# GREEN PARK COMMUNITY PRIMARY SCHOOL

FROM TINY FOOTSTEPS TO GIANT LEAPS, LAUGHING AND LEARNING ALL THE WAY




# School Prospectus

| Name | Role in School | | |
|---|---|---|---|
| | | Miss G Parnham | Teaching Assistant |
| | **Headship Team** | Miss S Daniels | Teaching Assistant |
| Mr R B Hawkins | Head Teacher | Mrs A Lewry | Teaching Assistant |
| Miss M Harrison | Deputy Head Teacher | Mrs E McGregor | Teaching Assistant |
| Mrs L Reynolds | Assistant Head Teacher | Mrs N Meyer | Teaching Assistant |
| | | Mrs K Daniels | Teaching Assistant |
| | **Senior Management Team** | Mrs T Crofts | Teaching Assistant |
| Mrs R Milton | School Business Manager | Mrs K Hayes | Teaching Assistant |
| Miss M Harrison | Deputy Head Teacher | Miss L Mossop | Teaching Assistant |
| Mrs L Reynolds | Assistant Head Teacher | Miss T Marlow | Teaching Assistant |
| Mrs R Guy | SENCO | Mrs K Dixon | Teaching Assistant |
| | | Miss B Trimble | Teaching Assistant |
| | **Leaders of Learning** | Mrs J Stroud | Teaching Assistant |
| Mrs L Reynolds | EYFS & Year 1 / Small group/1:1 | Mrs A Martin | Teaching Assistant |
| Mr M Carpenter | Year 2 & 3 / Small group/1:1 | Mrs C Curtis | Teaching Assistant |
| Mrs O Newing | Year 4 & 5 / Small group/1:1 | Mrs J Hunter | Teaching Assistant |
| Miss M Harrison | Year 6 / Small group/1:1 | Ms A Chaston | Teaching Assistant |
| | | Mrs T Allan | Teaching Assistant |
| Mrs E Hopkins | Reception Teacher | Miss E Hayes | Teaching Assistant |
| Miss M Heywood | Reception Teacher | Mrs P Flisher | Bespoke Group/TA |
| Miss R McGregor | Year 1 Teacher | Miss L Thomason (Maternity Leave) | Bespoke Group/TA |
| Miss N Todd | Year 1 Teacher | Mrs T McGilloway | Bespoke Group/TA |
| Miss Harrison and Miss E Marsh | Year 2 Teacher | | |
| Ms A Page (Maternity Leave)<br>Miss E Marsh | Year 2 Teacher | | |
| Mrs K Turrell | Year 3 Teacher | | |

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|---|---|---|---|
| Mrs N Mellett and Miss K Wilson | Year 3 Teacher | | |
| Mrs N Vaccaro | Year 4 Teacher | | |
| Mrs C Smith | Year 4 Teacher | | |
| Mrs M Neal | Year 5 Teacher | | |
| Mrs V Curd | Year 5 Teacher | | |
| Mr T McCaig | Year 6 Teacher | | |
| Mrs P Millington | Year 6 Teacher | | |
| | | | |
| | **Pastoral Team** | | |
| Mrs L Latham | Play Therapist | | |
| Miss C Easterfield | Pastoral | | |
| Mr K Husk | Forest School Leader | | |
| | | | |
| Mrs J Gough and Ms R Anderson | Bespoke Learning Group | | |
| | | | |
| | **Support Staff** | | |
| Mrs R Milton | School Business Manager | | |
| Mrs L Kinnon | Administration/Attendance Officer | | |
| Mrs W Sheridan | Receptionist | | |
| Mrs C Hawkins | Administration/ICT Support & Website | | |
| Mr P McGuire | Site Manager | | |
| Mr S Johnson | Caretaker | | |
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| | **Catering Staff** | | |
| Mrs B Wood | Kitchen Manager | | |
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| | **Breakfast Club Staff** | | |
| Mrs J Hunter | Breakfast Club Leader | | |
| Miss A Chaston | Breakfast Club Leader | | |
| Miss E Hayes | Breakfast Club Leader | | |
| | | | |
| | **After School Club Staff** | | |
| Mrs T Hayes | After School Club Leader | | |
| | | | |
| | **Road Cross Patrol Staff** | | |
| Mrs S Goldsmith | Road Cross Patrol | | |

# Green Park Community Primary School

# Governing Board

Every school has a Governing Board which is responsible for the conduct of the school and for promoting high standards. The governing Board aims to ensure that children are attending a successful school which provides them with a good education and supports their well-being.

## The governing board:

Sets the strategic direction of the school by:

- Setting the values, aims and objectives for the school
- Agreeing the policy framework for achieving those aims and objectives
- Setting targets
- Agreeing the school improvement strategy which includes approving the budget and agreeing the staffing structure

Challenges and supports the school by monitoring, reviewing and evaluating:

- The implementation and effectiveness of the policy framework
- Progress towards targets
- The implementation and effectiveness of the school improvement strategy
- The budget and the staffing structure

Ensures accountability by:

- signing off the school's own self-evaluation report
- responding to Ofsted reports when necessary
- holding the headteacher to account for the performance of the school
- ensuring parents and pupils are involved, consulted and informed as appropriate
- making available information to the community

Appoints and performance manages the headteacher who will deliver the aims (through the day to day management of the school, implementation of the agreed policy framework and school improvement strategy, and delivery of the curriculum) and report appropriately to the governing Board.

## The role of a governor

In law the governing Board is a corporate Board, which means:

- no governor can act on her/his own without proper authority from the full governing board;
- all governors carry equal responsibility for decisions made, and
- although appointed through different routes (i.e. parents, staff, Local Authority community), the overriding concern of all governors has to be the welfare of the school as a whole.

**At our school the Governing Board is structured using an adaptation of the Circle model of governance.** This means that the governors work together as a corporate group without any sub-committees.

**Governing Board membership**

| | |
|---|---|
| Parent Governors (4) | Megan Murray, Ciara Whittington, Claire Hall |
| Headteacher Governor (1) | Richard Hawkins |
| Local Authority Governor (1) | Sarah Goodban |
| Staff Governor (1) | Polly Millington |
| Co-opted Governors (4) | Chris Button (chair), Claire Line (Vice Chair), Maria Harrison, (vacant 1) |
| Clerk to the Governors (1) | Lindsey Kinnon |
| Associate members (non-voting) | Rebecca Milton |

# Our Mission Statement

## From tiny footsteps to giant leaps, laughing and learning all the way.

Our mission statement has been created from the values that we share. It reflects our priorities which are: our school is at the centre of our local community, providing support, working with local people and companies driving forward the development of our community to provide the best possible environment for our children to grow up in.

The school is a centre of excellence and enjoyment, for providing a stimulating, exciting and innovative place to learn for all who work here; developing and embedding new practices and working with outside agencies to provide a personalized, fully rounded education for our pupils, staff, governors and community.

**At Green Park School we believe our school should be:**

- a safe place
- a place where all respect each other
- a place where creativity is at the centre of education
- a place free of bullying, discrimination or exclusion, where everybody is valued as an individual, with their own talents, personality and needs
- a place where excellence and enjoyment is expected and achieved through constant development, reflection and hard work.
- a place where everyone feels happy to come.





# Safeguard Statement

Green Park Community Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead is Mr Richard Hawkins (Headteacher).

Our Lead Governor for Safeguarding is Chris Button.

# TEACHING AND LEARNING

We believe that children learn at their best when they are enjoying what they are doing and when they can see a purpose to what they are learning about. At Green Park School, the children will follow Cornerstone Curriculum. This means that their learning will be based around a central theme each term, based upon a science, history or geography topic. Their teachers will plan activities in line with this theme, for example, the children may learn about the topic of electricity in science, so the teacher will plan these activities and will also use electricity as the central theme for the activities in art, music, dance and other subjects.

Literacy and numeracy lessons will be taught separately, but the central theme will be applied where possible, for example, the children may write a report on how electricity is made, or use mathematics to calculate the school's electricity bill!

Each term, the school will be holding Curriculum Enrichment days. These will be days where the children will learn about a particular theme, such as another culture, the environment or a famous writer. The days will give the children opportunities to take part in activities such as dance, music and art. We invite parents to join the children at the end of the day for an assembly to see what the children have been doing.

Maths is taught in streamed groups across each year group. The children will be placed in a group appropriate to their ability level. All the groups will be covering the same Curriculum, but the streams will allow the children to work at an appropriate pace and with the correct level of adult support. The groups are reviewed every term, and before we consider moving a child from one group to another, we will always consult with their parents.

At Green Park School, we believe that learning is for everyone. Our staff have made a commitment to learn something new every year, whether this is through evening classes, working with another colleague or visiting another school. We believe that parents should be part of the learning community too, and so we'll be running literacy and numeracy sessions for you, so that you can help your children at home.

We strongly believe in the right of every child to learn without being disturbed by disruptive children. Any child who is continually disrupting the learning of the pupils will be removed from class.



# *Uniforms and Equipment*

At Green Park School, we place great value in children looking and feeling smart. We believe that this will get children ready for the world of work, and that a child that looks smart, acts smart.

Our uniform is readily available from any supermarket, and our sweatshirts are available from the school office.

The children wear:

white polo or formal shirt, school sweatshirt or cardigan, black or grey flannel skirts, trousers or shorts, plain grey, black or white socks, flat black shoes (not trainers). A green school summer dress is an option in hot weather and we recommend that the children wear a hat outside to protect their skin.

No jewellery is permitted except for stud or sleeper earrings. Children wearing jewellery will be asked to remove it and it will be returned in an envelope at the end of the day.

Some classes will be going swimming as part of their PE time. The children require a simple swimming costume and a towel.

PE kit is simply black shorts and a school house team T-shirt, trainers or plimsolls. Please leave your child's PE kit in school until the end of term when it should be taken home to be washed. If your child does not bring a PE kit into school, we will lend them one, but we do not always have enough spare kit of the right size.

Mobile phones must be handed into the office at the beginning of each day.

# TERM DATES AND HOLIDAYS

## SCHOOL TERMS AND HOLIDAYS FOR THE ACADEMIC YEAR 2026/27

Please look carefully at our term dates when booking holidays.

Holidays during term time will not be authorised, except in exceptional reasons.

### Green Park Community Primary School
### Term Dates
### School Year 2026 - 2027

| | | |
|---|---|---|
| **Term 1** | **Tuesday 1st September 2026** | **Development Day (school closed to children)** |
| | Wednesday 2nd September 2026 | School opens to children |
| | Friday 23rd October 2026 | Last Day of Term 1 for children |
| | **Monday 26th October to Friday 30th October 2026** | **School closed (Term 1 holiday)** |
| **Term 2** | Monday 2nd November 2026 | School opens to children |
| | Friday 18th December 2026 | Last Day of Term 2 |
| | **Monday 21st December to Friday 1st January 2027** | **School closed (Christmas holiday)** |
| **Term 3** | Monday 4th January 2027 | School opens to children |
| | Friday 12th February 2027 | Last Day of Term 3 |
| | **Monday 15th February to Friday 19th February 2027** | **School closed (Term 3 holiday)** |
| **Term 4** | Monday 22nd February 2027 | **Development Day (school closed to children)** |
| | Tuesday 23rd February 2027 | School opens to children |
| | Thursday 25th March 2027 | Last Day of Term 4 |
| | **Friday 26th March 2027 to Friday 9th April 2027** | **School closed (Easter holiday)** |
| | **Friday 26th March 2027** | **Good Friday** |
| | **Monday 29th March 2027** | **Easter Monday** |
| **Term 5** | Monday 12th April 2027 | School opens to children |
| | **Monday 3rd May 2027** | **May Bank Holiday (School closed)** |
| | Friday 28th May 2027 | Last Day of Term 5 |

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|---|---|---|
| | **Monday 31st May 2027** | **Spring Bank Holiday** |
| | **Monday 31st May 2027 to Friday 4th June 2027** | **School closed (Term 5 holiday)** |
| **Term 6** | **Monday 7th June 2027** | **Development Day (school closed to children)** |
| | **Tuesday 8th June 2027** | **Development Day (school closed to children)** |
| | **Wednesday 9th June 2027** | **Joint Planning Day (school closed to children)** |
| | Thursday 10th June 2027 | School opens to children |
| | Wednesday 21st July 2027 | Last Day of Term 6 for children |

# Additional Needs

At Green Park School we are aware that at some point in their school career, there are pupils who will experience barriers to learning and participation.

Additional support will be provided for the very able child as well as those with social, emotional, behavioural and learning difficulties. We believe that:

- Children with additional and special education needs should be offered full access to a broad, balanced and relevant curriculum
- The child's view should be sought and taken into account
- Parents have a vital role to play in supporting their child's education.

We offer support for diversity by developing inclusive policies, practices and cultures that develop caring, confident, capable children.





# AFTER SCHOOL CLUBS

At the heart of our school is the belief that children should be allowed to be children. Part of this ethos is the provision of after school activities. All of our after school activity clubs are free and are provided by our staff voluntarily. There will be activity clubs for all the children, whether they are keen on sports, arts or both.

We will let you know at the start of each term about the clubs on offer. You simply need to fill in a permission slip and make sure that we know how your child will be collected at the end of the club.

We do ask that children attend the activity club every week, unless they are ill, so that the places do not go unused. If your child does not want to attend the activity club anymore, we ask that they let us know so that another child can use their place.

**Clubs that will be offered include:**

Athletics, Art, Multi Sports, Netball, Running Club, Basketball, Football, Saturday Morning Sports Club, Singing, Dance, Drama, Gardening, Tag Rugby, Forest School, Creative Crafts, Relaxation Club, Cooking, Chess Club, Hockey, Zumba, Recorder, Guitar, Benchball, Fighting Fit, Games, Yoga, Choir, Reading Club and Homework Club

We hope that every child will take part in at least one activity club.

# EDUCATIONAL TRIPS

Educational trips enhance and improve the learning that happens in school. At Green Park School, we try our best to ensure that every child attends a trip every term. This may be a simple visit to a local area, or a bigger trip to a large museum. The school funds trips, but the full cost cannot always be met. This is when we ask for contributions from parents. Although we would never stop a child from attending a trip because their parents were unable to fund this, we do rely upon parental contributions to make the trips possible.

If you have financial difficulties and cannot pay for a trip, the school will be happy to receive whatever you can afford.

We are also happy to try and help you meet the costs of other items such as uniform. Simple pop in and talk to us and we will do what we can.



# SCHOOL CHARGING AND REMISSIONS POLICY

## INTRODUCTION

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by DfE guidance (2014).

The Education Reform Act 1988 states that all education provided in school time must be free of charge. Activities that take place outside school time may be charged to parents.

We believe that activities that supplement and enrich the curriculum are educationally valuable and hope that parents will continue to support them. We try, as far as possible, to keep charges low, however our major cost is that of transport. We can only ask parents to make a voluntary contribution towards the cost, but the more parents contribute, the greater the variety of activities we are able to offer. We do not want any student to miss out on an activity because of a problem with money. Please contact the school if there is any difficulty. This will be totally confidential.

Work produced in some curriculum areas such as art and technology use resources that the school supplies to students through its budget allocation. At the end of the lessons, work will remain the property of the school, unless the equipment and resources are supplied by the pupil. On most occasions, work created by the pupils will be sent home free of charge.

In the event of wilful damage to school property, equipment or buildings by students at the school, parents will be expected to pay for the full cost of replacement or repair.

## RESPONSIBILITIES

The Headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy as required.

## POLICY STATEMENT

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials and equipment. It excludes charges made for teaching an individual pupil or groups to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum, we will make a charge. *(See below)*

### Voluntary contributions may be sought for activities during the school day which entail additional costs, *for example school trips, a drama group performing in the school.*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. [If insufficient funds are available it maybe necessary to curtail or cancel activities] From time to time, the school will take part in a charitable event, such as ‘Red Nose Day’. On these occasions, we will ask the children to make a donation of £1 in exchange for wearing their own clothes or a fancy dress costume. As this money is all donated to charity, we do expect that every child who takes part will make the full donation.

## OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY

We will charge for some optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Wherever possible, however we will keep our school clubs free to our pupils.

## RESIDENTIALS

Charges will be made for board and lodging, with a reduction for pupils whose parents are in receipt of eligible benefits.

## CALCULATING CHARGES

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## ELIGIBLE BENEFITS

Charges for activities such as school residential visits may be reduced

- If your child qualifies for Pupil Premium
- If your family is receiving support under part VI of the Immigration and Asylum Act 1999
- If you are in receipt of Guaranteed State Pension Credit

# FOOD IN SCHOOL

When your child first comes to school, you may worry about whether they will eat their lunch. At Green Park School, our lunch times are supervised and we will ensure that no child goes hungry. You may choose to provide your child with a packed lunch. This should be brought to school in a plastic container. Packed lunches should contain a balanced meal, for example – a sandwich, some fruit, yoghurt and perhaps a biscuit. You know what your child will eat, but we do ask that the children do not bring sweets into school. Your child will also need a drink – no fizzy or very sugary drinks please. We ask that they also have a water bottle so that they can drink during the day. If we see that your child is not eating their lunch, or that it doesn't seem to be enough for them, we will let you know.

Children can eat a hot meal at school through the school meals service. The menu for the meals is displayed in the reception area and in the dining room. The meals cost £3.10. payable each day. If you are entitled to free school meals, you will need to apply for these and your child will receive a meal in school. Application can be made through the school office.

All children in EYFS, Year 1 and Year 2 are entitled to a free school meal as part of the Universal Free School Meals offer. Free school meal eligibility please click here

We all know that if a child is hungry, they will not be at their best in school, so we ask that you provide your child with a good breakfast to start them off and give them some fruit to eat at break time. Children under the age of 7 will be provided with free fruit by the school.

If your child is allergic to any type of food, please let us know, especially if they have a serious nut allergy.

If you have any concerns about your child and food in school, please come and see your child teacher and they will be happy to help.

# ILLNESS AND MEDICATION

Children will become ill from time to time, and if your child is ill, please let the school know. You will be able to best judge when your child is well enough to return, but if they have a sickness bug or have had diarrhea, please keep them at home for 48 hours.

If your child requires medication whilst at school, please bring it into the school office and you will be asked to sign a form. The school will only administer medication that has been prescribed by a doctor.

First aid is administered by a trained member of staff.



# Absence information

Changes to the policy for children taking holiday during term time

Dear Parents,

Following the change in legislation from the Government, the school has changed its policy for taking holidays during term time.

Dover schools have a general policy of not permitting holidays during term time, and Green Park Community Primary School adheres to the policy.

The school will now only permit holidays during term time under the following circumstances:

- The parents are members of the armed forces and can demonstrate that there is an exceptional need for leave to be permitted.
- There are several family circumstances that may require a child to be absent from school for maximum of 2 days.
- The family is observing a religious holiday.

Parents are asked to make applications for leave at least 6 weeks before the date of leave, and to provide all necessary documentation with their application.

Parents who allow their children to take an unauthorized holiday during the term time will be reported to the Schools Liaison Office, who may take the following steps:

- Refuse any further absences from school without medical evidence.
- Issue a fixed penalty notice to the parents. (£120.00 per parent per child)
- Refer the parents to the County's legal department for prosecution.

Thank you for your cooperation in this matter.

Yours faithfully

Mr R.B. Hawkins

Head Teacher

# CONTACTING THE SCHOOL

If your child is ill, you should ring the school before 9.00am. You can leave a message or send a text message to the school's mobile phone.

The telephone numbers for the school are:

Main switchboard

01304 822663

Mobile for text messages

07595276040

Email: lindsey.kinnon@greenpark.kent.sch.uk

Via Parentmail

If you would like to speak to your child's teacher, the best thing to do is to make an appointment, that way, you will not be rushed and the teacher can give you their full attention. Simply ring the school office and an appointment will be made for you.

The Head teacher can be contacted through the school office, and the secretary will be happy to make an appointment for you to meet with him. You can also contact him by e-mail at headteacher@greenpark.kent.sch.uk.

The school has a website that is packed with information:
www.greenpark.cps.co.uk





# OTHER USEFUL INFORMATION

Information, Advice and Support Kent

Department for Education

BBC

Ofsted

Kent Online Admissions Page

Cross-Links Dover

Kent County Council

ttrockstars.com/auth/school/student/20479

Twinkl

PhonicsPlay

Cool Math Games

PurpleMash

