



Dear Parents/Carers

If your child is joining us for the first time, we welcome you as parents/guardians and look forward to a happy and successful association over the coming years. If you already have a child with us, we are pleased to renew and strengthen the links with you.

Wilmington Primary is a friendly village school set in the heart of the community. The building is modern, compact and semi open plan with the hall situated as the central hub of the school. All seven classes are National Curriculum year groups and the children progress to their neighbouring class every September. We are in an enviable position of having infant and junior departments and yet we share a common identity and purpose.

The school is set in a wonderful environment with a large playground, school garden and playing field bordered by banks and trees. Our school field plays host to teams during the annual district football tournament and is a relaxing play area for the children in the dry summer months.

We aim to develop your child to his/her full potential. In addition to gaining language, aesthetic, mathematical, scientific and technological skills, your child will build confidence, develop self-reliance, learn to make decisions and establish close working relationships with both children and adults.

The school has a commitment to parental involvement. It is important that we support one another; therefore we will regularly keep you informed of your child's progress.

Childhood is a very special time. We must work together to ensure that your child is equipped with the educational, behavioural and social skills for future life.

Yours sincerely

Duncan Finlayson  
Headteacher



## The Curriculum

At Wilmington Primary School pupils are offered a broad and balanced creative curriculum. Key Numeracy and Literacy skills are taught daily and all year groups enjoy a variety of weekly sport activities. The remainder of the weekly timetable is taken up with topic work, which enhances the key skills of the remaining core subjects. Topic work is based on a central theme and each topic lasts for half a term. The children are given an over view of the topic they are studying and will contribute to the planning and development of each theme. They are increasingly given responsibility for their own learning. School trips enhance topic work. All children in Key Stage 2 are taught a modern foreign language. We are fortunate to have the services of specialist teachers from Dartford Boys' Grammar School to support the teaching of Japanese and Chinese.

The Reception Class follow the Foundation Stage curriculum, which is made up of 6 areas of learning, emphasis being given to a child's personal, social and emotional development. They are taught key communication, language and mathematical skills and helped to develop their knowledge and understanding of the world through physical and creative activities. These skills are the building blocks necessary for a pupil to access the curriculum in year 1.

We ensure that all pupils are able to access the full curriculum by the delivery of subjects through a wide range of teaching styles, which cater for individual learning preferences. Pupils with learning difficulties are supported by Learning Support Assistants and Individually-tailored Intervention programmes. Technology is used to support those pupils who have communication or language difficulties. Pupils are given many opportunities to extend their personal skills at school clubs and through individual and group music lessons. Skills and achievements gained outside of school are celebrated and shared in weekly assemblies.

The school has a well-equipped ICT suite as well as computers in each classroom. Teachers use Interactive Whiteboard Technology to create stimulating learning environments within the classroom. ICT skills are taught through all subject areas and support pupil learning within the classroom. ICT is used to enhance both teaching and learning in the school

## Every Child Matters – Children Act

The school upholds the key principles and outcomes for children and young people:

- ◆ **Being Healthy:** enjoying good physical and mental health and living a healthy lifestyle.
- ◆ **Staying safe:** being protected from harm and neglect and growing up able to look after themselves.
- ◆ **Enjoying and Achieving:** getting the most out of life and developing broad skills for adulthood.
- ◆ **Making a Positive Contribution:** to the community and to society and not engaging in anti-social or offending behavior.
- ◆ **Economic Well-being:** overcoming socio-economic disadvantages to achieve their full potential in life.



### Mission Statement

***“Sharing and caring as we learn together”***

Wilmington Primary School aims to provide education for the local community in a caring and stimulating environment that will encourage all children to maximise their learning opportunities. Such a purposeful and happy atmosphere will develop self confidence, self discipline and responsibility so that achievement can be celebrated together.

The Children, Staff and Governors have worked together to prepare this vision.

### Wilmington Primary School's values

1. This school believes in developing the children to their full potential. We aim to provide a secure, happy, friendly and hard-working atmosphere, so that your child has the opportunity to develop a lively, enquiring mind.
2. At Wilmington, we place particular emphasis on the core curriculum subjects - English, Maths and Science linked with the skills of ICT but balanced with the creative and physical education curriculum.
3. The school aims to foster personal and moral values, such as respecting others and learning tolerance, self discipline and concern for others. We encourage all children to make reasoned judgements about situations they face. We are proud of our links with local churches and our School's wider involvement in the community.
4. Wilmington Primary School aims for all the children to understand the world in which they live and acquire the skills, knowledge and understanding which will enable them to make positive contributions in their next schools.

5. The progress and achievements of the children will be celebrated through a strong partnership between parents, teachers and governors. Together we will support and promote the best education for your child at Wilmington Primary School
6. The school supports equal opportunities for all children in its care.



### **School Governors**

Mr Doug Hunter	Chair
Mr Duncan Finlayson	Headteacher
Mrs Karin Clements	Director
Mrs Stephanie Beckley	Vice Chair
Ms Karin Morrissey	SEN Governor
Mrs Jo Reynolds	Finance Officer (non-voting)
Mrs Wendy Stacy	Staff Governor
Mr C Billington	Parent Governor
Mrs A Winter	Parent Governor
Mrs S Martin	Community Governor
Mrs Carol Brown	Clerk to Governors

### Independent Appeals Panel

The Appeals Panel is set up as and when required by Mrs Lavery  
 Appeals Clerk - Mrs Lavery

### Details of the Local Education Authority

Kent County Council  
 West Kent Area Office  
 17 Kings Hill Avenue  
 West Malling Kent ME19 4UL

Telephone: 01732 525000



## Teaching Staff

Mr D Finlayson  
Headteacher

PE, DCPO

Mrs W Stacy  
Deputy Headteacher  
Year 6

ICT, & Modern Foreign  
Language

Mr L Pollock  
Year 5

Maths Assessment

Mr N Garside  
Year 4

SENCO

Miss K Brien  
Year 3

Literacy

Mrs D Haughton Senior Manager  
Mrs Maidment  
Year 2

Mrs Haughton – RE and Collective Worship  
Mrs Maidment – Science & Geography

Mrs J Turpie  
Year 1

Mrs Fitt-Boyland  
Reception

Art

## Support Staff

Mrs Birch  
Mrs Brooker  
Mrs Duffin  
Mrs Smith  
Miss Vousden  
Mrs Reynolds  
Mrs C Brown  
Mr B Evans  
Mrs F Bici  
Mrs R Hall  
Mrs E Marshall  
Mrs T Nash  
Mrs A Mills  
Mrs T Hopkins

Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Bursar  
Secretary  
Site Manager  
Mid-day Supervisor  
Mid-day Supervisor  
Mid-day Supervisor  
Mid-day Supervisor  
Mid-day Supervisor  
Mid-day Supervisor

## School Day

The main school gates are opened at 8.35am and children should enter via the side door in the playground. Doors close at 8.45am when the school day begins. Children arriving after this time parents should come in to the office and sign in for late registration.



## Health and Safety and the Children's Welfare and Protection

1. Will parents please note that there is no playground supervision before 8.35am.
2. Children are not allowed to leave the school premises unaccompanied during school hours. If you wish your child to leave school for dental or hospital appointments, the class teacher will need a note stating the times you wish to collect and return your child to school. Your child should be collected from the office and not from the classroom.  
All children who are late for school and those leaving for or returning from appointments must be signed in/out via the school office.
3. Please ensure that we have your emergency contact name and telephone number in order that we can contact you quickly should the need arise. Please inform the office of any changes of address or contact numbers.
4. All visitors to the school must report to the school office and collect a security badge.
5. Please keep the school informed of whom we can expect to collect your child at the end of the school day. Infant children will not be allowed to leave with an adult other than their parent or guardian unless we have received permission.
6. The school's Confidentiality Policy covers the issue of parental control. The parent who has the child for the majority of the week has the care and control of the child. The parent who has the care and control of the child signs the school permission slips.
7. The school Internet is designed expressly for pupil use and includes filtering appropriate to the age of the pupils. All new pupils will be asked to complete a "Responsible use of the Internet" agreement. Pupils are supervised when using the Internet.



## **More Safety Considerations**

### No Smoking

There is a no smoking policy on the school site. No gum, Tipp-Ex or banned substances are allowed on the site.

### Car Park

The school car park and Common Lane become heavily congested with cars at 8.30am and 3.00pm. We ask all parents to show caution when driving around the school, respect the yellow lines and zebra crossing and if it is possible, leave the car at home. Parents are reminded to only use the parking bays provided and, whenever possible to use the drop off points. Please note parking on the school premises is entirely at your own risk and the school cannot take responsibility for any damage to vehicles.

### Dogs

For health and safety reasons dogs are not allowed on the school site.

### Bikes and Scooters

Bikes and scooters are not permitted on the school premises. If children come to school on a bike or scooter they must dismount at the school gates and leave the bike or scooter with their parents/carers. This rule also applies at the end of the day when children are collected.

### Sun Tan Lotion

Parents are advised to put sun tan cream or lotion on their children, before school, in the summer according to weather conditions. School staff are not allowed to apply sun tan lotion to children and lotion should not be brought into school.

### Seat Belts

Children taken to school matches or out on trips by coach or car will wear seat belts and sit on booster seats if appropriate.

### Illness and Medicines

Children showing symptoms of illness, spots, rash or temperature should not be at school. Please check your child regularly for head lice as this is a common problem in schools and is unrelated to hygiene. If it is vitally important that your child has to receive medicine in school please see the Headteacher so that arrangements can be made for you to come in and administer the drugs. Staff are not covered by insurance to administer drugs.

Any inhalers must be marked with your child's name, they will be kept in a named bag on a hook in the child's classroom and the child will be responsible for taking the bag out at playtimes. We have qualified First Aiders on site.

All children receive routine visual, dental and hearing tests. (Subject to parental permission.)

## Evacuation

A continuous bell signals emergency evacuation. Everybody must walk to the nearest exit and assemble on the playground.



## Secondary Schools

The move into secondary education is an important step and you may express a preference for any school that is suited to your child.

The main secondary schools to which our pupils transfer are as follows:

### Grammar Schools

Dartford Grammar School for Boys

Dartford Grammar School for Girls

Wilmington Grammar School for Boys

The Grammar School for Girls Wilmington

### Wide Ability Schools

Leigh Academy (Mixed)

Wilmington Academy (Mixed)

Dartford Technology School for Girls

Kent County Council Local Education Authority is responsible for making sure that :

- parents can express their preference for a secondary school place for their child.
- parents have access to the information which will help them make up their minds.
- every child is offered an appropriate school place.

During the September of Year 6, parents are given details of secondary school open evenings. The School will have provided parents with information on their child's ability and suitability towards a type of secondary schooling.

Children who have applied for selection will take tests for the local grammar schools.

## **Charges for School Activities**

School visits are an important part of the curriculum and culture of the school. Parents with financial difficulties are encouraged to see the Headteacher to discuss methods of staggering payment. No child will be excluded from an educational school visit due to non-payment.

### **Extra Music Lessons**

A wide range of musical activities are provided by the Kent Music School or independent tutors at an additional charge to parents

### **Visiting Music Teachers:**

Mrs Gee - Guitar Mrs Jarvis - Flute and Clarinet Mrs Norris – Viola and violin  
Mrs Greenbank – Keyboard and Saxophone.



## **Breakfast Club**

Breakfast Club is available from 8.am to 8.45am Monday to Friday at a cost of £3.60 per child per day. Parents may register with Mrs Birch at the office.

## **Mid-morning snack**

Children are given the opportunity to eat a healthy snack at morning break of fruit, dried fruit or a piece of cheese. Free fruit will be allocated to Reception, Classes 1 and 2 with free milk for the under five's during morning break and to support the Healthy Schools' campaign, we will not be allowing alternatives such as crisps for the playtime snack.

## School Lunches

Hot school meals are cooked on the premises and available to all children, provided by Independent Catering. Currently a hot school meal is provided free of charge to children in Key Stage 1. Children in Key Stage 2 who wish to have a hot meal have to register and open an account with Fast Track and meals currently cost £3.20 per day.

Free meals are made available under certain special circumstances. Please contact the school secretary. All applications are treated confidentially.

## Extreme Bad Weather

We occasionally experience extremes of weather, particularly heavy snowfall. The following policy is a guide for you should the weather reach such extremes in the future:

- a. The website will show a closure on the tagline from 7.15am.
- b. Once the school is in session, the Headteacher will not close the school, unless he considers the building or grounds unsafe, or if the weather deteriorates to the extent where it is becoming increasingly dangerous for children and staff to travel home. If this happens, the school will not close until every child has been collected by a responsible adult.



## School Uniform

The school has a uniform which the children enjoy wearing and in which they look very smart. Most of the items listed below may be purchased from T.F.S. Schoolwear, Spital Street, Dartford. Tel: 01322291838

### Boys

A red school sweatshirt  
Red or white collared shirt or polo shirt  
Navy or grey shorts or trousers  
Navy or grey socks  
Plain black or blue footwear (please do not send your child in designer trainers)  
Suitable dark coloured outdoor coat or anorak (hooded zip up tops/sweatshirts are not permitted)

### Girls

A red school sweatshirt or cardigan  
Red or white blouse or polo shirt  
Navy skirt or pinafore dress or smart, navy trousers  
Blue or red checked or striped summer dress  
Blue, black or red tights or white or blue socks (not over the knee)  
Plain black or blue footwear  
Suitable dark coloured outdoor coat or anorak (hooded zip up tops/sweatshirts are not permitted)

*We ask that children with long hair wear it neatly tied back in either a black, blue or red hair band. The wearing of nail varnish is not permitted. Hair braiding should be tied back into a pony tail.*

### For P.E.

All children should have a 'shoe bag' which is large enough to hold their PE clothing and can be held up by a drawstring.

Girls - Navy blue shorts  
White 'T' shirt (plain)  
Black or white plimsolls

Boys - Navy blue shorts  
White 'T' shirt (plain)  
Black or white plimsolls

### For outdoor sport activities and after school clubs (as appropriate )

Trainers  
Football Kit, shin pads, gloves  
Hockey or Football boots  
Netball skirt  
Tracksuits  
*A school kit will be provided for school matches and tournaments.*

### Jewellery

In the interests of safety, children are not permitted to wear jewellery in school. If children have pierced ears, they must only wear **gold or silver coloured studs**. All earrings must be removed or covered for PE lessons.

## Lost Property

Please make sure all items of clothing (including shoes) are labelled with the child's full name. The school does not accept responsibility for loss or damage to the personal property of pupils. Lost property is kept outside year 4 and is disposed of after a period of approximately six weeks.

## Mobile Phones

Please note that mobile phones are not allowed on the premises. If found, they will be confiscated and returned to parents.



## Parents' Association

We have a very lively and active Parents' Association in the school which is always looking for new members.

The aim of the Association is to give parents an opportunity to help the school and the children practically and financially, by organising and running fund raising activities. The Association also gives parents and teachers an opportunity to meet socially at organised functions and events.

The work of the Association and coordination of events is controlled by a committee formed by the parents. The constitution of the Association is available at school for any parent wishing to read it. An AGM is held in September every year. Any assistance is most gratefully received and involvement in the events that are organised is one of the best ways of showing interest in your child's education and is of great value to both children and the school.



## Home School Relationships

It is very important at this stage of your child's education that strong links are forged between home and school. We feel that constructive contact and co-operation between parents and teachers is vital.

Children are invited to visit our school the term before they are due to start. Parents meet the class teacher and senior staff during a formal evening. Home visits are arranged with the class teacher.

Parents are invited into school to discuss the progress of their child on two formal occasions a year. During the Autumn and Spring Terms an appointment will be made with you for a one to one discussion with your child's form teacher. At the end of the Summer Term, an Open Afternoon is held, during which you will, once again, be able to talk to the class teacher and also have a look around the school at work done by other classes. If, however, you have a particular problem that is worrying you, please make an appointment to see the class teacher.

Parental help is also welcomed by the school and much appreciated by the children and staff. If you feel that, **on a regular basis**, you could come into the school and help with such activities as cooking, needlework, craft, reading or the maintenance of resources and books etc, please contact individual teachers or the school office. A 'Parent/Helpers in School' Handbook is available from the school secretary, so if you are wishing to help, please collect a copy. All parental helpers will be subject to a CRB check.



## The Curriculum

At our school we organise the curriculum so that the children receive a broad and balanced education which covers the Core subjects of the National Curriculum:

Literacy

Mathematics

Science

ICT

RE

PE

And the Foundation subjects which form the base of our creative topic work;

Art/DT

Geography

History

Design & technology

Music

Modern Foreign Language

There are end of Key Stage National Tests in years 2 and 6.

## **Children with Additional Educational Needs**

At Wilmington Primary School we aim to ensure that each child achieves his/her best. The curriculum at our school is differentiated to enable every child to learn at his/her own pace. It may be that your child needs additional help and this is arranged through the SENCo who will liaise directly with both teacher and parents.

## **National Curriculum Complaints Procedure**

Minor complaints should be referred to the class teacher. Parents having further concerns about the curriculum or Religious Education, should discuss them with the Headteacher. The Headteacher is always willing to arrange appointments to resolve difficulties. Further complaints may be addressed to the Chair of the Governors. It is the policy of the Governors to investigate all complaints regarding the curriculum in a thorough, efficient and professional way. The Governors will, at all times, seek to resolve concerns expressed in an informal manner. However, if this is not achievable, then the formal procedure will be adopted and followed.



## **Equal Opportunities Policy**

### Philosophy

We need to ensure that all individuals within the School are entitled to learn, teach or work in a non-threatening and supportive environment in which self esteem is enhanced. Individuals within this school are valued and will have the opportunity to develop to their full potential within a context of mutual respect, justice and fairness.

### Outcomes

To ensure that:

1. Every individual within the school achieves their full potential.
2. All children have the opportunity to access the National Curriculum.
3. Changing needs of individuals are responded to.
4. To break down prejudices and build positive attitudes.
5. To work in a school society where all individuals are educated to be more sensitive, caring and responsible.

### Promoting Equal Opportunities

1. Collective Worship is used to promote a wide range of Equal Opportunity issues in a variety of styles. (Books, story and the sharing of experiences).
2. Provide a balanced but differentiated curriculum that allows for individual differences in the pace and process of learning.
3. Displays reflect a balance of gender and abilities.
4. Resources for teaching and for wet play and club activities reflect a balance of gender interests.
5. School productions, Newsletters and PA events are ideal opportunities for promoting the School's values and attitudes towards Equal opportunities.



## **Attendance Policy**

### Philosophy

Wilmington Primary aims to create a warm, secure and welcoming atmosphere where all children will feel valued. The school strives to provide a stimulating and accessible curriculum that promotes high standards and celebrates achievements for all its pupils.

However:

1. Non-attendance impedes progress and hinders achievement.
2. Habitual lateness is an undesirable attitude that undermines the value of education.

### Lateness

A child arriving after the school opens has to be signed in by a parent/guardian at the office and is registered as a late arrival.

Under the terms of the Education Act, schools have to report on the number of absences 'without authority'.

### Absence Procedure

Parents should telephone the school office before 10.00 am on the first day of absence. (Registers are then recorded with the reason for absence). This should then be followed up with a letter on the child's return. If the reason is inappropriate i.e. "A late night and he/she could not get up", the absence is treated as unauthorised.

If a parent forgets to send in a note or telephone the school about an absence, the parent is reminded. If no contact results the absence is unauthorised and the Headteacher then telephones the parent to discuss the problem in a friendly manner that also reinforces parental responsibilities concerning attendance.

If the problem is not resolved the parent is informed that the school will consult with the Educational Welfare Officer and the case is referred on.

## Parents' Responsibilities

Parents are encouraged to take their holidays outside of term time.

Examinations, bereavements or prospective Secondary School visits may be granted authorised absence after application through the School Office.

Special Educational day visits or Special Needs involving ethnic or religious circumstances will be dealt with sympathetically after discussion with the Headteacher.

## Communicable Diseases

Parents often ask for help and advice regarding the length of time that children should be kept away from school following a particular illness. The general rule is that children may return to school when they have ceased to be infectious, provided that their doctor is in agreement.

If unsure, parents may check with the office or refer to the school document on communicable diseases which can be found on the school website.



## Relationship with Parents

The school recognises that its relationship with parents is fundamental to the promotion of attendance.

Good relationships with families are fostered by:

1. Concise, friendly Newsletters that reinforce policy, routines and procedures (i.e. attendance and punctuality).
2. Parent Evening interviews to discuss the social and academic progress of the children in the Autumn and Spring and an Open Afternoon in the Summer. However, teachers will arrange immediate interviews if there are specific matters of concern. Appointments should be arranged via the school secretary.
3. A full diary of social events for parents and children through the Parents' Association.



## Homework Policy

Learning is a shared responsibility between home and school and helps to establish a dialogue between children, teachers and parent/carers. Homework projects support the school's aim to help children to develop as independent learners and provides an equal opportunity for each child to reach his or her potential. Homework projects allow children to extend their learning in areas of the curriculum which are of particular interest to themselves.

#### Homework Partnership

- Details about homework set each term will be given in class newsletters.
- We ask parents/carers to encourage their child to complete the homework tasks that are set and to hand them in on time.
- Parents/carers are asked to support their child by providing them with a good working space at home and a quiet environment in which to work.

#### Key Stage 1 homework

In the Foundation Stage and at Key Stage 1 we encourage children to look at books and to read by giving them books to take home. Parents/carers are asked to read with their child and talk about the text and the illustrations. In year 2 children are asked to complete book reviews. We may ask Key Stage 1 children to learn spellings or multiplication tables as part of their homework. Sometimes we ask children to talk about a topic at home or to do some research within the home environment. Occasionally we may ask children to bring in objects from home to support literacy or topic work.

#### Key Stage 2 homework

In addition to reading, weekly spellings and multiplication tables children will be given three topics to research and work on at home during the school year.

Class teachers will inform parents/carers at the beginning of each term of the nature of the topic, what is to be included, how they would like the topic presented and the date children are to hand their topic in.

Parents/carers will be reminded of the completion date two weeks before the due date and may be asked to fill in and return an evaluation of their child's progress. We ask parents/carers to monitor the progress of the work, its quality and neatness.

The children will also be asked to evaluate their own project and their own learning and may be asked to present their project in class and to answer questions about their project.

Projects will be graded on both content and presentation and teachers will discuss the grade awarded with the pupils, suggesting areas of improvement where necessary. We expect work to be handed in on time; work handed in late will not be graded unless there are exceptional circumstances. Topic work will be reported on in annual school reports, there will be an opportunity for parents/carers and children to view projects. Projects will be returned to children by the end of the school year

### **Home/school agreement**

We ask parents/carers to support the school through a home/school agreement and by reinforcing the following school rules:

- Arrive at school punctually and in a positive frame of mind.
- Work diligently and allow others to work.
- Enjoy playtime and allow others to enjoy playtime.
- Respect others and their property.
- Care for the school environment.

- Complete reading or homework tasks on time.
- Arrive at school in appropriate uniform and with the correct equipment required for the school day



## Behaviour Policy

Every child at Wilmington Primary School is valued and has the right to learn, play and achieve in a safe and stimulating environment.

At our school we aim to:

- Reinforce the calm, purposeful and happy atmosphere of the school.
- Strengthen the caring attitude towards others in the school.
- Encourage independence and self-discipline so that all children learn to accept responsibility for their actions.
- Clarify the boundaries of acceptable and unacceptable behaviours and their disciplinary consequences.
- Work with parents/guardians to promote good behaviour.

Positive behaviour and sensitive attitudes to others and their property are encouraged in assemblies, within the curriculum and during play.

All teachers operate a system in their own classrooms of rewarding children, whether for being helpful or for working extra hard. Incentives such as special comments, privileges or stickers are used to encourage positive attitudes. Class teachers also use Friday assemblies for showing the achievements of their children and individual children are sent to the Headteacher for praise.

Reception class aims are geared towards co-operation, the development of independence and the understanding of right from wrong. These attitudes are reinforced as the children move up the school to take on positions of responsibility. Team sport and playing matches against other schools are ideal opportunities to model our own high standards of fair play and sportsmanship.



## Sanctions for unacceptable behaviour

- Breaktime and lunchtime detention.

- Temporary withdrawal from class where severe disruption is caused to other children's learning.
- Restitution to be made to pay for repair or replacement of equipment.
- Report Card of behaviour.
- Withdrawal of privileges, responsibilities or extra-curricular activities.
- After school supervised detention for 30 minutes or 1 hour (24 hour notice will be given to parents/guardians in such cases).
- Fixed term exclusion.
- Permanent exclusion.

Exclusion is the Governing Body's ultimate sanction. Any appeals will be heard by an independent Appeals Panel and will be conducted in accordance with the guidelines set out in the DfES Circular.

## **Bullying**

*Bullying is the continued desire to hurt, exclude, threaten or frighten another child.*

The children are regularly taught about their attitudes and approaches to bullying. The staff are aware of the signs of distress signalling potential bullying but concerns do have to be reported by children if action is to follow. All incidents or reports of bullying are taken seriously and passed on to the Headteacher. The facts are sought from all parties and recorded confidentially. Parents of those involved are kept fully informed about any action to be taken.

## Conclusion

We hope that you and your child will enjoy a close relationship with our school. It is important for us all to remember the importance of the communication between home and school. Let us work together to develop your child's enjoyment and achievements in these precious years.

We are committed to give your child every opportunity to grow and succeed and we would appreciate a commitment on your part, as parents, to let your child participate in the many events and activities planned.

All school documents which are accessible to parents by Law are available from the School Office for viewing. Please make an appointment with the Headteacher.

**School Policies and documents are available on the school website.**

([www.wilmingtonprimary.co.uk](http://www.wilmingtonprimary.co.uk));



## Admissions Policy

The number of registered pupils at the beginning of the school year was 210. The following arrangements with respect to the admission of pupils to the school will be adopted.

Boys and girls will be admitted without reference to ability or aptitude in the school year during which they become five. The number of admissions for the year commencing September will be 30. Admission to the reception class occurs at the beginning of the Autumn Term. Applications for admission must be received in line with deadlines set by Kent County Council; and children will be 4 plus years of age on entry.

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.

1. Looked after and previously looked after children.
2. Children in Local Authority Care.
3. Where a child has a sibling at Wilmington Primary School at the time of entry to the school.
4. Nearness of the child's home to the school. We use the distance between the child's permanent address and the school, measured in a straight line using Ordnance Survey address data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey using computer software.
5. Where there are medical grounds (supported by a doctor's certificate) for admitting the child.

Where applications are received after the deadline set by Kent County Council an Enquiry List will be maintained. Priority of admission will be determined by the above criteria.

The school will agree any changes in its admission arrangements with the Secretary of State for Education. Details of the arrangements for admissions and appeals will be published each year.

Admissions to the school will be based on the above criteria. Initially admissions in any year will be dealt with by the Admissions Committee.



## Reception Admissions 2016/17

- All four year old children who become five during the school year 2016/17 will be encouraged to start in September.



### Induction Programme

The Induction Programme has been planned carefully to help our youngest children become settled and confident at school.

### School Visit

The children are invited to spend an afternoon session in school while parents have an opportunity to meet Governors and the Parents' Association. The children can visit their new classroom with their parents.

### Home Visits

Home visits give us a chance to visit your child at home. These are carried out during the last few weeks of the previous school year, ensuring the transition from home to school is gradual and with consideration for the child's well-being. The class teacher and classroom assistant visit each home for about twenty minutes during which time the children choose a book and a colouring sheet to complete and bring to school on their first day. The home contact reading book and arrangements for morning refreshments are discussed with the parents. It is a valuable chance to ask and answer questions.

### School Day

The Reception class children will come into school through their classroom entrance. During the first term the children will gradually be introduced to a full school day. They will attend for mornings only and then stay until they have eaten lunch before staying the full school day. The lunch break for the Reception class will be taken at the same time as the rest of the school.



## Ethos

At Wilmington Primary School we believe that children need a secure learning environment that provides calmness, security, stimulation and excitement. This will ensure that they are able to grow personally, socially, emotionally and spiritually, allowing them to learn and grow. Through the Early Learning Goals, they will establish the roots needed to move on into the national curriculum and take part in the Literacy and Numeracy hours with ease.

## Progression

During the first term in school the children will be helped to settle and develop socially, acquiring the skills they need to join the "school family". Classroom and school routines will be established ensuring that your child feels secure, confident and ready to learn. The children enter Wilmington Primary School at various levels in the Foundation Stage, depending on their home and play school experiences and their age and maturity. They will be observed on a regular basis so that their individual needs can be assessed. Prompt and appropriate action to address any identified difficulties helps to alleviate any barriers to learning and early progression. Teachers will consult parents/carers at the earliest opportunity about any potential difficulties or concerns.

During the second term, they will build on their friendships, social skills and zest for learning, growing in confidence. The balance of teacher directed time to child initiated play will increase gradually.

In the final term children will be introduced to the routines and work ethos of the Literacy and Numeracy hour in readiness to access the National Curriculum. However, the youngest members of the class and those who still need the time to continue their child initiated play and improving their personal development will have the opportunity to do so.



## The Curriculum

The Foundation Stage is divided into 6 areas of learning, the Early Learning Goals.

- **Personal, social and emotional development:** supporting the transition to and between settings, promoting an inclusive ethos and providing opportunities for each child to become a valued member of that group and community so that a strong self-image and self-esteem are promoted. Developing a positive attitude and an enthusiasm for knowledge and learning, and a confidence in their ability to be successful learners. Developing social skills by providing opportunities that enable them to learn how to cooperate and work harmoniously alongside, and with each other, and by learning to listen to each other. Developing attention skills and persistence: in particular the capacity to concentrate on their own play or on group tasks.
- **Language and communication:** children will be given the opportunity to talk and communicate in a widening range of situations, to respond to adults and to each other, to practise and extend the range of vocabulary and communication skills they use, and to listen carefully. They will be given opportunities to explore, enjoy, learn about, and use words and text in a broad range of contexts and to experience a rich variety of books.
- **Mathematics:** children will be given the opportunity to develop their understanding of number, measurement, pattern, shape and space through a broad range of contexts in which they can explore, enjoy, learn, practise, and talk about them;
- **Knowledge and understanding of the world:** children will be given the opportunity to solve problems, make decisions, experiment, predict, plan and question in a varied range of contexts; and to explore and find out about their environment, and people and places that have significance in their lives;
- **Physical development:** children will be given the opportunity to develop and practise their fine and gross motor skills, increase their understanding of how their bodies work and what they need to be healthy and safe;
- **Creative development:** children will be given the opportunity to explore and share their thoughts, ideas and feelings through a variety of art, design and technology, music, movement, dance and imaginative and role-play activities.

## INDUCTION PROGRAMME FOR: Reception Class 2016/17

Appointments:

Thursday 16<sup>th</sup> June / Thursday 23<sup>rd</sup> June /  
Thursday 30<sup>th</sup> June

Mrs Fitt-Boyland home visits to all children  
(individual dates and times will be sent  
nearer the time)

Wednesday 6<sup>th</sup> July 2016  
2.15pm – 3.15pm

Children –play and story time with Mrs Fitt-  
Boyland  
Parents – A short talk about the role of The  
Parents Association and the School  
Governors. An overview of the curriculum,  
school routine and procedures.  
Rogerson & Crew uniform stockists will also  
be present.

Thursday 8<sup>th</sup> – Friday 16<sup>th</sup> September 2016

Mornings only for Reception Class children  
(collect the children from the main office  
door)

Monday 19<sup>th</sup> – Friday 23<sup>rd</sup> September 2016

Mornings plus lunch and afternoon  
registration (collect the children from the  
main office door)

Monday 26<sup>th</sup> September 2016

Reception Class full days at school (collect  
the children from the classroom door)

