



Prospectus 2017 - 2018

A Welcome from the Headteacher, Mrs K Hutchings.

I would like to welcome you to Tunstall School, I hope you and your child will be very happy being part of our school community and hope that this prospectus will give you an insight into the way we work. The particulars in the prospectus are correct at the time of publication and any changes that occur will be updated on the school's website.

We firmly believe that children only get one chance at a quality education and we are, therefore, a school that is committed to raising standards for children in all areas of school life. As Headteacher, I will do my very best to ensure that your children receive the best whilst they are with us.

The school was founded in 1846 and became a Church Aided Primary school in 1944. As such it is part of the family of schools under the care and guidance of the Canterbury Diocesan Board of Education and has a local body of Governors. We actively promote Christian values through our teaching and learning and the schools Christian ethos inspires and is embedded in our vision and practices.

In April 2016 we moved to our new school in Tunstall. Our new school has 14 classrooms and enables us to expand to a 2 form entry intake. The school will admit 60 children into 2 Reception classes and eventually we will be at full capacity of 420 pupils. We will still have close links with Tunstall Church.

As well as impressive outside areas including car parking, we have 2 halls, a kitchen, small group rooms and 15 classrooms (1 classroom spare for extra activities such as cooking or DT).

We are enjoying our new purpose built school while maintaining and building on our current ethos and achievements.

The school has a long history of excellent relationships with parents, carers, the church and the local community, all of whom give their support to the school and its' work.

We actively encourage you to be involved with your child's school, be it through the church, the wide range of PTA events or helping in the school itself hearing children read or accompanying us on a school trip or sporting event.

You will see me and my senior staff out in the playground at the beginning and end of most school days. Please come over and say hello and ask any questions that you may have about the school and its work. Alternatively, I am always willing to meet with parents who may have concerns they wish to raise.

Once again I wish you success and happiness during your time at Tunstall and I look forward to working together with you and your children.

Yours faithfully

Mrs K R Hutchings
Headteacher

Aims of the School

As a school team:

- We aim to provide a first class education for all children, causing them to achieve the highest standards possible.
- We aim to provide a safe, healthy, stimulating and happy atmosphere where each child is guided and challenged to succeed, based on trust, respect and equality of opportunity.
- We aim to create a Christian environment in which each child is valued and special and in which respect for the rights and needs of others is nurtured. We want our children to recognise, respect and identify with varied communities in a Christian manner.
- We are committed to involving parents and carers in their children's education and to encourage their participation in the school and life of the local community.

We believe in the importance of children taking pride in and celebrating their own achievements and those of others.

How to contact us:

By post	Tunstall Road, Sittingbourne, Kent ME10 1YG
Telephone	01795 472895
Email	office@tunstall.kent.sch.uk
School Website	www.tunstall.kent.sch.uk
PTA Website	www.pta-events.co.uk/tunstall

School Staff

Headteacher Mrs K Hutchings
Deputy Headteacher Mr R Ingram

Class Teachers:

Violet Class - Year 6 Mrs M Campbell MA (Hons)
Indigo Class - Year 5 Mr R Ingram BA (Hons)
Blue Class - Year 4 Mr D Miller BA (Hons)
Green Class - Year 3 Mrs S Black BA Ed
Yellow R Class - Year 2 Miss S Rogers BA (Hons)
Yellow S Class - Year 2 Miss R Spence BA (Hons)
Orange S Class - Year 1 Mrs C Scargill BA (Hons)
Orange A Class - Year 1 Miss A Adams
Red B Class - Reception Miss S Brown
Red M Class- Reception Miss H Miles BA(Hons)

Part-time teachers Mrs A Walker BSc (Hons) AENCo
Mrs K Julier B Ed
Mrs L Buchanan BA (Hons)

Teaching Assistants

Violet Class Mrs H Wilde
Indigo Class Mrs C Orr, Mrs C Freeman
Blue Class Mrs S Hadler
Green Class Mr S Conway
Yellow R Class Mrs J Jenkins
Yellow S Class Mrs K Heather, Mrs S Underdown
Orange S Class Mrs J Kirkwood
Orange A Class Mrs H Heather
Red B Class Mrs K O'Callaghan, Mrs Boorman
Red M Class Mrs P Hall, Mrs T Partridge

Office Manager Mrs A Watson
Secretary Mrs S Hewett
Finance Officer Mrs C Waters
Admin Assistant Mrs A Hooker
IT Technician Mrs L Castle

Site Manager Mr S Hall

Midday Meals Supervisors Mrs L Stock
Mrs T Rose
Mrs R Oxlee
Mrs C Elliott
Mrs L Calveley
Miss F Shoults
Mrs N Mannering

The Governors

Members of the Governing Body hold office for a four-year period. Governors are drawn from several areas: Local Authority (LA), Parents, Staff, Foundation Governors (appointed by the diocese) and Associate Governors who have specialisms to assist the school in its objectives.

The Governors work closely with the Headteacher of the school in making decisions on how the school should run. They work as a whole team, meeting 6 times per year, once in each term. An agenda for each meeting includes all the tasks which the Governing Body is required to consider. The Governing Body will “commission” assignments or monitoring activities to pairs or groups who will report back to the next full Governing Body meeting.

School Governors have legal duties, powers and responsibilities. They take decisions together, they cannot act individually, and they reflect, maintain and promote the Christian nature of the school. Please see the Governors section of the school website for further information.

Class Organisation

There are three areas within the school:

- Foundation Stage (Reception) is for children aged 4 - 5 years old
- Key Stage 1 (Year 1 and Year 2) is for children aged 5 - 7 years
- Key Stage 2 (Years 3,4,5 & 6) is for children aged 7 - 11

Our classes are named after the colours of the rainbow: Red, Orange, Yellow, Green, Blue, Indigo and Violet and, where we have more than one class per year, the initials of the teacher.

School Day

	Foundation	Key Stage 1	Key Stage 2
Pupils to classrooms	8:45am	8:45am	8:45am
Start	8:55am	8:55am	8:55am
Break	10:15am	10:15am	10:30am
Lunch	11.40am	12:00	12:10pm
Afternoon Session	12.50pm	1:10pm	1:10pm
Break	n/a	2:50pm	2:00pm
Finish	3:20pm	3:20pm	3:30pm

Staff at Tunstall School are unable to accept responsibility for children in school or in the grounds before 8:45am (unless they are attending the Breakfast Club) or after 3:20/3:30pm unless they are attending an after school club.

Attendance

If your child is absent from school then you must notify us, by telephone or email on the child's first day of absence. If they are absent for longer than a day please keep the school office updated daily. If no reason for absence is received then we will endeavour to contact you to make sure your child is safe. An unauthorised absence mark will be recorded if we do not hear from you or cannot make contact with you.

We ask that appointments with doctors, dentists, optician, hospitals etc. are arranged, where possible outside of the school day.

Punctuality is something that we encourage in school, as it is important throughout their lives, both as children and adults. Please ensure your child is on time for school - they often feel embarrassed or upset if they arrive in the middle of a lesson or assembly. Any lateness will be recorded in the register and pupils who are frequently late or absent, will be contacted by KCC Attendance Service.

Our Attendance Policy is available on the school website.

Breakfast and After School Clubs

We run both these clubs to assist parents who may need to drop off their children before school from 7:30am and also to provide after school care up to 6pm. Both clubs are chargeable and can be booked in advance. For more details on both clubs please see the school website.

The Admission Process

Admission to Reception class takes place in September each year. We hold open days for prospective parents and parents can register their interest in Tunstall School by completing the form on the website.

The Local Education Authority (LA) co-ordinates the admission process for all schools in Kent. Each year applications for Reception are considered by the deadline date set by the LA for entry in the following academic year.

All information regarding the admission process is available on our website: www.tunstall.kent.sch.uk. This will include details of the online application process and our Supplementary Information Form which must be completed and returned to the school. This information is used by the Governors to apply the over-subscription criteria if there are more applications than places available.

School Uniform and Jewellery

When children are in school they are part of a community and by wearing a simple school uniform we hope to promote a feeling of equality, partnership and belonging. All children are therefore required to wear school uniform, which should be clearly marked with their name.

For health and safety reasons jewellery is not permitted with the exception of small plain stud earrings. It is school policy in line with Health and Safety recommendations not to allow jewellery (including earrings) during physical education lessons.

It is very important that children have a change of clothes and footwear for P.E.

All uniform is available from: Forsters, East St, Sittingbourne or:
www.schooltrendsonline.co.uk

Hair

We recommend that long hair is tied back at school and must be tied back for every PE lesson including swimming. Hairbands/clips etc. should be in keeping with school colours and not too large.

School Uniform

Main Uniform	
School Fleece with school logo	- blue (Optional)
School Sweat Shirt with school logo	- blue
School Polo Shirt with school logo	- white
Trousers	- grey
Tartan pinafore or skirt FS & KS1 Tartan Skirts Key Stage 2	-Black watch tartan
Summer Dresses	- blue
Shoes - Plain leather shoes	
PE	
Shorts	- black
T-Shirts, plain (no logos)	- house colours
Plimsolls	
If tights are worn in cold weather, please send socks for your daughter to change into for PE	
Juniors will need trainers when using the playing field or playground. And a plain navy or black tracksuit in cold weather.	
Swimming Year 4 only - 1 piece swimming costume.	
Art and Craft	
Apron or overall for painting, gluing etc (this can be a cut down shirt). KS2	
Book Bags	- blue
PE bags	- blue
Baseball caps	- blue

ALL clothing and equipment should be **MARKED CLEARLY** with your Child's name.

Midday Break

All Foundation Stage and Key Stage 1 children are entitled to a free school meal, and children under 5 are entitled to free milk. You have the choice of a school meal for your child, sending in a packed lunch or taking your child home. School meals will be provided by Contract Dining, a private contractor. The contractor is responsible for all cooking and serving arrangements, together with the collection of dinner money.

Please note Tunstall is a “Nut Free” school. Nuts/food containing nuts are not permitted in lunch boxes/snacks. Our catering contractor adheres to this policy.

If you wish to send in a packed lunch please can you make sure it is in a clearly labelled (child’s name and class) suitable container such as a plastic box or similar. To encourage healthy eating we would ask you not to include sweets or chocolate bars in packed lunches and no fizzy drinks. All children remaining on the premises over the lunchtime period are cared for by our Midday Meals Supervisors.

Water: Children may bring in a small bottle of water (no squash please) to drink during the day. This needs to be clearly marked with their name and taken home each night to be washed and refilled for the next day.

School Fund

School fund helps towards the provision of many extras, as well as books and materials. We would be very grateful for a voluntary contribution of a one-off payment of £20 when your child starts school or alternatively you may wish to pay £5 a year.

Charges for Certain School Activities

In accordance with the 1988 Education Act, schools are no longer able to charge for any activities, such as trips during school hours. In order that we can continue to offer your children these very valuable experiences parents will be invited to make voluntary contributions. No child will be excluded from activities on the grounds of non-payment, but if insufficient funds are obtained the activity will have to be cancelled.

The School Office

We are here to help you and your child, if you have any queries or concerns please do not hesitate to contact us. We may not be able to respond immediately but we will be in touch with you as quickly as we can.

Equal Opportunities

The Governors and Staff at Tunstall School are committed to providing the full range of opportunities for all pupils regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have equal access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice and stereotyping. The entire school community has the right to protection from insult, abuse and bullying of any kind. Discrimination on the basis of colour, culture, origin, gender or ability is unacceptable in our school.

Additional Educational Needs

The curriculum is differentiated for pupils with learning difficulties and for more able pupils.

Regular ongoing (formal) assessment ensures that work is matched to pupils’ ability. Resource books designed specifically for the more able pupils are available in school for teachers’ use. However, some children also require the support of outside agencies to help them overcome their difficulties. If you are concerned about your child’s progress in any area of the curriculum you should talk first to his/her class teacher about the problem. If

your child has special needs, the teacher will work closely with you to do all we can to help and support your child.

In each class there are children with widely differing abilities and experiences. Teachers take this into account when planning work so that the most able are stretched and those with difficulties are supported. Where a child has specifically identified educational needs the school will make appropriate provision to support their learning. The school has a Special Educational Needs Co-ordinator (SENCo) who works with the teachers, teaching assistants and parents to ensure appropriate support for each child. We work closely with parents as partners involving them at every stage of assessment, intervention and review. Parents are able to express their concerns about progress being made as well as teaching staff bringing issues to the attention of parents. Close links are maintained with a number of other professionals including the school nurse, Specialist Teaching Service and Educational Psychologists, Speech and Language Therapists.

Multicultural Education

We believe it is essential that children should develop an understanding of a variety of cultures. We aim to help children grow into people who respect and care for all people.

Home and School

We welcome the interest and support of parents in all aspects of school life. We aim to keep parents well informed about their children's education so that they see it as a partnership between home and school.

Parents are encouraged to keep in regular contact with their child's class teacher and to "pop in" for a quick word now and again at the end of school. Teachers will always be pleased to spare a few moments, unless they have other engagements.

Formal consultations with parents are arranged in the Autumn Term and Spring Term when children's progress is discussed. In the Summer Term an end of year report from their teacher is sent home.

If during the year parents want a longer discussion with their child's teacher, an appointment with the teacher can be made.

It is very important that you keep the school informed of any important changes that may affect your child. Please let us know promptly about any medical, physical or emotional difficulties of which you become aware.

Helping in School

We value any help which you can give at school, whether it be working with children in the classroom or helping "behind the scenes". Any such help you give not only benefits the school in general, it also benefits your own child. It shows them that you value the school, are part of the community and are interested in what is happening. These positive feelings will rub off on your own child.

If you would like to help at any time, either regularly or on an occasional basis, please contact your child's teacher, or the Headteacher. All helpers in school must first have a "List 99" and a DBS check carried out in line with our Child Protection Policy. The numbers of checks we carry out are limited so please contact the school office for details.

Behaviour and Discipline

Tunstall pupils are often praised for their polite ways and good behaviour by visitors to the school and also members of the public when they are on a school trip. This is something we are very proud of! Our aim is to encourage self-discipline, courtesy, consideration for others and respect for the school environment, all Christian values. Positive praise is essential and staff reinforce good work, good behaviour and co-operation. We follow a “restorative justice” approach to behaviour management.

We have a reward system for courtesy and merit and children receive stars and certificates for these. The reward system positively encourages self-discipline and respect for others.

There are some individuals who need careful support and supervision and these are subject to our Additional Educational Needs policy. Sanctions such as the withdrawal of privileges may be applied after careful investigation by the Headteacher or class teacher. In the rare cases of persistent or careless misbehaviour, parents will be informed and invited to take part in discussions with staff to devise strategies to assist the child to modify and improve his/her attitude and behaviour. In terms of behavioural expectations, all school visits, including Residential, are seen as an integral part of school. In addition, pupils are representing the ethos of Tunstall CEP in the wider community. During the school day, disruptive/poor behaviour, including bullying, will result in the child responsible being withdrawn from the classroom. Attendance on school visits is dependent on good behaviour. Mrs. Hutchings reserves the right to prevent any child from taking part in offsite activities if their behaviour is deemed to be unacceptable at any point prior to departure. In the case of a residential visit, this may mean that the parents will not receive a full refund.

This decision would not be taken lightly and would be made in consultation and agreement with the Chair of Governors, as the safety of all is our primary concern.

Exclusion

Exclusion will very rarely be used and then only in the interests of the health and safety of the child concerned, or others within the school. Parents will be notified in writing at the earliest possible moment, of the reason for the suspension or expulsion. All actions will follow the Kent County Council regulations.

Complaints Procedure

If you have any concerns about your child’s education, whether it relates to the curriculum or not, please talk it over with the Headteacher or Class Teacher. Arrangements can be made from 8.30 a.m. or at the end of afternoon school. If you have a concern or complaint about the curriculum or religious worship in a school you should talk it over first with the Headteacher or other staff. If you are not satisfied that your complaint has been settled by informal discussion, you can ask to have it considered by the Governing Body. Please refer to our Complaints Policy which can be found on the school website.

We would very much hope that any problem could be resolved through discussion with the staff at school. The following information is given in accordance with the 1988 Education Reform Act. The minutes of Governor’s meetings, National Curriculum documents and School Curriculum Guidelines may be viewed by appointment in school.

The School Council

We believe that it is important to listen to the views of our children. Each class elects 2 representatives to join the school council.

School councils help children develop an understanding of their ability to create positive change by:

- Involving pupils in decision making
- Respecting pupils as partners in their own education
- Involving the whole school community in developing and maintaining shared standards of behaviour

Meetings are held regularly with a member of the Senior Management Team where relevant issues are discussed.

Teaching Assistants

Teaching assistants provide support for teachers and children during curriculum time. This includes work during the literacy and numeracy times and additional programmes to support learning in the afternoon.

The Curriculum

The curriculum consists of 5 core subjects (English, Mathematics, Science, Computing and Religious Education) and other foundation subjects. These are Design and Technology, History, Geography, Music, Art, Physical Education (including swimming) and Personal, Social and Health Education, with a Modern Foreign Language being an entitlement at Key Stage 2.

Pupils in the Reception class will be working on achieving Foundation Stage Early Learning Goals in the following areas: Knowledge and Understanding of the World, Physical Development, Mathematical Development, Communication, Language and Literacy, Creative Development, Personal, Social and Emotional Development.

Pupils in year groups 1 and 2 will be working on Key Stage 1 of the National Curriculum and those in year 3 and upward will continue through Key Stage 2 as appropriate. It is anticipated that most children will achieve the nationally expected level of attainment, with some working at greater depth by the end of Key Stages 1 and 2. We aim to exceed these national targets whenever possible.

A revised National Curriculum came into force in September 2014. We strive to apply a cross-curricular approach to our teaching, making thematic links between subjects wherever we can.

The whole curriculum should enable learners to:

- Acquire knowledge, skills, understanding and practical abilities with the motivation to use them;
- Develop qualities of mind, body, feeling, imagination; extend effective use of language; develop effective use of number
- Appreciate human achievement in all areas of activity including art, music, science, literature and technology; acquire an understanding of the social economic and political nature of society;
- Help develop the full potential in individuals for their lives at home, at work, at leisure, in the community and as active empowered participants in society;
- Develop a sense of self-value and self-respect and to understand and respect the right to social and cultural differences amongst others.

Extra-Curricular Activities

The school currently offers the following activities: choir, drama, hockey, pottery, cookery, football, knitting, multi-skills, cricket, ukulele, boys reading and Bug club. Kent Music School offer individual lessons.

Sex Education

Children are introduced to sex education throughout their life at school. The subject is dealt with as it occurs naturally in their topic work e.g. seeds, baby animals etc.

A programme of work for Years 5 and 6 pupils is currently in use, employing the expertise of the school health service nurse to present and follow up work on human reproduction appropriate to the majority of this age group. The physiology of reproduction and the reproductive cycle are covered.

For the rest of the children, Year R to Year 4, there is no formal sex education in the school at present. However, teachers would not be expected deliberately to avoid answering genuine questions from the children if they were felt to be appropriate to their understanding. All enquiries will be dealt with in the strictest confidentiality.

PSHE

Personal, Social and Health Education is delivered both formally and informally in all year groups and helps children to develop their ideas of citizenship and of the means of encouraging physical and spiritual well-being. Activities will include circle time discussions, role play, speaking and listening tasks and ways of presenting information both pictorially and in written forms. Digital Literacy is also taught throughout all classes.

SEAL

SEAL supports children's understanding of how to deal with different social situations. Through SEAL we teach children how to manage their feelings, empathise with others and develop positive social skills. Christian values are linked to each SEAL theme.

Religious Education

Religious Education at Tunstall seeks to make a major contribution to the spiritual, moral, social and cultural development of pupils by helping them to acquire knowledge and understanding of Christianity and other major world religions, an appreciation of ultimate questions and responses to them and to develop their own beliefs and values.

Our Religious Education lessons are taught in accordance with the Kent Agreed Syllabus as recommended by the Diocesan Board of Education. We use the units of work contained on the Canterbury Diocesan website and we aim to deliver lessons in dynamic and varied ways, encompassing art, music, role-play activities, Church resources and more alongside reading writing and discussion.

Religious Education is taught for a minimum of 0.5 hours per week in the Early Years Foundation Stage, 1 hour per week in Key Stage 1 and 1.25 hours per week in Key Stage 2. Parents have the right to withdraw their children from Religious Education but it is hoped that they will discuss this with the school before making a decision.

Collective Worship

Our daily acts of Collective Worship are central to the life and functions of the school. Through them we aim to provide worship which reflects the beliefs, values and practices of the Church of England. We also aim to make the worship relevant to the background and experiences of the children and opportunities are given to take an active part through music, signing and drama.

Our Collective Worship plans are based on Christian values linked with Bible stories for each term. Pupils develop a very good understanding and knowledge of the selected values and

Bible stories through their interaction with our Worship and this is evident in our everyday school life inspiring our teaching and learning. Our six values are service, perseverance, truthfulness, friendship, forgiveness and kindness.

We maintain contact with the local Church, St. John the Baptist and the Rector, Rev. Alan or other Church members lead our act of worship once a week. We also hold our own special services at Tunstall Church from time to time and notice of these is given to parents with an invitation to participate. Parents have the right to withdraw their child from Collective worship but we hope that parents would discuss any concerns with the Headteacher before exercising this right.

Tunstall School PTA

We are extremely fortunate to have a very active Parent Teacher Association, to which all parents have automatic membership. The PTA organises many social and fundraising events and hold regular meetings to plan forthcoming events and discuss current issues.