



KENT COLLEGE

Nursery, Infant and Junior School

Vernon Holme
Canterbury
Kent, CT2 9AQ

PARENT HANDBOOK

CONTENTS

Chapter 1: Introduction

Mission Statement
Value Statement
Aims and Philosophies of the School

Chapter 2: The Pastoral System

1. The Role and Responsibilities of the Teacher
2. Daily Routine
3. Pupil Absence
4. Pupil Lateness
5. Grades
6. Reports
7. Discipline
8. Anti Bullying Statement
9. Child Protection and Child Abuse
10. Transition to next educational phase

Chapter 3: The Academic System

1. Monitoring of Progress and Standards
2. Grades
3. Reports
4. Marking Policy
5. Homework Policy
6. Parental Consultation
7. Assessment
8. Early and Late Care/After school activities
9. Academic Rewards/Sanctions
10. S.E.N. Procedures

Chapter 4: School Rules and Procedures

1. School Rules
2. School Uniform
3. Food and Drink
4. Access to the school site
5. Visitors
6. Car Park Code
7. Incident book
8. Alternative plan for boarding children

Chapter 5: Community Matters

1. Boarding at Vernon Holme
2. Links with Parents
3. Links with the Wider Community
4. Friends of Vernon Holme

Chapter 7: General Information

1. School Map
2. The School Day
3. First Aid Policy
4. Assemblies/Shows/School Events
5. School Uniform
6. Parental Information
7. Contacting The Chairman of Governors

APPENDICES

- A) Infant and Junior After School Clubs and Junior Prep sessions
- B) Special Needs Policy
- C) School Map
- D) First Aid Policy
- E) School Uniform List
- F) Library Policy

CHAPTER 1

INTRODUCTION

The aim of this handbook is to give clear, concise guidance so that parents and staff can work together to maximise the opportunities for children within the school.

This document aims to set out the organisation of the school so that parents have a clear understanding of how we are working with their children. It is intended that the information contained in this handbook will complement the close working relationship that exists between parents and staff at the school.

Please note that any reference to 'Vernon Holme' in this document includes the nursery, infant and junior school of Kent College for pupils aged 3 – 11 years.

References made to Kent College refer to the entire school for pupils aged 3 – 18 years.

First draft	October 2008
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Agreed booklet	November 2008

Andy Carter - Head Master
Tim Baldwin - Assistant Head
Jane Parker - Assistant Head

This Parent Handbook will be reviewed by SMT annually.

MISSION STATEMENT

We share in the aims of Kent College to:

- Be a caring Christian family community committed to the development of the full potential of each individual.
- Maintain high educational standards in all academic, cultural and sporting activities, stimulating excitement in learning and requiring discipline in study whatever the ability of the child.
- Work with and in the communities it serves.
- Worship as Christians in the Methodist tradition and uphold Christian values in practice as well as in theory, whilst welcoming members of other faiths (and none) in a spirit of openness and tolerance to make religious education a strong feature of the curriculum.
- Encourage pupils in a critical examination of the standards and values current in society and to discover and develop a personal faith to guide them throughout their lives.

VALUE STATEMENT

We share in the aims of Kent College to

- An understanding of Christian values and a nurturing of moral responsibilities and behaviour regardless of age or background.
- Close co-operation between parents, pupils and staff.
- Enthusiasm, endeavour and self-discipline in all that we do.
- Academic rigour at all levels of ability.
- A commitment to strive for improvement and the pursuit of truth.
- Curiosity, critical awareness and responsibility.
- Fairness, trust and confidence in our dealings with one another.
- Initiative, creativity and tenacity in the search for personal growth.
- Qualities of loyalty, leadership and support.
- Tolerance and respect for others no matter what their differences.

AIMS AND PHILOSOPHIES OF THE SCHOOL

To create a positive and happy atmosphere which enables children to begin to develop the qualities stated in our Mission and Value statements.

To encourage children to participate in a range and breadth of opportunities and look forward, with confidence, to the challenges ahead.

CHAPTER 2

THE PASTORAL SYSTEM

Our pastoral system encompasses all aspects of school life and should enable children to develop spiritually, morally, socially and culturally. We endeavour to do this with particular reference to the following:

- The high quality of relationships between pupils and staff and the wider school community based upon mutual respect.
- A regular pattern of assemblies and services of worship, both whole school and departmental.
- The house system and tutor groups.
- The PSHE curriculum.
- The RE curriculum.
- Special services of celebration, including drama, dance and musical performance
- Curricular and extra curricular visits.
- Charitable events.

2.1 THE ROLE AND RESPONSIBILITIES OF THE TEACHER

All teaching staff share in the school's responsibility for the pupils in their care, to oversee, assess and monitor the progress of the pupils in their classes in all aspects of their school life. All teachers and children are active members of one of the school's four houses.

2.2 DAILY ROUTINE

The school day is from 8.40am until 4pm. Pre – school and after school care and clubs extend the day from 8am until 6pm. The boarding house provides 24 hour care.

JUNIOR DEPARTMENT:

Class Teachers will be in their classrooms to supervise children as they arrive from 08.30. Any pupil arriving at school before 08.30 will be supervised by a member of staff in a designated junior classroom. Registration begins at 08.40 and closes at 08.50 and then registers will be returned to the school office.

Class teachers and pupils will attend assembly at the allocated time on each day. Afternoon registration begins at 15.50 and ends at 16.00 (except Friday when registration is between 15.15 – 15.25) and then registers will be returned to the school office. Teachers will complete the registers in accordance with the school's guidelines as indicated in the school registers. Pupils will be dismissed at the end of the school day at 4pm

INFANT DEPARTMENT:

Class Teachers will be in their classrooms to supervise children as they arrive from 08.30. Any pupil arriving at school before 08.30 will be supervised by a member of staff in a designated infant classroom. Registration begins at 08.40 and closes at 08.50 and then registers will be returned to the school office. Class

teachers and pupils will attend assembly at the allocated time on each day. Afternoon registration begins at 13.15 and ends at 13.25 and then registers will be returned to the school office. Teachers will complete the registers in accordance with the school's guidelines as indicated in the school registers.

2.3 PUPIL ABSENCE

Parents of day pupils who are absent should notify the school office as soon as possible. An absence list will be published by the school office.

Where parents have been granted advance permission by the Head Master for their children to be absent, teachers will be notified by the school office.

Except in the case of children participating in supervised school outings, during the school day, no pupil must leave the school premises unless accompanied by their parent or parent representative who must sign them out in the school office.

2.4 PUPIL LATENESS

Any junior pupil who arrives after registration is closed must report to the school office. Parents of infant pupils arriving after registration is closed must report to the school office.

Staff will follow up cases of frequent or unjustified lateness and take appropriate action.

2.5 GRADES:

Class teachers of Junior pupils collate and distribute effort marks four times per term. The Headmaster receives a copy of the marks and a copy is kept on file in the school office.

2.6 REPORTS

Junior parents receive a full written report at the end of the school year. Junior parents' evenings are held in the autumn and spring terms with teaching staff to share information regarding pupil progress and achievement. Parents of boarders also receive a core subject and pastoral report at the end of the autumn and spring terms.

All parents of children in years 3, 4, and 5 have a parent consultation in the summer term with the Head Master.

Infant parents receive a full written report at the end of the school year and shorter interim reports in the autumn and spring terms. Infant parents' evenings are held in the autumn and spring terms to share information regarding pupil progress and achievement.

2.7 BEHAVIOUR

The school is committed to a behaviour programme (assertive discipline) based largely on positive reinforcement of good behaviour. Parents are asked to support the school in its' commitment to this programme Teaching staff are responsible at all times for the behaviour of pupils, following the guidelines set out below.

What is Assertive Discipline?

The broad outlines are as follows:

Firstly, a set of classroom/school rules is drawn up in consultation with pupils. These rules will be clear, specific and positive. They are aimed at achieving both social and academic learning. Once formulated, they are clearly displayed, where appropriate. This is covered at the beginning of each academic year in the school's PHSE programme, which is delivered by all classroom teachers.

Secondly, a system of classroom rewards is used. These rewards are given wherever appropriate to praise and reinforce positive behaviour (i.e house points and 'goods' for junior children).

Similarly, appropriate sanctions may need to be used by teaching staff on occasions. The consistency of application is important. It is also important that consequences are implemented in a calm, low-key manner.

Rules

The rules that are arrived at in collaboration with the children will emphasise consideration for others, encouragement for involvement and doing their best at all times.

Rewards

A two-pronged approach here:

1. Individual rewards
2. Class wide reward system

Individual rewards

For example:

1. Praise
2. House points/award of token
3. Pupil of the week certificates
4. Inform parents

Class wide rewards

A variety of systems can be used to accumulate class rewards i.e marbles in jar, stickers on chart, etc. When a certain number of points are achieved, pupils choose from a number of treats.

Consequences for Junior Pupils:

1. Verbal warning
2. Quiet removal to low profile position in classroom
3. Loss of house point
4. Inform parents
5. Involve Assistant Head
6. Letter to parents
7. Involve Head Master

Consequences for Infant Pupils:

1. Verbal warning
2. Time out in own classroom
3. Inform parents
4. Involve Assistant Head to discuss situation with child
5. Letter to parents
6. Involve Head Master.

Individual reward scheme for Infants and Juniors

Pupil of the Week certificates – up to four (as appropriate to class size) may be awarded per week in each class. These are awarded for a range of positive aspects as teaching staff feel appropriate in line with our mission and value statements:

Eg:

Close co-operation

Enthusiasm and endeavour

Tolerance and respect for others

In order to give these a high profile, certificates are awarded in the Friday assembly. Pupils are encouraged to take them home to parents.

With up to four awarded per week it is possible to recognise every pupil at least twice a term.

- A. A house system operates in the junior department and pupils are awarded house points for both good conduct and academic achievement. (See 3.9)
- B. Class of the week – for junior children, the class that has gained the most tokens during the week becomes class of the week and this is recognised and celebrated at final assembly on Friday with the awarding of a class certificate and trophy. For infant children, the class of the week is decided by staff and a trophy and certificate is awarded at final assembly on Friday.

Junior tokens are awarded both in and out of the classroom by all staff to reinforce the school's behaviour policy.

Day to day communication with parents

- Teaching staff will make every effort to maintain effective communication links with parents.
- Contact books/homework diaries are used for day-to-day communication as appropriate. Positive comments may be made via this system and we encourage parents to read, initial and respond to the comments. Concerns will be relayed to parents via appropriate private contact i.e. letter or 'phone call.
- Teaching staff will make themselves available when parents wish to discuss matters relating to their child.
- Junior parents can access day to day information via the sports hall and office notice boards.

- Parents of infant children can access day-to-day information via the year group notice boards outside the infant building.

Nursery

All children are encouraged to follow the ethos of the school in line with the Early Years Foundation Stage curriculum and their individual stage of development. Please refer to the school's Early Years Policy for further information.

2.8 ANTI BULLYING STATEMENT

The school has an anti-bullying policy available in the school office. It is vitally important if we are to achieve the atmosphere we aspire to, that all members of the school community are expected to show care and consideration for others at all times. The golden rule is 'you treat others as you would wish to be treated yourself'.

2.9 CHILD PROTECTION AND CHILD ABUSE

The school's Child Protection policy is available from the school office
The school's Child Protection Officer is Mrs A Tingey
Deputy Child Protection Officers are Mrs J Parker, Mrs Garratt, Mr C Knowles, Mr M Hambrook.

Changes In Circumstances

Parents are encouraged to inform the school of any changes of circumstances that may affect their child.

Family Support

The Head Master, School Chaplain and School Counsellor are available if required.

Early Years and Boarding Ofsted Contact

Setting Reference No: 886/6069

Ofsted
Alexandra House
33 Kingsway
London, WC2B 6SE

Tel: 08456 404040
Email: enquiries@ofsted.gov.uk
www.ofsted.gov.uk

2.10 TRANSITION TO NEXT EDUCATIONAL PHASE

EY – KS1

- Using development point on EY profile as tool for assessment/planning for individual needs.
- Taster days in Year 1 classes during final term of reception year.

- Classroom organisation and management similar to Year R i.e. zoned into 6 developmental areas.
- Year 1 taster day in Year 2 during final term.

KS1 – KS2

- In final term, Year 3 teachers and children spend time with Year 2 staff and children i.e. shared reading, lunch in diner hall, shared playtimes.
- Year 2 shuffle up day.
- Year 2 parents meet with Head Master and have tour of Junior school.

KS2 – KS3

- Year 5 taster day in Kent College before starting in Year 6.
- Year 6 have a new pupils and parents day at Kent College.
- Regular events at Kent College for Junior pupils – especially music and sport.
- Whole school events such as Dance show held at Vernon Holme.
- Cross over of staff teaching at both schools i.e. RE, music, dance and sport.
- Kent College Junior choir and KC choristers includes Vernon Holme pupils.
- Weekly whole school assemblies at Vernon Holme attended by Dr Lamper and Dr Glass and occasionally senior Kent College pupils.
- Opportunities to visit Kent College Farm for all Vernon Holme pupils.

CHAPTER 3

THE ACADEMIC SYSTEM

AIMS OF THE CURRICULUM

We aim to offer a broad range of opportunities throughout the school day and beyond, that will allow children to develop self esteem through success.

We broadly follow the principles and content of the National Curriculum. Subject coordinators are encouraged to develop an awareness of educational developments as part of our school process of curriculum review.

Curricular and extra curricular teaching will offer the children appropriate support, challenge and skills for learning to enable them to move on with confidence to the different phases of education throughout their school career.

3.1 MONITORING OF PROGRESS AND STANDARDS

It is the responsibility of individual teachers to ensure all pupils maintain appropriate levels of progress through regular marking, assessment and reporting in line with school procedures.

To ensure consistency and progression, curriculum coordinators are responsible for monitoring the delivery of their subject area through lesson observation, work scrutiny and a regular cycle of curriculum meetings.

3.2 GRADES

Key Stage Two

Effort marks are given four times a term for the Core subjects (English, Maths, Science) and twice per term for all other subjects. Attainment Grades are given at the end of each term for core subjects. Year 6 receive attainment grades twice per term in the autumn and spring terms.

Effort

1. Works very hard
2. Works hard
3. Needs to work harder
4. Much more effort should be made
5. Very little effort is made

Attainment

- A. Work of the highest standard
- B. Work of a good standard
- C. The standard of work is average for the year group
- D. The standard of work is rather below what is expected of the year group
- E. The standard of work is well below what is expected of the year group

It should be noted that all pupils are expected to earn good effort marks although their attainment may be average. Whilst parents wish to know their child's level of attainment, we hope that the emphasis will be on effort, particularly when discussing marks with children.

3.3 REPORTS

Parental reports are issued for all pupils at the end of the school year. All subjects will be reported on to include progress throughout the year. The report will reflect the child's contribution to all aspects of school life. Comments are to be helpful for parents to understand their child's progress; where a negative statement is made it should be accompanied by a suggestion as to how the difficulty can be overcome. Form teachers are responsible for collating the report and writing a general comment before passing it to the Head for further comment. Key Stage 1 children will also receive interim reports each term and it is the responsibility of the class teacher to collate the report and write a general comment before passing it to the head master.

Early Years

Parental reports are issued in the first half of the autumn term to reflect how well the child has settled into school. Additional parental reports are issued in line with Key Stage 1 reports.

3.2 MARKING POLICY

Individual subjects have their own marking policies included in their policy statements. However they will encompass the whole school objectives.

Objectives

Marking takes place at Vernon Holme:-

- As a primary vehicle for assessing, monitoring and planning the individual development of children's progress.
- It will be done regularly, promptly, appropriately to a child's age and wherever possible, positive.

3.3 HOMEWORK POLICY: Key Stage 2

Homework as a routine is seen as being important and should be set to reinforce work covered in school time. As a pupil progresses through school they will be expected to take increased responsibility for their organisation of completing homework task i.e. year 6 might be preparation for the next lesson. Specific homework expectations for each year group are set out in year group booklets, which are distributed to parents at the beginning of the academic year.

Year 3	20 minutes plus reading x 4 nights a week
Year 4	25 minutes plus reading x 5 nights a week
Year 5	25 minutes plus reading x 5 nights a week
Year 6	30 minutes plus reading x 5 nights a week

It is acceptable for children not to do their homework provided that there is an explanation from the parents.

All pupils are issued with a homework diary and are expected to complete it daily. Parents are encouraged to comment about their child's response to homework. Class teachers and core subject teachers regularly monitor homework diaries.

Key Stage 1

Children in Key Stage 1 are given home activities to complete on a regular basis each week with importance being placed on reading. Specific homework expectations for each year group are set out in year group booklets, which are distributed to parents at the beginning of the academic year.

Children are encouraged to complete homework but we recognise that there may be reasons why it may not be possible for very young children to complete homework.

3.4 PARENTAL CONSULTATION

Form teachers are expected to be in their rooms at 8.30 to allow for daily 'brief' consultation with parents.

In the Nursery, Infant and Junior departments, formal parents' evenings are held during the Autumn Term and Spring Terms. This will give parents the opportunity to see their child's teachers. All parents in years 3,4 and 5 receive individual parent consultations with the head in the summer term to look at transition into the next year.

Nursery

Parent consultations are held regularly with nursery staff, as appropriate.

3.5 EXAMINATION ASSESSMENT

Regular assessment will take place to inform progress and future planning. Individual pupil tracking takes place and there is a programme of regular assessment as set in the appendix.

It is the responsibility of **all teaching staff** administering assessments to ensure that all information is entered and collated on the school's pupil record sheet.

3.6 EARLY AND LATE CARE/AFTER SCHOOL ACTIVITIES

Nursery and Infant children

There is provision for children to be cared for before and after school each day as follows:

08.00 – 08.30

16.00 – 18.00

Children attending early care will be supervised by a member of staff in a designated nursery/infant classroom. A register of attendance will be kept.

Children attending late care will be supervised by a late care manager and a member of staff. A register of attendance will be kept. Arrangements can be made, with the school office, for children to remain at school after 18.00 in the boarding house.

Staff will provide a range of after school clubs during the week from 16.00 – 16.30 (see appendix). A register of attendance will be kept.

Junior

There is provision for children to be cared for before and after school each day as follows:

For junior children who wish to arrive at school before 08.00, provision can be made by arrangement with the head. A member of staff is on duty in a specified waiting room for all children who arrive between 8 am and 08.30.. A register of attendance will be kept. Form teachers will be in their rooms by 08.30.

Clubs and activities are provided after school between 16.00 and 18.00.

All full time staff are expected to run at least 3 after school clubs and take a register. The rota for these clubs will be organised by the Head Master and published before the start of each term (see appendix).

Supervised homework sessions are provided by teaching staff who are expected to support the children with their work .

Arrangements can be made, with the school office, for children to remain at school after 18.00 in the boarding house.

3.7 ACADEMIC REWARDS/SANCTIONS

Junior Department

As part of our commitment to assertive discipline, rewards and sanctions are agreed by each class – see section 2.7 regarding behaviour.

House points are frequently awarded for good pieces of work, good behaviour, effort and improvement or any positive academic achievement. Very good examples of this will be rewarded by a certificate which will state the achievement and be recognised in assembly. It is the teacher's responsibility to issue the certificate and collate the house points on a weekly basis via a central list. Positive use of this reward system is expected from all teaching staff. If a minus house point is used the Head Master needs to be informed.

The final assembly of the week on a Friday will be a celebration of all the positive achievements of the week.

Infant Department

Positive praise is used on a very regular basis for good pieces of work, good behaviour, effort and improvement or any positive academic achievement, Very good examples of this will be rewarded by a certificate which will state the achievement and be recognised in assembly. It is the teacher's responsibility to issue the certificate. The final assembly of the week on a Friday will be a celebration of all the positive achievements of the week

3.8 S.E.N. PROCEDURES

These are included in the Vernon Holme Special Needs Policy which all staff are expected to follow (see appendix)

CHAPTER 4

SCHOOL RULES

4.1. SCHOOL RULES

Children are expected to be considerate, courteous and co-operative; above all, they should be sensitive to the needs and feelings of those around them .

At all times, teaching staff should stress that school rules are there for the children's safety and well-being. When a child is told that they must not do something, a reason will be given. Honesty and respect for other people and property are paramount.

Attendance

Attendance at school is compulsory and any absence during term time, apart from illness, should be avoided to minimise disruption to the child's education. All absences should be reported to the school.

Bounds

Pupils must never leave the school grounds unless accompanied by a teacher, parent or adult responsible for them.

Personal property

Pupils should not bring any potentially dangerous objects to school. All personal items should be named. Children should bring personal items such as CD players at their own risk.

Confectionery is not allowed in school, other than on special occasions at the teacher's discretion. Chewing gum and lollipops are not allowed at any time.

Out of School

Rules concerning behaviour on school premises during school hours apply equally to pupils during their journeys to and from school, and on school outings and activities.

A 'child-friendly' version of these rules is available and may be displayed in school. The school rules, and the implications of them for each child, are reinforced positively in assemblies and should be regularly reinforced by teaching staff.

As a pupil at Vernon Holme I should:

- *Be polite at all times.*
- *Think about the needs and feelings of those around you.*
- *Be honest.*
- *Respect other people and their property.*
- *Keep to permitted play areas and paths during, before and after school hours.*
- *Never leave the school grounds unless accompanied by a teacher, parent or adult who is responsible for me.*
- *Not bring any potentially dangerous objects or items to school.*
- *Not bring sweets into school, except on special occasions and with my teacher's agreement. (Chewing gum and lollipops are not allowed at any time).*
- *Think about my and others' safety: play safely and follow safety instructions given to me.*
- *Never touch dangerous items, electrical or fire equipment.*
- *Remember that the behaviour expected at school also applies to my journey to and from school, and on school outings and other activities – indeed, wherever I am!*

If any further clarification is required, speak with the Head Master or member of the senior management team.

4.2 SCHOOL UNIFORM

It is important that all pupils are clean and smartly dressed at all times. We do not wish to see inappropriate hairstyles, jewellery, or make-up. The acceptability or otherwise of any dress will ultimately be judged by the Head of the School.

Summer uniform is worn from the beginning of the Summer Term until at least the half term break in the Autumn Term.

Parents are requested to label all items with the child's name.

All pupils travelling to and from school, and all pupils when outside school on organised activities, are to be appropriately and smartly dressed; our pupils represent and act as ambassadors for Kent College.

A full uniform list is available to staff in the school office.

4.3 FOOD AND DRINK

The school endeavours to be a nut free zone.

Water is provided at school, but children may also bring a named "sports-style" bottle of water to school each day. We suggest that it is washed thoroughly and refilled daily. Staff will encourage children to drink water throughout the day.

Junior pupils may bring a piece of fruit to eat at morning break and may bring a sandwich snack in addition. Infant children are provided with fruit, milk and water for snack time sessions during the day. Crisps, sweets and chocolate are not allowed. **No food containing nuts or that may contain traces of nuts may be brought into school. We ask for parental co-operation in this matter. Teachers will give careful consideration to this when pupils bring in birthday treats and when purchasing sweet treats as class rewards.**

4.4 ACCESS TO THE SCHOOL SITE

All parents are seen as part of the school community and have unlimited access to the school site and are issued with key fobs to activate the barrier system.

4.5 VISITORS

Vehicular access is controlled by a barrier system and admittance is monitored via the school office.

Announced Visitors:

All visitors are to report to the School Office. If they are to work unaccompanied in the school, they must sign in the visitors book and wear a visitors badge. This information will be recorded in a Visitors' Log Book.

Unannounced Visitors:

Unannounced visitors will be refused entry until approved by the Head or a member of staff from the School. The procedures outlined above will then be followed. If approval is given, the secretary will arrange escort for the visitor from the school office to the appropriate location.

Deliveries:

The school's secretary controls all deliveries from the school office.

Security Arrangements:

- Please refer also to Announced and Unannounced Visitors sections.
- No pupil is allowed to leave the school premises unless accompanied by a teacher, parent or adult responsible and designated to do so.
- All adults in the school who may have access or control with children have undergone 'CRB' checks and have been approved.

4.6 Car Park Code

This code has been drawn up in the interests of safety of the entire school community: children, parents, staff and visitors. By the very nature of the school site, it is recognised that parking arrangements are unlikely to be ideal but adherence to this code will ensure that frustration and risk are kept to an absolute minimum.

- The speed limit on the school site is 5 mph, equivalent to a brisk walking pace.
- Considerate double parking is encouraged.
- Triple parking is not acceptable.
- Parking in the centre of the car park is not acceptable.
- Ideally, at busy times please park on the road and walk in.
- No child must ever walk up to the road to meet a parent.
- Children who are waiting with parents in the vicinity of the car park must be fully supervised at all times.
- Children should not need to step over the chains. Please pick up and drop adjacent to the front entrance.
- When dropping and collecting without parking, please be aware of drivers waiting behind you.

- Please ensure that all carers who deliver and pick up your child are aware of this code.

4.7 INCIDENT BOOK

An incident book will be kept in every classroom and communal teaching area (i.e. science lab, music room). Teachers must log any incident affecting the safety, welfare or health of children i.e. a child trips over in the classroom.

An incident book will also be used each playtime to log incidents in play areas outside. For indoor and outdoor incidents, children may need to be taken to the school's medical room, where any action that is taken will be logged and sent home to parents.

The school office will also keep an incident book to log any relevant concerns and matters arising.

4.8 ALTERNATIVE ACCOMODATION PLAN FOR BOARDERS

In the event of the Boarding House at Vernon Holme being unable to provide appropriate care for boarding children, boys will be accommodated at Guilford House and girls at Austin House, located at junior boarding houses situated in Kent College senior school. If no accommodation is available at Kent College senior school or this option is not deemed appropriate, boarding children will be looked after by on site teaching staff.

CHAPTER 5

COMMUNITY MATTERS

5.1 BOARDING AT VERNON HOLME

We endeavour to maintain a small, family community where the care of the children is the responsibility of the house parents. For some pupils, Vernon Holme is their home throughout term time and day pupils are welcomed into this community. Occasional boarding for day pupils can be arranged via the school office. The pastoral system, academic system, school rules and procedures are the same for all children whether they are day or boarding pupils. A separate school handbook is available explaining boarding details in full.

All matters relating to boarding children should be referred immediately to class parents.

5.2 LINKS WITH PARENTS

Parents are informed of pupils progress (see Pastoral system and Academic system) and are welcomed into school. We share information with parents on a regular basis via the Head Master's newsletter, school web site, Kent College times, school calendar and individual class and departmental news.

Parents are encouraged to attend all school events.

Social activities with parents are encouraged through coffee mornings with the Head master's wife, family swimming after school and during holidays and Friends of Vernon Holme social and fund raising events,

5.3 LINKS WITH THE WIDER COMMUNITY

Children are encouraged to play a full part in the local community. The local community is encouraged into school to participate in school life and use the school's facilities.

5.4 FRIENDS OF VERNON HOLME

There is an active parents' association who organise regular social and fund raising events throughout the school year.

SCHOOL POLICIES

A copy of all school policies is available from the school office upon request.

CHAPTER 7

GENERAL INFORMATION

7.1 SCHOOL MAP: (See appendix)

7.2 THE SCHOOL DAY

MONDAY – FRIDAY

Juniors		Infants	
08:40	Registration	08:40	Registration
08.50 - 09.10. (except Mon/Friday)	Assembly	08:50 - 09:10	Assembly
09:10 - 09:50	Lesson 1.	09:10 - 09:50	Lesson 1
09:50 - 10:30	Lesson 2.	09:50 - 10:30	Lesson 2
10:30 - 10:55	Break time.	10:30 - 10:55	Break time
10:55 - 11:35	Lesson 3.	10:55 - 11:50	Lesson 3 and 4
11:35 - 12:15	Lesson 4	11:50 - 13:15	Lunch time

12.15 - 12:50	Lesson 5	13.15 - 13.20	Registration
12:50 - 14:00	Lunch time	13:20 - 13:30	Lessons 5 and 6
14:00	Registration	14:30 - 14:50	Break time
14:05 - 14:40	Lesson 6	14:50 - 16:00	Lessons 7 and 8
14:40 - 14:20	Lesson 7	16:00 - 16:30	After school clubs
15:20 - 15:00	Lesson 8	16:00 - 16:00	Late Care Service
16:00 - 16:10	Tea		
16:10 - 16:00	Early Prep and after school clubs		
16:00 - 16:00	Late prep and after school clubs		

7.3 FIRST AID POLICY – (see appendix)

7.4 ASSEMBLIES/SHOWS/SCHOOL EVENTS

A full list of events is published in the school calendar at the beginning of each term.

For any other class events it is the responsibility of the class teacher to notify parents

7.5 SCHOOL UNIFORM (see appendix)

All uniform is stocked at the uniform shop at Kent College.

A second hand uniform shop is available at Vernon Holme.

All school uniform should be named. Mislaid uniform should be returned to their owner.

7.6 PARENTAL INFORMATION

Year group information leaflets are distributed prior to moving up. Curriculum forecasts are issued at the start of each term. A parent handbook is available from the school office. A prospectus and DVD are available. A 'rough guide' to life in the juniors has been produced by parents and is available from the school office.

7.6 CONTACTING THE CHAIRMAN OF GOVERNORS

For any parent wishing to contact the Chairman of Governors, please telephone the Bursar at Kent College – telephone 01227 763231

CHAPTER 8

REFERENCE INFORMATION

8.1 STAFF LIST

VERNON HOLME STAFF LIST SEPTEMBER 2008

	Mr A Carter	Head Master	
	Rev Dr P Glass	Chaplain	
Mrs B Garratt	Nursery Leader	Mrs S Rogers	Science and Art
Miss R Watts	Reception	Mrs K Griffiths	Art, Craft & Design
Mrs L Shopland	Reception	Mrs A Mathews	Expressive Arts
Mrs R Fitzgerald	Year One	Mrs G Griffin	Expressive Arts
Mrs H Fairhurst	Year Two	Mrs J Jenner	French & EAL
Miss G Moxon	Year Two	Mrs J Spencer	Music
Mrs S Cronin	Year Two	Mrs M Baker	Music
Mrs J Parker	Year Two (Assistant Head)		
Mr D Corrigan	Year Three	Mr C Sweet	Head of PE
Mr S Buckley	Year Three	Mrs R Pryce	Games
Mrs J Laird	Year Three	Mrs K Carter	Games
Ms S Freeborough	Year Four	Mrs C Balsdon	Games

