



Selsted Church of England Primary School

Prospectus



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Teaching Staff

Mrs Angela Woodgate
(Headteacher)

Miss Suzy Ive
(EYFS teacher and KS1 lead)

Mrs Clare Burton
(Key Stage 2 teacher)

Miss Jane Goldsmith
(Key Stage 2 teacher)

Mrs Charlie Hawkes
(Forest School teacher)

Miss Emma Peak
(Key Stage 1 teacher)

Mrs Hannah Hills
(Key Stage 2 teacher & SENCo)

Teaching Assistants

Miss T Heath
Mrs Smee
Mrs Hawkes

Mrs M Finch

Mrs J Carter (HLTA)

Non-Teaching Staff

Office Manager
Admin Assistant
Caretakers

Mrs Maria Clarke-Green
Mrs Hannah Withington
Mr Matt Woodgate



Luna – School Dog

The Governing Body

Mrs C Blakemore
Mrs A. Woodgate
Miss S Ive
Mrs G O'Donoghue
Mrs J Butcher-Weisner
Mrs Anne McNicholl

Mrs S Foster

Chair of Governors
Headteacher
Staff Governor
Parent Governor
Foundation Governor
Local Authority Governor

Clerk to the Governing Body

**Vision**

Here at Selsted, in our unique rural setting, we provide a happy, safe, stimulating environment where children develop a love of learning. Through mutual respect and trust children are given a voice and responsibility. We are brave, resilient and committed to making the impossible possible through God's loving care.

Psalm:**Jeremiah 17 verse 7-8**

'But blessed be the one who trusts in the Lord, whose confidence is in him. They will be like a tree planted by the water that sends out its roots by the stream. It does not fear when heat comes; it has no worries in a year of drought and never fails to bear fruit'

Values:

Friendship
Hope
Respect
Perseverance
Wisdom
Trust

Motto:

From Tiny Acorns Mighty Oaks Grow Within the Love of God



Background information

Selsted School was built in 1871 and was initially called the 'Swingfield, Wootton and Denton Church School'.

Originally built, according to architect's plans, to house one hundred and forty pupils, the average attendance was usually around eighty. The smaller of the two rooms in the school building had, for a while, a stepped gallery, where the Infants sat in rows, one behind the other, rather like in a theatre. Evidence of this can still be seen on the brick wall of the classroom.

For many years children attended the school until the age of fourteen and the large room housed both the Junior and Senior Classes and was divided by a curtained screen.

Although it no longer has its bell tower on the roof, the school largely retains its original character. In subsequent years the school has had some modern additions to the main building and also has three mobile classrooms.

To celebrate the school's 120th birthday in 1991 a new entrance, in keeping with the Victorian style of the building was added to the school building and this now houses a kitchen area for cookery classes. In 1996 the 'School House' adjoining the school building was refurbished and transferred from the Diocese to school use. Within the School House there is the Reception, Offices, Staff room and storage rooms.

Our Community Hall for the Sports and Arts was opened in January 2005 by Michael Howard QC, MP. This was an exciting development. It is used for school PE, Dance, Drama, Gymnastics and sports for the school curriculum and after school clubs.

With the support of parents the school purchased 0.65 acres of land in 2017 adjacent to the playground to develop additional outdoor learning opportunities for the children. This area is used for recreation and sport.

The school enjoys close links with the local community. Several generations of some local families have attended Selsted School. We also have a link with Aviron in Normandy, a French village school through the Swingfield Twinning Association.

The school also continues to enjoy close historical links with the local parish churches particularly St Mary's Church Elham. The Minister at Elham (Rev Jane Weeks) takes collective worship. We also have good links with Acrise church where some school services take place.



Admissions Policy

The Governors and the LEA have agreed an admission limit of 15 pupils for any one academic year.

Pupils are admitted at the beginning of the September Term, or when parents move into the area should the school have space.

Special "Taster" afternoons are offered to Reception children before they start school for the first time.

In accordance with County Policy the following criteria are used in making admissions decisions:

1. Parental wishes.
2. Denominational preferences
3. Current family association with the school
4. Children recommended for health reasons.
5. Nearness of child - home and ease of access to the school

Admissions forms, obtainable from the school, LEA or on-line, should be completed and returned to the school by the specified date (usually January) preceding the September date of entry.

The Admission procedure is administered by the LEA which informs parents in writing whether or not a place is available for the new intake.

Parents have the right to appeal over admission decisions to the Area Director in the first instance.

Parents are welcome to meet the Headteacher to discuss admissions arrangements and to see the school.

The Headteacher and Reception Teacher meet all parents of children who are about to be admitted to the school in the Summer term.





School Uniform

UNIFORM Sweatshirts and sky-blue polo shirts are available with the school logo.

Navy blue trousers/Navy skirt or pinafore dress

KS1 = sky blue polo shirt

KS2 = sky blue shirt with a school tie or sky blue polo shirt

School sweatshirt/cardigan in navy blue

Dark coloured/White socks/tights

Suitable shoes/sandals - no trainers should be worn.

SUMMER WEAR:

Navy shorts with sky blue polo shirt

Summer dresses (sky blue and white - stripes or checks)

For P.E. Lessons: ALL pupils should have a red polo shirt and navy blue shorts, tracksuit bottoms.

P.E. Footwear:

All pupils need black slip-on plimsolls for indoor PE and Dance. Trainers are needed for outdoor games.

School uniform is available locally at Springers, 51, Canterbury Road, Hawkinge or online:
www.springersonline.co.uk





The School Day

General Information

We have a staggered start to the school day to allow for a swift drop off and collection of the children.

There is an act of worship at 10.05am for approximately 15-20mins

Morning break is from 10:25 am until 10:40 am for Year 1 to year 6

Lunch break is from noon until 1:00 pm.

The Daily Mile is run by children and staff from 2.00 – 2.10pm

There is an afternoon break for Year 1 and 2 children

Midday Meals

Meals are provided by Wholeschool Meals, prepared offsite at another local Primary School and transported daily to Selsted in heated containers. Facilities are available for pupils to eat a packed lunch prepared by their parents. These meals should be brought to school in a clearly marked container bearing the child's name.

Key Stage 1 pupils are entitled to a Free school meal. However if you are in receipt of benefits that would have entitled you to free school meals through the previous system we would encourage you to speak to a member of the office staff.



The School Curriculum

The National Curriculum

The curriculum is divided into the following subjects, English, Mathematics, R.E, Science, Computing, Art & Design, Design & Technology, History, Geography, Music, Languages (French), Physical Education, PSHE (Personal, Social and Health Education) and RSE (Relationship and Sex Education)

The children are divided into three main groups:

Foundation Stage

Key Stage 1 Age 5 to 7

Key Stage 2 Age 7+ to 11

At the end of Key Stage 2 the children undergo National Standard Assessment Tasks. There are `foundation profiles` for the early years children.

A large proportion of the timetable is spent on English and Maths ensuring that the children acquire the basic skills needed.

The rest of the curriculum is taught through a thematic approach, linking subjects wherever possible.

We try and use the outside area as much as possible in our learning and encourage the use of practical activities to support learning.

Our Forest School sessions for each year group support this approach.

Languages

All children have the opportunity to learn conversational French. A link has been made with a French school, of similar background to Selsted at Aviron in Normandy.

Swimming

Swimming is an integral part of the curriculum within Key Stage 2 and visits to a nearby pool are arranged as part of the PE curriculum throughout the year. Details of this particular timetable are issued through our newsletters and Home Link Books. A voluntary donation is necessary to make this activity viable.

Personal, Social and Health Education (P.H.S.E.)

Health Education is taught within the general education programme and is included as part of the Citizenship and PHSE class lessons. Any questions will be answered in as honest and natural a manner as possible. We follow a Relationship and Sex Education policy called The Christopher Winter project that begins from reception. Parents can opt their children out from all or part of this area of the curriculum.

Additional Education Needs

Pupils with additional educational needs at both ends of the spectrum are supported within the school.

The school has a Special Educational Needs Coordinator (SENCo) who plans additional intervention programmes in co-operation with the class teacher. Advice from specialists in the School Health Service and the School Psychological Service is readily available on application through the Headteacher. A member of the Cognition and Learning Service Team visits the school on a regular basis to work alongside the SENCO, parents, teaching assistants and class teacher.

Where possible class teachers and Teaching Assistants attend courses to help strengthen their existing skills in helping our children with additional needs.

The School supports the LEA approach to inclusion and operates a successful inclusion programme with local Units and Special schools.

The Additional Education Needs Policy equally appreciates the needs of the more able children at the school. An enrichment programme with our partnership schools is offered to our more able pupils.

Pupils with Disabilities

Parents of children with physical or sensory impairment are asked to give the Headteacher details of the situation as soon as they are offered a place at the school. The Headteacher will arrange a meeting at a mutually convenient time to discuss the ways in which the child's impairment can be supported in the school environment to prevent them from not taking a full part in the life of the school.

The Headteacher will then make any arrangements necessary to enable the child to participate fully in all lessons and activities. These arrangements may include briefing staff, obtaining special equipment, making minor adaptations to the building, rearranging classroom furniture and/or employing support staff. These may take time to put into place and may require advice and assistance from the education office or specialist agencies, so parents are urged to see the Headteacher as soon as possible so that everything can be ready for the child's first day at school.

Gifted and Talented Provision

We believe every child is talented in their own unique way, however where appropriate the school may subsidise enrichment opportunities for some children where it is felt to be appropriate. If the school is unable to provide additional support or enrichment (such as a specific sport) we will endeavour to signpost and support parents to appropriate opportunities.

Teaching and Learning

Reception – Foundation Year (R)

Children in the Early Years of their education learn mostly through practical and play based activities. These are developed through experienced adult intervention as and when appropriate.

Children develop the skills to achieve the Early Learning Goals expected by the end of the Reception Year.

Communication and Language, Personal, Social and Emotional Development and Physical Development are the three **Prime Areas** with Literacy, Mathematics, Understanding the World and Expressive Arts and Design being **Specific Areas** of Development.

There will be short, adult directed activities to teach specific skills such as phonics and numbers and these are developed to suit individual children. Children also develop a variety of skills through a range of topics throughout the year. These topics are agreed on with the children, using the interests the children have.



Key Stage One

Year 1

Skills gradually become more clearly defined and in the core subjects targets are set to encourage development of appropriate rates of learning. English and Maths lessons are the foundation of their learning, with the other core subject R.E.

Children in Year 1 will take the Phonics Screening Test at the end of the year – this is a test used to determine whether appropriate levels of phonics skills have been learnt to enable them to become fluent readers.

Year 2

Year 2 marks the completion of Key Stage One when the National Standard Assessment Tasks are administered alongside Teacher Assessment. The curriculum at Selsted, in all subjects, is designed to equip the children with the knowledge and skills needed to enable them to access and achieve in these tests.

Year 2 pupils continue to develop a sense of responsibility by assisting the younger members of the class in the various class social structures.



Key Stage 2

Years 3 to 6

Key Stage 2 occupies four years at the end of which the children transfer to the appropriate secondary school. With Year 3 & 4 the thematic approach continues to provide a valuable method of achieving the National Curriculum expectations. As the children grow and gain confidence the demands and complexity of the curriculum increases. Thus in Years 5 & 6 the timetable shows individual subject strands and thematic work sometimes relates to a specific subject. Cross-curricular links are explored and developed whenever, and wherever appropriate.

In Year 6 the children undergo the second set of National Standard Assessment Tasks, sometimes referred to as SATs. Parents will be informed of the details.

Children in Year 6 will be involved in the Secondary School Selection Procedure in line with Kent County Council guidelines.



Home learning

Home learning is intended to improve the quality of the learning experience given to pupils, to reinforce and revise learning, and to assist pupils, parents and teachers to work in partnership.

The length and complexity of tasks set will grow as children get older. Children are expected to read at home daily and a record of this kept in their reading record books. Individual class teachers will notify the parents at the beginning of each year regarding the expectations for that year group.

Other activities for Home learning are sent through the 'weekly round up'. Spelling is taught as part of the English curriculum which may involve some home learning. These activities are optional but there is an expectation that home learning will take place. Year 5 & 6 pupils have a more structured approach to their Home learning with English and Maths tasks given weekly.

It is important that all aspects of Home learning are viewed in a positive light. If a child has difficulty in completing work, parents are encouraged to notify the teacher and not go beyond the suggested time.

Communication

It is most important that when your child is registered as a pupil in school you give us your correct address, telephone number AND a contact number, should it be necessary for us to send your child home during the day and you are unavailable. You should also notify the school immediately of any change of the above details.

The school uses the Arbor app to communicate with parents and all parents are asked to download this app when their child starts at the school. If a parent does not have access to this app, they should contact the school office to make them aware.

Every Child is given a HOMELINK BOOK:

Staff and Parents are able to keep in contact on day to day matters. Parents are encouraged to reply to comments made by the class teacher.

Children record rewards gained: Housepoints, entry in the Gold Book (for special achievements) and Table Group Awards.

Newsletters are sent home approximately once every term.

Pupils come into school on PE days in their kits, this helps to minimise disruption and maximise the time we have for exercise. Pupils may only be excused PE lessons if the school has a written note in the Homelink Book from their parents.

The School and Governors cannot accept responsibility for loss of or damage to personal property of pupils. Marking clothing and other property with the owners' name is therefore of the greatest importance and parents are requested to ensure that all property brought to school is marked accordingly.

Parents can no longer apply for holidays during the school term. Those who take holidays in this time will have the absence recorded as unauthorised, drawing the attention of the Local Authority and may be liable to a "penalty notice".

Parents should bear in mind that missed classwork can be disruptive to a child's progress - this is especially so during May when the SATs are administered throughout the school.



Pastoral Matters

If your child is absent for whatever reasons, please notify the school immediately by telephone on the day otherwise this will be recorded as unauthorised absence. When your child has been ill please ensure that he or she is fully recovered and fit enough to return to school and carry on working and not expose others to infection.

Class staff are not allowed to administer medication to children. If medication needs to be administered during school time parents are required to fill in a form before this can be carried out by the office staff. Inhalers may be brought to school provided children can administer them themselves. All inhalers are kept in the secretary's office and should be clearly named. Parents should deal directly with the school secretary regarding medication.

Any areas of concern regarding the progress, welfare and day to day administration of a pupil should be brought to the attention of the class teacher in the first instance.

Parents are also welcome to contact the Headteacher to make arrangements to call after school to see any of the staff. Appointments can be made for longer consultations, and Open Evening/Afternoons are arranged each year which gives every family the opportunity to consult with the staff.

Reports

At Key Stage 1 and 2 in order to maintain a good home-school link and keep parents informed of their children's progress we aim to report to you in some form for each term in the following way:

- Term 1 – A parent consultation appointment
- Term 2 – Interim report
- Term 3 – Interim report
- Term 4 – Parent consultation
- Term 5 – Interim report
- Term 6 – An end of year report

In Foundation the class teacher meets parents in term 1 and 4 and completes 'My Unique Story' documents to detail progress.



School Clubs

Many school clubs are available over the year for children in Years 1-6

In the past sports clubs have included: football, netball, basketball, rounders and cricket. These generally take place after school between 3:15 to 4:15 p.m. Other clubs such as baking, choir, music, gardening, computing and magazine club have been made available.

Prayer Space Club is held one lunchtime a week, run by a member of staff. There is also a lunchtime Online -Safety Club and Road Safety Club run by Key Stage 2 children.

A full timetable for the after school clubs is issued each term.

There are times that clubs are oversubscribed and a waiting list is applied.

Parents are notified of acceptance to a club.

The children are asked to make a commitment each term to attend these clubs. If they are unable to attend on any one week there must be a written note in the Homelink Book.

Healthy Schools

As a Healthy School all pupils, staff and parents are pro-active in promoting a healthy life-style. This includes healthy eating initiatives and schemes such as Cool Milk and ensuring snacks and lunch are balanced i.e. chocolate free. We all take part in The Daily Mile to support both out physical and mental health.

The School Council

The School Council meets monthly with a member of staff to discuss ideas and suggestions towards school improvement as well as to air grievances and concerns that the children have. A representative from each year group is chosen by the children. Outcomes are discussed at staff meetings and with the school governors.

The Eco-Schools Council

The Eco-Schools' Council meets regularly to discuss environmental issues (such as re-use, reduce, recycle) and to plan actions to promote this.

There are annual elections. The pupils co-opt adults who can assist with this. We have been awarded the Silver Certificate and are working towards the coveted Green Flag Award.

Behaviour

Children are encouraged to be polite at all times to their fellow pupils, to the staff and any adult helper or visitors to the school. We aim to produce children who are responsible for their own actions, responsible to their family and to the school.

Pupils and staff work together with a 'Reward' and 'Sanctions' Scheme within the day to day life in school. Through a programme of housepoints for good behaviour, effort in academic progress, or special situations of helpfulness, the children work towards gaining a Bronze, Silver, Gold and Super Star Certificate.

Individual rewards are counted within the Housepoint Scheme. Each house works towards gaining the House Challenge Cup, presented each year.

A special "Gold Book" is kept, showing specific individuals who have given their best in a particular aspect of school life whether it is academic or social, within the classroom, as part of their homework or on school visits.

In each class and within each area of school life there is a general code of conduct to follow. The general ethos of this code is to ensure that all pupils have the opportunity to learn effectively and safely without other pupils spoiling their efforts, or those of the staff.

We believe that all behaviours are a form of communication and as such the school aims to work with the pupil to unpick these behaviours and support them in making good choices.

As would be expected verbal, as well as physical bullying is not tolerated.

School and class rules

The school rules are underpinned by our Christian values. We believe if children live these values this promotes good behaviour.

At the beginning of the academic year each class will write a class charter. This will include rules decided upon by the class to work and play in a harmonious environment. Each child will sign the class charter. The school also has a home/school agreement that will be shared with parents and pupils. All parties will sign to secure the partnership between home and school. The playground rules are displayed outside.

Money Matters

School Meals

For those in Key Stage 2 there is a standard charge of £2.50 for primary school meals (details available from the office).

Free meals (aside from the Government Key Stage 1 Free School Meals scheme) are available to any child if you receive certain benefits. If you wish to claim free school meals for your child please contact the school office.

Dinner money is paid into an online account. Details of these will be given to you as required by the office staff.

Milk at School

It can be arranged for children to have a carton of milk for their mid-morning break. It is provided by 'Cool Milk at School' and not the school so parents should fill in the necessary form (available from the School Office) if their child would like to be part of this scheme. There is a daily charge. Registration on the scheme can take up to 10 working days.

Supporting Charitable Events

Each Year the school supports various charities through a series of money raising events. Each class decides on a worthy charity to support for the entire year. Further charity events are decided upon by the School Council and Staff. Everyone is encouraged to participate.

Visits

Educational visits will form part of the school curriculum and parents will be asked to contribute to the cost. If any educational visit would cause financial hardship to any family please contact the Headteacher in confidence. No child will be excluded from an educational visit due to financial hardship.



FOSS

Friends of Selsted School

Another link we have between the school and parents is the 'Friends Of Selsted School'. All parents and pupils at the school automatically belong but past parents, pupils and others who have an interest in the school are most welcome to become members. FOSS plays an important part in school life providing social links between parents and Staff as well as raising funds for the benefit of the children in the school.



Complaints Information

Whenever possible, minor queries or concerns are dealt with as they arise at the point of contact by the class teacher or the individual delivering the service in the case of extended school provision. Often all it takes is for the member of staff to listen and provide an acceptable explanation or immediate answer. We feel it is important that potential complaints or concerns are not ignored and are resolved informally. If initial concerns have not been rectified by a member of staff, parents can make an appointment to see the Headteacher. However if this does not resolve the issue and the person raising the concern remains dissatisfied and wishes to take the matter further the school complaints procedure will be adopted. (Copies of which can be obtained from the school office or the school website).

**School Term Dates
2025/26**

Term 1	
Staff Development Day (No Children)	Monday 1st September
First Day of Term 1	Tuesday 2nd September 2025
Last Day of Term 1	Friday 17th October 2025
Autumn Half Term Break Monday 20th October – Friday 24th October 2025	
Term 2	
First Day of Term 2	Monday 27th October 2025
Last Day of Term 2	Friday 19th December 2025
Christmas Holiday Monday 22nd December – Friday 2nd January 2026	
Term 3	
First Day of Term 3	Monday 5th January 2026
Last Day of Term 3	Thursday 12th February 2026
Staff Development Day (No Children)	Friday 13th February 2026
Spring Half Term Break Monday 16th February – Friday 20th February 2026	
Term 4	
Staff Development Day (No Children)	Monday 23rd February 2026
First Day of Term 4	Tuesday 24th February 2026
Last Day of Term 4	Thursday 2nd April 2026
Easter Holiday Friday 3rd April – Friday 17th April 2026	
Term 5	
First Day of Term 5	Monday 20th April 2026
Last Day of Term 5	Friday 22nd May 2026
Summer Half Term Break Monday 25th May – Friday 29th May 2026	
Term 6	
First Day of Term 6	Monday 1st June 2026
Last Day of Term 6 (Last Day of School Year)	Friday 17th July 2026
Staff Development Day (No Children)	Monday 20th and Tuesday 21st July 2026