



# PRATTS BOTTOM PRIMARY SCHOOL

Hookwood Road, Pratts Bottom, Orpington, Kent, BR6 7NX **Web:** [www.prattsbottomprimary.co.uk](http://www.prattsbottomprimary.co.uk)  
**Email:** [general.office@prattsbottom.bromley.sch.uk](mailto:general.office@prattsbottom.bromley.sch.uk) **Telephone/Fax:** +44 (0)1959 532225  
**Head of School:** Mrs E Hodson

Dear Parents,

Welcome to Pratts Bottom Primary School.

We are proud to be a small village school that offers children a welcoming and secure environment in which to learn and develop as young people. We offer small classes and individual attention.

We aim for the highest attainment for all our pupils, through high quality teaching, in a well managed and structured environment.

We will give your child the opportunity to gain independence and to rise to the many educational and social challenges that they will face as a citizen of the 21st Century.

As a school we believe in mutual respect and self discipline.

All the children in our school will be:

- challenged by teacher expectations to achieve the highest attainment possible across all curriculum areas;
- taught the various elements of English and Mathematics, working to gain skills that allow independent working. We offer a broad, balanced and creative curriculum.
- encouraged to develop an enquiring mind and the skills for finding out information from the world around them;
- literate in computing and to be aware of the many technological advances in the world in which they live;
- sensitive to the needs of others and tolerant of different beliefs and views;
- encouraged to communicate confidently and clearly in spoken and written language.

The school will:

- encourage a partnership with parents to promote the education of their children;
- ensure a well structured and disciplined environment where the children may flourish;
- work closely with the wider community.

Mrs Emma Hodson  
Head of School



Pratts Bottom Primary School

# PRATTS BOTTOM PRIMARY SCHOOL

Hookwood Road,  
Pratts Bottom,  
Orpington,  
Kent.  
BR6 7NX

Telephone: 01959 532225  
Email: [general.office@prattsbottom.bromley.sch.uk](mailto:general.office@prattsbottom.bromley.sch.uk)

Website  
[www.prattsbottom.bromley.sch.uk](http://www.prattsbottom.bromley.sch.uk)

Head of School  
Mrs E Hodson

Executive Head Teacher  
Mr J Turvey

Chair of Governors  
Mr Peter Hudson. OBE

Part of SOLA



**SOUTH ORPINGTON LEARNING ALLIANCE**

MULTI-ACADEMY TRUST

The information contained in this brochure refers to the school year 2018/2019. Whilst every attempt has been made to provide accurate information, no guarantee is given that the arrangements described will remain unchanged.

# C O N T E N T S

	<u>Page</u>
Staffing	4
History of the School	5
Organisation of the School	6
Extra Curricular Activities	10
Parents and School	10
General Information	11
School Term Dates	14
Home School Agreement	15

## STAFFING

### Teaching Staff

Mrs E Hodson	:	Head of School
Mr J Turvey	:	Executive Head Teacher
Mrs N Lippert	:	Class 1 & 2 Teacher Maths Leader
Mrs J Robinson	:	EYFS Teacher Science and P.E. Leader
Mrs S Perez	:	Class 5 & 6 Teacher English Leader
Miss E Napier		Class 3 & 4 Teacher
Mrs Fogden	:	Inclusion Manager

### School Business Manager

Mrs S Lavelle

### School Administrators

Mrs A Pinner  
Mrs J Burford

### Classroom and Support Assistants

Mrs A Pinner  
Mrs J Riley  
Mrs C Townsend  
Mrs C Hillman  
Miss A Courtenay

### Midday Supervisors

Mrs J Riley  
Mrs C Townsend  
Mrs C Hillman

### Caretaker

Mr J Holloway

### Website Administrator

Mr J Holloway

### Governing Body

Mr P Hudson, OBE  
Mrs E Hodson  
Mr P Ioannou  
Mrs J Jensen  
Mrs K Savage  
Mrs J Riley  
Mrs C Bone

Chairman & Co-opted Governor  
Head of School/Governor  
Parent Governor  
Parent Governor  
Parent Governor  
LEA Appointed Governor  
Co-opted Governor

## **HISTORY OF THE SCHOOL**

The school is situated on the edge of the village, within the wooded valley that gives the school its name. The school was built in 1886 to serve the largely rural community and daily logs, written by past Head Teachers, tell of the routines for the children and staff.

The original building comprised of three classrooms and a staff room. Over the years it has been modified to reflect the changing needs within schools. The building has been extended to include a hall/canteen and kitchen, the school office, a staff room and indoor toilets for the children. The old School House was integrated into the school building and accommodates a music and drama studio and an additional teacher space, library, the Inclusion Manager's room used for small group work and a foundation stage classroom. It is known as the Hudson Suite, named after a previous Head Teacher who gave 23 years' service to the school. The grounds of the school have also been improved to include an outdoor climbing area for the foundation stage and a quiet covered area for children to use at break times, parents to shelter under and for teachers to utilise as an outside teaching space, irrespective of the weather. In addition, the school has the advantage of its own large playing field that is used for a wealth of sporting and fun activities.

Throughout the last hundred and thirty years the school has reflected the advances and changes in state education whilst remaining a focal point for the local community.

### **Links with the Wider Community**

We are part of a local group of schools known as a multi-academy trust, our name is The South Orpington Learning Alliance (SOLA). The schools in this group are:- The Highway Primary, Green Street Green Primary, Tubbenden Primary, Chelsfield Primary and Darrick Wood Juniors. We also have a close association with Cudham Primary, Downe Primary which are two local small schools and Warren Road Primary.

The school also has strong connections with the local community, having a regular slot in the residents' newsletter, a stall at the Pratts Bottom Village Fete and inviting the local community into school to enjoy events such as fetes, Harvest and Christmas celebrations and all school productions.

## **ORGANISATION OF THE SCHOOL**

There are at present four classes in the school and the staff consists of the Head of School, four class teachers and a part time teacher who is responsible for special needs. We also have 2 additional support teachers who work across the whole school.

The number of children on roll for 2018/2019 is 81. The children are divided into four classes:

Gemstones Class	-	Reception
Emerald Class	-	Year 1 and 2
Ruby Class	-	Year 3 and 4
Sapphire Class	-	Year 5 and 6

The curriculum is differentiated to meet every child's individual needs across the school. We are committed to an inclusive education for all, regardless of gender, race, culture, religion or disability. We organise the curriculum into a 2 year rolling programme to ensure that children do not cover the same topics.

### **Admission**

Parents are welcome to view the school by appointment with the Head of School or on our Open Days held in November.

Places in **all** academic years in primary schools are administered by the Admissions team in Bromley and Bromley parents wishing to make an application for any primary school place must do so through Bromley Admissions. Parents living in neighbouring authorities must make their applications through their home county who will advise Bromley Local Authority of parents' requests. Applications for admission into Reception have to be sent to the Local Authority of the school of your choice by a specified date, which is advertised in the local press, libraries and schools.

At present children should by law be attending school at the beginning of the term following his/her 5<sup>th</sup> birthday. In Bromley most children usually start school in September.

We have a staggered induction process for the first few weeks of the term for the children who have accepted a place to join our school.

Our Equal Opportunities Policy ensures that all children have equal access to educational provision regardless of race, gender, colour or creed, ability or disability.

### **Governors**

The Governors meet on a regular basis with one formal meeting each term. The Agenda for these meetings and the Minutes are displayed on the board by the School Office and on the School website. There are other meetings of committees and occasional informal meetings of the Governing Body. We are very fortunate to have governors who are actively involved with our school and who have a wealth of experience and expertise to offer.

### **Charging and Remissions Policy**

There is a SOLA Charging & Remissions Policy on the SOLA website.

It is necessary to ask for voluntary contributions to cover the cost of educational visits made by the children. Pupils may not be excluded from a visit because their parents have not made a contribution. Please see the Head of School if you ever have any difficulties over making a contribution. If there are not enough voluntary contributions, then the visit may have to be cancelled.

## Official Documents

The Freedom of Information Act requires funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. A copy of this scheme is available from the school office.

## Security

The school has a coded door lock on the main entrance door, paddle handles on the other external doors and a link fence enclosing the school grounds. All visitors enter the secured main entrance where a member of staff will admit them. All visitors will have to sign in and out of the school and wear a badge to identify that they are a visitor.

## Attendance Information

The percentage of half days missed during the academic year September 2017 to July 2018 was as follows:

- Authorised absence : 3.4%
- Unauthorised absence : 1.0%

## Absence

We believe that every lesson counts and taking children out of school during term time should be avoided whenever possible. If there was an occasion when a child needed to be out of school, please discuss this with the Head of School first, especially before booking a holiday that may run into term time.

Withdrawal from Learning forms are available from the Head of School after a formal discussion about any possible authorisation.

**Any absence must be reported otherwise it goes down as an unauthorised absence / truancy, which is reported annually and published for each school.**

If your child has a dental or medical appointment, the school should be notified in advance in writing, although it is preferable that these be arranged out of school hours. The school should be notified of any absence due to sickness or emergency appointments on the morning of the first absence. Telephone messages are acceptable. We have a first day call policy and if we have not heard about an absence by 10.00 am, the school office will ring to check.

## School Hours

The morning session is:	Gemstones: Emerald: Ruby: Sapphire:	8.45am to 11.55am 8.45am to 12.00pm 8.45am to 12.05pm 8.45am to 12.10pm
The afternoon session is:	Gemstones: Emerald: Ruby: Sapphire:	1.15pm to 3.30pm 1.15pm to 3.30pm 1.15pm to 3.30pm 1.15pm to 3.30pm

Break time is: 10.40 a.m. to 10:55 a.m.

Children should not be on the premises before 8.40 a.m. unless accompanied by an adult as a member of staff will not be on playground duty until this time.

## **General Information**

Our school is a smoke free zone. We have a whole school policy of no smoking anywhere in the school grounds and buildings. This includes e cigarettes.

## **Secondary Transfer**

Our pupils, over the past few years, have transferred to a number of schools in the area.

In 2018 these were Bishop Justus, Coopers School, Knole Academy, Charles Darwin and Trinity School.

In 2017 these were Wilmington Grammar School for Boys, Knole Academy, Charles Darwin, The Glebe, Ravenswood School and Trinity School.

In 2016 these were Wilmington Grammar, Knole Academy, Bishop Justus, Charles Darwin, The Glebe and Bullers Wood.

## **School Teams**

Every child belongs to a team. We have Neptune, Jupiter, Mercury and Venus. All children collect team points throughout the week, which are totalled on a Friday. We have Team Captains in Year 6.

## **Inclusion**

As a school we believe in developing every child no matter what their individual strengths or weaknesses. We want every child to achieve their potential which includes those who are gifted, talented or have special educational needs.

## **Special Needs**

Our school aims to meet the needs of every child and we acknowledge that some pupils will require special attention at some time during their school career. These children may have learning difficulties or other needs such as speech problems or hearing loss or a medical condition which affects their learning. We work very well with other outside agencies that are available to advise and support us if required. Our documentation is up to date with the SEND Code of Practice. We know our children very well and quickly identify any difficulties, once identified; strategies of support are put in place. We work very closely with parents to support their children.

## **More Able Children**

Children who have a particular gift in a specific subject area are extended by all staff with work being differentiated as and when necessary. Those who have a particular talent are also extended and any outside school activities and achievements are celebrated.

## **Homework**

In the school, homework is set by the class teacher on a weekly basis using our online homework platform and a weekly homework club is offered for those who wish to do this at school.

We appreciate parental support with homework. We are aiming to prepare the children for the homework that they will be expected to undertake at Secondary School.

### **Parental Concerns**

If there are concerns about your child's academic progress or a personal/social issue, please see the Class Teacher in the first instance. If the problem cannot be resolved with the Class Teacher, the Head of School will become involved.

If it is not possible to resolve the issue with the Head of School, there is a formal procedure that can take over, which involves our Chair of Governors.

### **Anti-Bullying Policy**

We do not tolerate any form of bullying at Pratts Bottom Primary. We expect all children to treat each other as they would like to be treated.

### **Race Equality, Cultural Diversity and Inclusion**

We pride ourselves in celebrating differences and welcome all races, cultures, socio-economic groups, abilities/disabilities and gender, whilst upholding traditional British Values. We are committed to an inclusive education for all.

## **EXTRA CURRICULAR ACTIVITIES**

All adults working with our children are “police checked” by the Disclosure Barring Service.

After school clubs are run from 3.30 to 4.30 p.m. unless otherwise stated from Monday to Friday.

We currently offer martial arts, Sportacus Dance/Drama, Sportacus Football, Sportacus Multi skills and touch-typing after school.

If your children decide to join a club they have made a commitment and we expect them to attend regularly.

## **PARENTS AND SCHOOL**

We consider close links between home and school to be very important.

**The Dearing Report says "Parents must accept that the responsibility for the education of young children is one they share with the school: they handicap their child for life if they do not give the school the support the child needs to give of his or her best".**

Upon joining the school, all parents are required to sign the school's Home School Agreement. This agreement outlines what the school expects from the parents and identifies what the parents should expect from the school in return. This establishes the basis of a firm partnership between the school and the parents. The children are an integral part of this partnership. We have therefore included a section in our agreement that refers to the expectations the school has of them. It is important that all children understand the purpose of this agreement and we ask that children in years 2 and above sign the document. A copy of the Home School Agreement is attached.

Consultation evenings are held once a term when parents can see the work their children have done and discuss progress.

It is usually possible to see a teacher after school on minor problems but it is preferable to make an appointment for matters that require a longer discussion.

Parental help in the school is welcome but a check by the Disclosure Barring Service has to be carried out before any parents can work independently with children. We also rely on parents for help with transport for games fixtures and outings. Again, we are compelled to check driving licences and insurance cover to protect the children. It is also required that children under the age of 12 years and below 135cm must travel with a booster seat. In such cases, parents are required to provide these for their child.

## **GENERAL INFORMATION**

### **School Uniform**

It is expected that all children will wear school uniform. It is designed to be simple and practical, solving the daily problem of what to wear and above all it gives a sense of "belonging" to the school and a pride in personal appearance.

The girls' uniform is (please note colours) :

Green or grey skirt, pinafore dress or tailored trousers

White blouse or polo shirt

Green sweatshirt/fleece/cardigan

White, green or grey socks or tights

Summer dress - green and white - striped or checked

Flat heeled, sensible black shoes - no slingbacks

Green/yellow stripe ties (optional)

Hair must be tied back and accessories should be in green, black, white or brown.

The boys' uniform is (please note colours) :

Grey long/short trousers

White shirt or polo shirt

Green sweatshirt/fleece

Grey socks

Sensible black shoes

Green/yellow stripe ties (optional)

Green sweatshirts/fleeces/cardigans with the school name as well as white polo shirts and T-shirts with the school name, black shorts, green caps/ski hats are available to purchase online through Price and Buckland <https://shop.price-buckland.co.uk/prattsbottom>. You will need to register your name and password to place an order. Book and PE bags with the school logo are available from Price and Buckland. School ties are optional and are available in either 39" or 45" lengths or elasticated. Other items of school uniform are available from most departmental stores.

### **P.E. and Games** - please note colours

All children are expected to change for P.E. and your child will need:

Plimsolls - preferably elasticated sides or Velcro

Shorts - bottle green, black, navy or white

T-shirt - School/plain white

P.E. kit should be kept in a bag which must be at school every day.

All children need a tracksuit for outside P.E. in colder weather. This should be a dark colour, either black, navy or dark green. Trainers are acceptable for outdoor games lessons.

An old shirt/overall for Art/Craft work is ideal.

**All articles of clothing, bags and personal possessions should be clearly marked with your child's name.**

Staff cannot accept responsibility for children's personal property.

Children are not allowed to wear jewellery to school. In the case of a child having pierced ears, only studs should be worn. Earrings cannot be worn during games or P.E. lessons and therefore the children must be able to remove them themselves. There have been reports of P.E. accidents whereby the back of an earring has become entangled in apparatus and part of the ear lobe has been torn off. Earrings may be taped over by the child.

## **School Bags**

Children need only bring a green book bag to school to carry their reading books and homework folder. Year 6 pupils may bring a larger bag when projects are in progress and additional books are needed. Please do not put drinks into bags as leakages can damage books.

## **Medical**

The School Nurse visits the school to carry out checks on vision and development. Parents are notified if their child is to have a medical so that they can attend.

**We do need to have your home/work telephone numbers and that of a close relative/friend so that we have another contact if you are unavailable and your child is ill. We need at least two emergency contact numbers.**

## **Medication**

If your child needs to take prescribed medicine (prescribed 4 times a day) during school hours, the medication should be brought to the school office for safe keeping. Medicine will only be accepted if prescribed by a doctor and properly labelled with:

the name of the child  
the dosage  
name of pharmacist (to whom reference may be made if there is any doubt about dosage)  
and accompanied by a written instruction.

Parents will be asked to sign a form giving permission for the administration of any medication and whilst every care will be taken to ensure the correct dosage, the school will not be held responsible for any mis-dosage.

**Medicine to be taken three times a day is not required to be administered during the school day.**

## **Mobile Phones, and Electronic devices.**

Mobile phones are not permitted in school. Likewise, other similar hand-held computer games are expensive if lost or damaged, can be disruptive in school and therefore are not permitted.

## **School Meals**

We want to encourage the children to eat a healthy balanced diet. During the year the children learn about healthy lifestyles to support our Healthy School Award. The catering company who provide the school lunches try to give a balanced diet. The cost of school meals are currently £2.20 per day / £11.00 per week.

The ParentComms payment system is a simple and quick way for you to pay online for anything from dinner money to your children's school trips and after-school activities. You will be able to keep track of their meal account balances as these will be shown online in real time. In order to use this facility, you will need to register for an account at [www.schoolgateway.com](http://www.schoolgateway.com) and this will link with your child(ren).

When children wish to change from school dinner to a packed lunch or vice versa, at least one complete week's notice should be given. If your child is allergic to any particular food please inform us.

## **Packed Lunches**

Children may bring their own packed lunch in a named container. It should be placed on the lunch trolley before school. **Due to children in the school being allergic to nuts, we ask that no nuts be brought into school, e.g., no peanut butter sandwiches.** As many sweets contain traces of nuts, we also request that sweets be left at home and not included in packed lunches. As part of our Healthy Schools programme, we try to encourage healthy packed lunches and do not allow sweets, chocolate or fizzy drinks in packed lunches.

## **Water**

Children are encouraged to drink water throughout the day to keep hydrated and aid learning. A healthy school water bottle can be purchased from the school office so that children have access to water throughout the day. A hydrated brain learns better.

## **National Fruit Scheme**

We are lucky to be included in the free fruit scheme and as a very small school, all our children benefit from this at morning break.

## **Travel Plan**

As part of our Healthy Schools initiative we have looked at ways to promote a healthier lifestyle by walking to school whenever possible. We have in place an active travel scheme, which means we encourage every child to come to school by another means rather than car each week. We currently have a number of children who scoot to school each day. Those who live further afield can park in the car park of the local public house, as agreed with the landlord, morning and evening so that every child has the opportunity to walk at least part way to and from school. This initiative also helps to ease congestion outside the school, making the area a safer environment.

<b>School Term Dates 2019 - 2020</b>		
<b>Term</b>	<b>Dates</b>	<b>Teaching days</b>
Autumn 1 2019	Wednesday 4 <sup>th</sup> September 2019 to Friday 18 <sup>th</sup> October 2019	33
<b>Half Term 21<sup>st</sup> October – 25<sup>th</sup> October</b>		
Autumn 2 2018	Monday 28 <sup>th</sup> October 2019 to Friday 20 <sup>th</sup> December 2019	40
<b>Christmas Break</b>		
Spring 1 2020	Tuesday 7 <sup>th</sup> January 2020 to Thursday 13 <sup>th</sup> February 2020	29
<b>Half Term 17<sup>th</sup> – 21<sup>st</sup> February</b>		
Spring 2 2020	Monday 24 <sup>th</sup> February 2020 to Friday 3 <sup>rd</sup> April 2020	30
<b>Easter Break: Monday 6<sup>th</sup> April- Friday 17<sup>th</sup> April</b> (Good Friday 10 <sup>th</sup> April, Easter Monday 13 <sup>th</sup> April)		
Summer 2 2020	Monday 20 <sup>th</sup> April 2020 to Friday 22 <sup>nd</sup> May 2020	22
(Bank Holiday 4 <sup>th</sup> May)		
<b>Half Term 25<sup>th</sup> May – 29<sup>th</sup> May</b>		
Summer 2 2020	Monday 1 <sup>st</sup> June 2020 to Friday 17 <sup>th</sup> July 2020	36
<b>TOTAL</b>		<b>190</b>
<b>Summer Break</b>		
<b><u>Inset Days for teachers</u></b>		
Monday 2 <sup>nd</sup> September 2019 Tuesday 3 <sup>rd</sup> September 2019 Monday 6 <sup>th</sup> January 2020 Friday 14 <sup>th</sup> February 2020 Monday 20 <sup>th</sup> July 2020		
<b>Total Inset Days 5</b>		



## **PRATTS BOTTOM PRIMARY SCHOOL Home School Agreement**

We are proud to be a small village school that offers children a welcoming and secure environment in which to learn and develop as young people.

We aim for the highest attainment for all our pupils, through high quality teaching, in a well-managed and structured environment.

As a school we believe in mutual respect and self-discipline and encourage each individual to be happy, helpful, and hardworking.

### **❖ The school will:**

- a) Actively encourage children to do their best at all times so that they may achieve their full potential through a broad and balanced curriculum.
- b) Encourage children to respect all adults and children in the school with the adults in school leading by example.
- c) Encourage children to take care of their surroundings and others around them to ensure a happy and safe environment in which to learn.
- d) Hold regular meetings with parents to discuss their child's educational and social progress at school.
- e) Set homework in Maths and English on a regular basis for all children, with occasional topic work. We will monitor homework to ensure that it is appropriate for each child.
- f) Discuss with parents any concerns or problems that affect their child's work or behaviour.
- g) Keep parents informed through newsletters and notices about special events.
- h) Present parents with a topic web at the beginning of each term to outline what teachers aim to teach.
- i) Follow the behaviour policy and ensure that all children are treated in a fair and respectful manner.
- j) Provide the children with the opportunity to explore other cultures and different aspects of society that they will meet in life, in order to be a more informed citizen for the 21<sup>st</sup> Century.

### **❖ The Parents will:**

- a) Support the school's behaviour policy.
- b) Make sure that their child arrives at school in good time – 8.40am to begin at 8.45am, and is collected promptly at the end of the day – 3.30 pm.
- c) Make sure their child attends regularly and provide a phone call/email or note of explanation if the child is absent.
- d) Understand and respect the decisions made by the school and treat its members of staff with respect.

- e) Inform the school if they have/had any involvement with outside agencies EG Social Care, Speech and Language etc.
- f) Try to participate in our active travel scheme.
- g) Attend open evenings to discuss their child's progress.
- h) Support their child with homework and other opportunities for home learning.
- i) Where possible make appointments, e.g. doctors or dentist outside of school hours.
- j) Ensure that holidays are taken during the set school holiday periods.
- k) Ensure that their child follows the school uniform requirements

❖ **The child will be helped and encouraged to remember our special promises:**

*Treat others as we would like to be treated.*

*Do our best in all that we do.*

*Listen to each other; we don't interrupt.*

*Tell the truth; we are honest and we don't tell lies.*

*Be polite and respectful to all adults; we are not rude in the way we speak or act.*

*Look after our own, others' and the school's property.*

❖ **The child will be helped and encouraged to remember our special playtime promises:**

*Be kind to each other*

*Think before we act*

*Take good care of equipment*

*Use equipment for its purpose*

*Share*

*Listen to adults and Year 5 Playleaders*

*Tidy up*

❖ **Together we will:**

- a) Encourage and help the children to keep to the school's special promises.
- b) Support the child's learning to the best of our abilities to allow them to achieve their full potential.
- c) Identify and address any special needs that a child may have, within the resources available to the school.
- d) Adhere to the behaviour and attendance policies (see website)

I/We agree to support the school in the ways mentioned above.

Signed.....(Parent/Carer)

Date.....

Signed.....(Head of School)

Date.....

Signed.....(Child)

Date.....