6, Monday to Friday.

### **Breakfast Club**

Breakfast Club opens at 7.30am, with breakfast available to those arriving between 7.30am and 8.15am. There is a wide range of food offered, including fruit juice, cereals, toast, yoghurt and fresh fruit. After the children have finished eating, the children are free to play until 8.30am when they go to their classes ready for registration.

### **After School Provision**

The afterschool care is open until 6pm term time. There are activities for every child - from arts and crafts to toys and team games, a healthy snack is provided.

Mel and her team actively encourage the children to suggest new activities and games for them all to enjoy.

There may be a waiting list for some sessions and sessions are given on a sibling and first come, first served basis.

To reserve your space and for booking, please go to [safehandsafterschoolclub.kidsclubhq.co.uk](http://safehandsafterschoolclub.kidsclubhq.co.uk). To guarantee a regular space, please book as a contract. Add-hoc sessions may be available but there is very limited availability. All spaces will be confirmed by the end of July.

For more information on either provision, please either call Mel on 07958 521517 or go to the Safehands website [www.safehandsafterschoolclub.co.uk](http://www.safehandsafterschoolclub.co.uk).

The safe hands team are very excited to meet you all.

## **Curriculum**

We offer a varied, creative curriculum linked to the requirements of the 2014 National Curriculum. Topics are linked to the key skills which the children need to be taught in each of the curriculum areas.

In addition, we use our children's interests and the rural community, of which we are proud to be a part, to stimulate learning within the wider curriculum.

## **Religious Education and Worship**

RE is an essential aspect of children's education - it not only allows them to explore their own spiritual beliefs and the beliefs of others, but it also provides crucial context for understanding human history, society and culture.

As a church school, we aim for RE at Harrietsham to allow every child to flourish and live life in all its fullness. Through the RE curriculum, children will be prepared for the opportunities, responsibilities and experiences of life in modern Britain, acquiring a rich, deep knowledge and understanding of Christian belief and practice, as well as learning about a range of other religions and worldviews, fostering respect for all.

Our collective worship strengthens and supports the Christian identity of our school, reaffirms our ethos and associated values of Love, Forgiveness and Fellowship and celebrates the central role that each child has to play in their community. Our worship reflects the variety of traditions found in the Church of England, and recognises and follows the Christian liturgical year. Worship makes an important contribution to the overall spiritual, moral, social and cultural development of the whole school community and is inclusive of all faiths and none.

## **Wellbeing and Family Support**

We are able to offer the children and their families the support of our Pastoral Lead – Mrs Jo Griffin. Her role is to provide pastoral support to parents/carers and help with any issues that you may have in relation to supporting your children, both at home and in school. She works to encourage parental involvement within school, signpost to agencies (where appropriate) and support children in school. Should you have a personal concern, or school related issue, then she is here as a listening ear and has access to a number of agencies who may be able to provide support to you and your family, for issues such as:

- Bereavement Services
- Children's Centres
- Counselling/Play Therapy
- Mediation
- Housing
- Parenting Programmes
- School Nursing
- Early Help
- Social Services
- Young Carers
- Food Banks

All contacts with any of the above agencies (with the exception, on occasions, of Social Services) are made with total parental involvement.

Mrs Griffin liaises with all school staff, always in the best interest of the children and their families and works impartially and confidentially if you ever need advice or support. Please ask to speak to her if you would like further advice and help accessing the right support.

## **Special Educational Needs**

Our motto is "*Nurtured We Flourish*". We carry this motto in everything we do. For our pupils with Special Educational Needs we pride ourselves in knowing that we nurture the whole child and because we are an inclusive school, all children can access a rich and diverse curriculum. We provide tailored support, taking advice given through our excellent relationships with other professional agencies and we make our best endeavours to ensure that all children have excellent engagement and wellbeing enabling them to flourish in our care.

We have adopted a system of plan, do and review - this allows us to understand the starting points of each child. From this we can work on providing tailored support for the individual. This could be through one of the many interventions we offer, for example individual reading, BEAM or Clever Hands, Sensory Circuits, Speech and Language support, Precision teaching, Lego Therapy, Drawing and Talking, Social Interaction Groups, Small group work or 1:1 individualised support.

Once the intervention and support has been established and has been consistently implemented, it is then assessed on a term by term basis to see how it is working and what impact it has had on the child. It is through this continuous review that we can decide if the child still requires the support and intervention provided.

This system has proved to be highly effective and enables us to support all learners in an individualised way. Harrietsham's building offers many different spaces for these interventions and support to take place and we enhance our ability to support children's wellbeing by using the outside.

Mrs Evans, our Inclusion Leader, is available to provide support and offer advice to all children and families.

## **Sex and Relationship Education**

Sex Education is taught in Year 6 the summer term through 'The Christopher Winter Project' alongside the compulsory parts covered throughout the year in the Science National Curriculum. Although Sex Education is not compulsory in primary schools, Relationships Education is. We firmly believe that effective SRE can make a significant contribution to the development of the personal skills needed by pupils if they are to establish and maintain good relationships. It also enables children and young people to make responsible and informed decisions about their health and wellbeing.

A copy of our PSHE & Relationships Policy – incorporating The Sex and Relationships Policy - can be found on our school website.

## **Charging Policy**

Voluntary contributions may be sought for activities during the school day which entail additional costs. For example, swimming lessons, school trips, and transport costs to events, visits by theatre companies or specialist speakers. An activity may be cancelled if not enough voluntary contributions are collected.

A copy of our Charging and remissions Policy can be found on our school website.

## **Behaviour Management**

Good behaviour means that everyone in school is:

- thoughtful and kind
- polite and friendly
- helpful to each other
- hardworking
- honest
- respectful towards everyone else in school
- respectful of other people's belongings, including school property

Supporting behaviour management in school includes implementing a variety of behaviour management techniques; giving clear guidelines on what is expected; home/school liaison; rewarding and recognising positive behaviour and using PSHE and Circle Time in the classroom to discuss issues and feelings.

A copy of our Behaviour policy can be found on our school website.

## **Adults on School Site**

All visitors to the school will need to come to the school office and sign in.

## **Anti-Bullying Policy**

Harrietsham C of E Primary School community recognises that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. By effectively preventing and tackling bullying our school can help to create a safe and disciplined environment, where pupils feel safe and are able to learn and fulfil their potential.

A copy of our Anti-Bullying Policy can be found on our school website.

## **Governors**

Our Governors have a responsibility to make sure the school has a long-term strategic plan and stays on track to achieve it. They meet regularly with key staff at the school to review the plans and direction, and then look to ensure the school is having the impact 'on the ground' with the children.

What does this look like in reality? Our Governors read reports, analyse budgets and evaluate pupil progress, but also walk the school, meet with staff and talk to all the children. Our Governors are genuinely making sure that the whole school community is fulfilling their potential. Their job as volunteers is to ask questions, but in a friendly and supportive manner to help Harrietsham become the best school it can be, both now and long into the future.

## **Our School Dogs**

We are lucky enough to have two school dogs – Max and Frodo. Both dogs are trained and assessed to work with children and both are hypoallergenic and non-moulting breeds.

**Some of the benefits of having a school dog, according to, research are:**

- They can have a calming effect on pupils, particularly those with behavioural or learning difficulties.
- They help improve behaviour and concentration, reduce stress and improve self-esteem.
- They encourage expression and participation in more withdrawn children.
- They foster a sense of responsibility.
- They can increase enthusiasm for, and enjoyment of, animals which motivates children to think and learn.
- They encourage respect and thereby improve pupils' relationships with each other, parents and teachers.
- They help to teach children to nurture and respect life.
- They help children build confidence in reading.

Most of all, we hope that, through regular contact with our school dogs, our children will gain from their relationship and have friends for life!

To find out more about our school dogs, please visit our website here: [Meet our School Dogs | Harrietsham Church of England Primary School](#).

We hope that this leaflet has provided you with a little more information about our school. Should you require any more advice or support, please contact the school office.

We look forward to meeting you all.