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BISHOP CHAVASSE

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Church of England Primary School

# Welcome Pack 2025



**Bishop Chavassee Church of England School Policies are all underpinned by our school parable 'The Wise and the Foolish Builder'.**



*"The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock." (Matthew 7:25)*

Jesus is at the heart of Christianity. As a church school we believe that, like the wise man, those who are guided by the word of God in the Bible and trust in him will become **wise, compassionate** and **honest**; be empowered to weather all storms, help one another flourish and make a difference in the world.

Bishop Chavassee School knows and values every wonderfully and uniquely created child and adult. Supported by faith, we establish firm foundations for our children to become resilient, curious, confident, community minded courageous advocates who flourish and thrive. We build on and support the development of the whole person in a safe, happy Christian environment. We inspire everyone to **fulfil their potential** through our high expectations and a broad, creative and inspirational curriculum; rich in opportunity to develop culture capital, have fun and partake in adventures. Everyone will develop an everlasting love of learning. Our dedicated, passionate staff, supported by parents, Governors and the Tenax Schools Trust are committed to nurturing our community to **achieve excellence together** in an environment where everyone is wise, trustworthy and compassionate. Pupils will make everlasting friendships and exciting life-long memories.



## A Welcome from our Headteacher Mrs Becks Hood:

Dear Parents/Carers,

Welcome to Bishop Chavasse Church of England Primary School. We are a thriving two-form-entry academy school, established in 2017, and part of the Tenax Schools Trust.

This is an exciting time for your family, as your child begins their school journey at Bishop Chavasse and you join our school family. We hope that your child will be very happy here, and enjoy achievements and make many lifetime memories as a pupil at our school.

We hope this information pack gives you an insight into how our school is organised and an appreciation of the exciting, memorable opportunities your child will have while they are with us. Our Christian ethos underpins the learning journey your child will experience. Jesus is at the heart of Christianity. As a church school we believe that, like the wise man, those who are guided by the word of God in the Bible and trust in him will become **wise, compassionate and honest**; be empowered to weather all storms, help one another flourish and make a difference in the world.

Our staff team are enthusiastic and dedicated. They strive to provide a rich curriculum which will inspire, challenge and motivate every child to ensure they are prepared for future education and journeys beyond our school. Our staff ensure children leave us as confident, curious, kind young people with a love of learning.

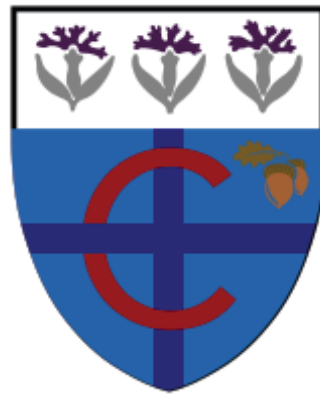
We are incredibly proud of our children's achievements and celebrate them during weekly celebrations of effort, progress and positive behaviours linked to our Christian ethos. Arts, sports and academia are celebrated in equal measures to ensure we recognise the strengths of all our children. Our link churches, St Stephen's and St Peters & St Paul visit school on a weekly basis to celebrate our children's progress and hold services for us at key festival times throughout the year.

The key to a successful learning journey at primary school is a solid, trusting relationship built between home and school. We believe children learn best when home and school work closely together. We welcome parents to school to share their children's learning, to meet the teachers, for workshops to share how we teach your child and for conversations and communications that will benefit your child's time at school.

If you would like a more detailed understanding of our school, in order to get to know it further, we would warmly encourage you to:

- Speak to your friends with children already at BCS;
- Call our office team to arrange a visit: 01732 676040;
- Attend one of our open days for new starters;
- Contact our PTA on [pta@bishopchavasseschool.org.uk](mailto:pta@bishopchavasseschool.org.uk); and follow us on Facebook: [Bishop Chavasse Primary School PTA](#) and Instagram: [pta\\_bishopchavasse](#)
- Have a look at our website: <https://www.bishopchavasseschool.org.uk/>; and follow us on Facebook: [Bishop Chavasse Primary School](#) and Instagram: [bishopchavasse](#)

We hope you enjoy reading this welcome pack. If you have any further questions, please do not hesitate to contact the school office team on 01732 676040 or email the office: [office@bishopchavasseschool.org.uk](mailto:office@bishopchavasseschool.org.uk).



A handwritten signature in black ink, appearing to read 'R. Hood'.

Mrs Becks Hood  
Headteacher



## Wishing you a very warm welcome to Bishop Chavasse Church of England Primary School

Bishop Chavasse CE Primary School is a two-form-entry primary school in Tonbridge, established in 2017.

We welcome children aged 4-11 years and are part of the Tenax Schools Trust.



Mrs Becks Hood, Headteacher



Our staff teaching team, World Book Day 2025

We are delighted you have chosen to be part of our school community – we are a large school but have a distinctly warm and welcoming family feel which will ensure you and your child will settle in quickly and make new friends.



Our whole school taking part in Collective Worship



EYFS (Early Years Foundation Stage)



Children's Laureate Wales, Author and Poet, Alex Wharton visiting during book

Sports Week Mini Marathon 2024



## What does Bishop Chavasse School offer you and your child?

Bishop Chavasse CE Primary School is fortunate enough to benefit from being a new purpose-built building with constantly developing and evolving outside spaces for your child to learn in.

At our school we are proud to carry the name of Bishop Chavasse. We are named after a former Bishop of Rochester and one of the founding members of Bennett Memorial Diocesan School in Tunbridge Wells.

Christopher Chavasse was born in 1884 in Oxford. He was a keen athlete and competed in the 1908 summer Olympics in London. He later served as a chaplain in the British Army during the First World War. Christopher Chavasse was nominated to become Bishop of Rochester in March 1940 and was consecrated in April of the same year. He remained as the Bishop of Rochester until 1960. During this time, alongside Lady Bennett, he founded Bennett Memorial Diocesan School (our Tenax Trust secondary school) where his memory is held in high regard and his name is used as one of the House names for the school.



As a church school, we have close links with our local churches in Tonbridge and the children all have the opportunity to attend services. In addition, we gather together daily in school for a time of Collective Worship.

As a faith school, we have a number of families who worship regularly; we are an inclusive school and warmly welcome many children from families of Christian faith, and those of other faiths and those of none. Our inclusivity is what defines us: building strong foundations for all children to flourish and achieve excellence. We believe that happy children thrive and our values underpin all that we do.



## What we offer you:

### Outside we have:

- A forest school area where your child will take part in regular Outdoor Learning sessions;
- An outdoor classroom which can be used all year round;
- Three playgrounds – one each for EYFS, KS1 and KS2;
- Large grassy areas with a trim trail;
- Full sized netball pitch for children to practice their ball skills;
- Spaces to run around in and also spaces to spend quiet outdoor time in.



### Inside we have:

- Spacious classrooms along two easy to navigate corridors – one for EYFS (Early Years Foundation Stage) and Key Stage 1, and one for Key Stage 2;
- Passionate, inspirational class teachers delivering high quality, personalised lessons every day;
- Teaching assistants who support the class teacher and deliver targeted interventions across year groups;
- A bright, spacious and well stocked library to borrow exciting books from;
- Quiet learning spaces outside the classrooms for personalised teaching;
- A dedicated room for music lessons;
- A room for Science, Technology, Engineering, Art and Maths (STEAM);
- A fully equipped sensory room;
- Play therapist with a dedicated play therapy space;
- Daily Collective Worship where the school comes together to worship and reflect;
- A vertical House group system enabling your child to form friendships across the school;
- On site kitchen facilities providing your children with a choice of healthy, nutritious lunches every day;
- A variety of after school Enrichment clubs ranging from watercolour painting and gardening, to dodgeball and science;
- Targeted 'Early Bird' groups to support, challenge and extend learning before school;
- Daily breakfast club.



### In addition we offer:

- Collective Worship run by staff from our link churches St Stephen's and St Peter and St Paul;
- Services for key festivals at our local church for the whole school to attend;
- A variety of in-school workshops to extend and support learning;
- Exciting school trips and excursions;
- Weekly swimming lessons for children timetabled in blocks across the school year;
- The opportunity to participate in academic, music, sporting and dance competitions;
- Extended wraparound care after school run by Newton Lang until 6.30pm;
- On site play therapy, speech therapy and music lessons where required;
- 2 Walking buses to assist with school drop offs and to aid congestion on the roads.



We hope you will take advantage of all that we are able to offer your child at Bishop Chavasse and we are looking forward to welcoming you to our community and getting to know you.



## In year transfers - your new school day

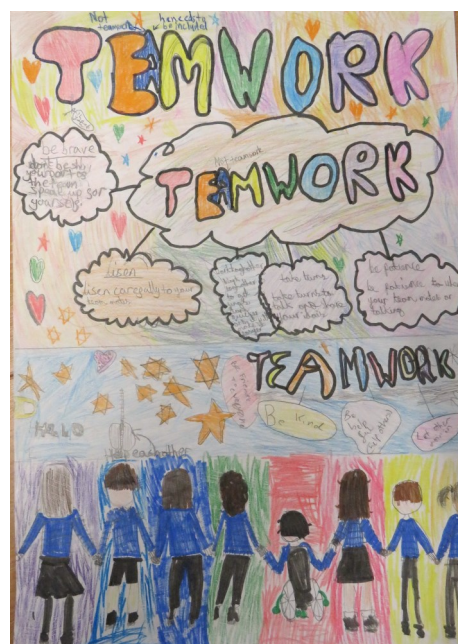
### First Day

We want to do everything we can to make your move to our school as happy as possible - we know it can feel daunting. We will tell you your new class and the name of your new teacher before you start and ensure your class teacher is at the office reception to welcome you on your first day. We will have a buddy for you from your new class, who will help you find your way around and make settling in fun and easy.

When you arrive for your first day, please come to the office reception at 8.45am. Your new class teacher will meet you and take you to your new classroom. This means you avoid the busy school gate while you find your way around.

Our school day starts at 8.55am and finishes at 3.15pm. Registers close at 9.10am. All parents are asked to complete a pick up form to indicate which adults usually collect on which day to ensure safety for all the children.

### After your first day



Year group	Drop off time and location: gates open at <b>8.45am</b> and close at <b>8.55am for a prompt registration</b>	Collection time and location: gates open at <b>3.15pm</b> and close at <b>3.30pm</b>
R (EYFS)	<b>8.45am</b> - Walk through the KS1 gate with your child, and go to the EYFS gate where a member of staff will meet you and take your child into the classroom	<b>3.15pm</b> - EYFS classroom outside door. Please line up and a member of staff will dismiss your child to you.
1 and 2	<b>8.45am</b> - please leave your child at the KS1 gate and they will walk to their classroom door where they will be met by a member of staff.	<b>3.15pm</b> - KS1 gate will open and you will be invited in to line up outside your child's classroom door. A member of staff will dismiss your child to you.
3	<b>8.45am</b> - please leave your child at the KS2 gate, where a member of staff will meet your child and they will walk to their classroom through the playground, where they will be met by a member of staff.	<b>3.15pm</b> - KS2 gate will open and you will be invited in to line up outside the door furthest from the gate. A member of staff will dismiss your child to you. Written permission can be given for KS2 children to walk around to KS1 to meet parents who are collecting KS1 children.
4	<b>8.45am</b> - please leave your child at the KS2 gate, where a member of staff will meet your child and they will walk to their classroom through the playground, where they will be met by a member of staff.	<b>3.15pm</b> - KS2 gate will open and you will be invited in to line up outside the door closest to the gate. A member of staff will dismiss your child to you. Written permission can be given for KS2 children to walk around to KS1 to meet parents who are collecting KS1 children.
5 and 6	<b>8.45am</b> - please leave your child at the KS2 gate, where a member of staff will meet your child and they will walk to their classroom through the playground, where they will be met by a member of staff.	<b>3.15pm</b> - Please line up outside and collect your child from the school hall. A member of staff will dismiss your child to you.  Written permission can be given to KS2 children to walk around to KS1 to meet parents who are collecting KS1 children. We also encourage children in Years 5 and 6 to walk home independently where possible. Written permission is required.

## Enrichment Clubs, Breakfast Club and After School Wrap-Around Care

Bishop Chavasse Primary School provides excellent pastoral care and Enrichment opportunities. These range from a variety of clubs such as chess, art, dance, construction, nature, golf, dodgeball and football. Enrichment clubs run from 3.15pm to 4.30pm daily.



The school also runs a wraparound provision which includes a popular daily breakfast club from 7.30am (please drop your child off at the school hall) and afterschool Enrichment clubs until 4.30pm. These provisions need to be booked and paid for via the school booking system. Places are limited and so are offered on a first come, first serve basis via our online booking system Arbor. The booking window opens two weeks before the end of the preceding term. All our clubs are set out on the website: [Breakfast Club, Enrichment and After School Clubs](#). Children in Early Years are invited to take part in a special enrichment club just for them during the first term while they settle in.

EYFS and KS1 children attending an afterschool Enrichment club should be collected from the school library, through the KS1 gate and KS2 children from the school hall at **4.30pm promptly**. A member of staff will always dismiss your child to you.

Additional wraparound care is provided by an external provider **Newton Lang** who offer childcare from 4.30pm - 6.30pm. Leaflets can be picked up from the school office or you can contact them via email: [newtonlangccc@gmail.com](mailto:newtonlangccc@gmail.com).



Once dismissed to their collecting adult, your child is their responsibility, even within school grounds.

## Communications

We ensure that we keep our parents well informed on all that is going on at the school, as we know the importance communication has in ensuring a close home-school relationship.

We use an online system called Arbor for sending out communications, for the booking and payment of clubs, trips and parent consultations. When you join our school, you will be given instructions for logging on to the system by our office team. If you have any difficulties, please see the office team and they will be able to help you.

In order for us to work towards becoming a paperless school, we email newsletters and letters to keep you up to date. Class pages on the website are also updated each week with news relating to your child's school year or class and homework. Please ensure you check these regularly for notices and to find out what your child has been learning each week. Facebook – [Bishop Chavasse Primary School](#) - and [Instagram](#) are also excellent ways of seeing all the exciting things that go on during the school week.

On occasion, school staff may need to contact you during the day, if for example your child is unwell. It would be helpful to have at least three emergency contacts per child.

Please ensure the school is kept up to date with contacts. If you need to send someone different to collect your child, we will ask you to email a photograph of that person to the office for confirmation of identity.

If you need to speak to your class teacher/teaching assistant, they are usually available straight after school pick up. It is not always possible for teachers and TAs to be available at the start of the school day as they are preparing for your child's day. We believe strongly in a close partnership between home and school, so please do speak to your class teacher when you feel it necessary to discuss any concerns, or indeed, achievements - we love hearing about these too. In order to provide the highest level of care for your child and development of their learning, we ask you to support us fully and the ways in which you can do this effectively can be found in the enclosed home school agreement. Please read and keep in an accessible place at home.



## Contacting Our School

The school office is open daily from 8.00am until 4.30pm for all school-based enquiries: [office@bishopchavassschool.org.uk](mailto:office@bishopchavassschool.org.uk) or 01732 676040.

If you are reporting your child's absence please report it to our absence email:

[absence@bishopchavassschool.org.uk](mailto:absence@bishopchavassschool.org.uk)

For any urgent safeguarding concerns please email: [dsl@bishopchavassschool.org.uk](mailto:dsl@bishopchavassschool.org.uk).

If you would like to contact a member of staff, please speak to them at the gate at school pick up time, or alternatively please email the school office, and your message will be passed on to the relevant member of staff. We do not share staff's individual email addresses. Staff will endeavour to respond to emails within 48 hours. In case of an emergency, the DSL email is monitored for safeguarding concerns, but we recommend you contact the police in case of an emergency outside of school hours.

## Your new school uniform



We have a smart but simple school uniform, which the children wear with pride; just as we have high expectations of pupil conduct, we have high expectations that children wear their school uniform and look smart and ready to learn.

## EYFS uniform

In EYFS, we recognise that many children will have just mastered getting themselves dressed. Therefore, the uniform in EYFS only is as follows:

- Royal blue, school sweatshirt or cardigan with the school logo;
- White polo shirt, these can be purchased with the school logo or may be plain white. It is useful to have at least a couple with logos as we ask for these to be worn for easy identification on school trips;
- Grey trousers, shorts, skirt or pinafore: where possible, please purchase with elasticated waists, rather than with a button or fastener, to support your child's development stages;
- Black sturdy shoes (velcro where possible as the children need to be able to take them on and off independently through the day);
- Mid blue and white full gingham summer dress or gingham playsuit (terms 1, 5 and 6 only);
- Black or grey socks, or black or grey tights in winter, and white socks with gingham dresses/playsuits in summer;
- School logo book bag and school logo PE bag;
- A school water bottle is provided.



## PE:

- House coloured T-Shirt (with school logo). Parents will be informed of their child's House at the welcome evening;
- Black shorts;
- Plain black tracksuit (with or without the school logo) for the colder months;
- Sturdy trainers. No plimsolls;
- School PE bag with logo.

## Year 1 – Year 6 uniform

- Royal blue, school sweatshirt or cardigan with the school logo;
- White **shirt**;
- School tie which can be tied (KS2) or pre-knotted with elastic (KS1). These can be purchased from the school office;
- Grey trousers, shorts or skirt;
- Mid blue and white full gingham summer dress or gingham playsuit (terms 1, 5 and 6 only);
- Black or grey socks, black or grey tights in winter, and white socks with gingham dresses/playsuits in summer;
- Sturdy plain black shoes.

### PE:

- House coloured T-Shirt (with school logo): parents will be informed which House their child is in;
- Black shorts;
- Plain black tracksuit (with or without the school logo);
- Sturdy trainers – no plimsolls;
- School PE bag with logo.



### Optional:

- Blue school coat (reversible, waterproof, with logo).
- School backpack bag.
- School water bottle.

We require all EYFS/KS1 children to have the school book bag. We recommend KS2 children purchase a school rucksack. We ask that **ALL** items of school uniform are permanently named. This is to ensure that any lost property can be returned to its correct owner.

Our school clothing supplier is **Paul Marchant**. Paul provides our parents with high quality uniform at reasonable prices. He can be contacted by phone: 01892 834372 or 07710 517237. Alternatively, you can email him at [paulmarchant76@btinternet.com](mailto:paulmarchant76@btinternet.com).

In addition, we have small items for sale in the school office and the PTA provides a second-hand uniform shop. They can be contacted by email at [pta@bishopchavasseschool.org.uk](mailto:pta@bishopchavasseschool.org.uk).

## Jewellery, nail varnish and hair

Jewellery or nail varnish should not be worn to school. Students can wear one pair of studs; these have to be small, plain silver or plain gold. Students may wear a wrist-watch, however smartwatches are not permitted. With the permission of the Headteacher, there may be exceptions for religious items, provided they are worn under a shirt. If earrings are unable to be removed these should be covered with micropore tape, which parents will need to provide. Any items worn into school are the child's responsibility.

All long hair - past shoulder length - must be tied back neatly with blue, white, black or hair coloured discrete bands and clips. This is for safety whilst learning and playing, to keep hair neat and out of children's eyes whilst they are working and to prevent the potential spread of headlice. Please save large bows and hairbands for outside school, weekends and holidays. This is for health and safety reasons.



## Water Bottles

We encourage all children to drink water throughout the day. We will gift every new starter in EYFS a school water bottle on their first day at school. Children must only have water in their water bottle; no flavoured drinks or juice.



## School Meals

We are fortunate to have our own school chef who cooks healthy, nutritious meals on site every day. All children, under the age of seven, are entitled to Universal Infant Free School Meals. This means that they are able to have a free hot meal or sandwich each day, prepared from fresh ingredients by our caterers, Nourish.

**All children in EYFS and KS1 have a school meal.** They can choose between a hot meal or our sandwich option. We ask all parents to make sure that they notify us in writing of any allergies or dietary requirements your child may have. This may, for example, include if you would like your child to only have a vegetarian hot meal choice if they normally eat halal meat (as halal meat is not provided by Nourish). We do not allow home packed lunches for these year groups unless there are extenuating circumstances. Please speak to us if you have any questions.



**From Year 3**, if you receive an income-based benefit, your child may still be entitled to Free School Meals, through the government scheme. Please see below for more information. If you would like to purchase a school meal for your child in Year 3 – Year 6 you are able to do this through Arbor.

Menus are available from the school office so that you can see the variety of healthy meals served each day, including a gluten free, dairy free and vegan menu. Please share the menu with your child and discuss the meal choices which they will then confirm every morning with their teacher at registration.

For those children in KS2 who choose to bring a packed lunch from home, we ask parents to provide a healthy and balanced lunch which will meet your child's nutritional requirements. Please do not include the following in your child's packed lunch: ring pull tins, cocktail or kebab sticks, sweets or chocolates. We are also a **NUT FREE** school and so ask parents to check packed lunch ingredients very carefully, to ensure the safety of all of our children. Nut products found in school will be removed.

## Free School Meals and Pupil Premium

Although all EYFS, Year 1 and Year 2 children will receive a Universal Free School Meal, if you are in receipt of an income-based benefit, your child may be eligible to receive Free School Meals throughout their time at our school. You will need to register for this at [Free school meals - Kent County Council](#) and, if in doubt, please contact the school office to discuss. In addition, to receiving free school meals, the school may also receive funding to support the pupils registered as pupil premium (PP) which will support their learning.



A child will also be registered as Pupil Premium if: they are, or have been, whilst in a primary school setting, entitled to the Free School Meals provision (detailed above); they are a Looked After Child (LAC); they are a child adopted under the Adoption and Children Act 2002; they are a child who has left care under a Special Guardianship Order or Residence Order; they are in receipt of a child pension from the Ministry of Defence; they have a parent who is or has served in the Armed Forces.

Children who are in receipt of PP entitlement receive a free place (subject to allocated spaces), each term, at one of our after-school Enrichment Clubs. We encourage families to check their eligibility for Pupil Premium funding as soon as their child has started school.

## Snack Time

Children in EYFS, Year 1 and Year 2 receive a free piece of fruit or vegetable each day, usually at morning snack time, as part of the government's scheme. Children in these year groups may bring an additional piece of fruit in for the afternoon if they wish.

Children in KS2 are encouraged to bring a snack for break time: this must be a piece of fruit or chopped vegetable.

All children under the age of 5 and children entitled to Free School Meals will receive a free portion of milk, daily - provided by CoolMilk. When your child reaches their 5<sup>th</sup> birthday, they are able to still access this provision; however, there will be a fee - this is partially subsidised by the Department for Environment, Food and Rural Affairs (DEFRA).

If you wish for your child to access this milk scheme, please use this link to register your child: [www.coolmilk.com/register](http://www.coolmilk.com/register).



## Absences

We all recognise the importance of attending school regularly in order that the children settle well and have the very best chance of being successful in school. We therefore ask that children attend school regularly and are on time. Attendance is closely monitored at Bishop Chavasse School.

If your child is too unwell to attend school, they need to be kept at home until they are well enough to return to school. However, we do ask that children who have a mild cold are sent to school as they often feel better as the school day progresses when they are engaged in their learning.

You are required to inform the school of absences prior to the start of the school day: please either telephone the school office on 01732 676040 or email the absence email [absence@bishopchavasseschool.org.uk](mailto:absence@bishopchavasseschool.org.uk) each day of your child's illness by 08:55am.

Kent Health Authority guidelines state that with a stomach bug a child must be free of sickness and/or diarrhoea for at least 48 hours before returning to school. Further details about exclusion periods for infectious illnesses are available from the school office, via the school website's [attendance policy](#) and from Public Health England. If you are in doubt as to whether your child is well enough to attend school, please contact the school office for advice.

Special Leave Request Forms are available from the office and these are required to be completed 2 weeks prior to when your child is expected to be absent from school, for any reason, other than illness. Permission must be obtained from the Headteacher through a Special Leave Request Form. Leave will only be granted in exceptional circumstances - this does not include family holidays, and you may be fined, by Kent County Council, for doing so.

## Medicines

All prescribed medicines which children may need at school must be delivered personally to the school office and be in the original packaging, supplied by the dispensing chemist, and the name and dosage must be stated on the packaging. The medicine must be accompanied by a form signed by a parent giving permission and clear instructions for their administration (copies of this are available in the school office).

Asthma inhalers are kept in a first aid bag in the child's classroom which is always accessible. We will inform you if your child's inhaler has been administered during the school day. Kent County Council Policy is to only administer antibiotics in school if the prescribed dose is a minimum of four times a day.

If your child has a more serious or long-term medical condition, please book an appointment with the SENDCO in order for an Individual Health Care Plan to be completed, so that we have all relevant details about medication and care of your child.





## Walking Bus

In order to support those families who need to get to work, or are walking to school, we offer 2 daily walking bus services. One walking bus departs from Tudeley Lane near the Barnes Lodge care home entrance at 8.30am. The second walking bus departs from Hendy Ford at 8.20am until 8.30am, this runs as a 'drop and go' walking bus. The walking buses leave at 8.35am promptly. Three members of staff walk the children safely to school. In the event of adverse weather affecting school opening, the walking bus will not run. This is good for the environment, cutting down on car journeys, and reduces congestion in our school car park - and the children really enjoy it too!



## Parking

We ask that parents, where possible, walk to school and indeed the children are encouraged to walk, scooter or cycle to school as part of their healthy lifestyle - we have bike/scooter racks on site. We do request that where parents need to drive to school they are considerate of our neighbours and do not park in Baker Lane. Reducing traffic around the school site makes it a much safer area for children and we appreciate parents' co-operation with this. We are very fortunate to be able to provide a limited number of car parking spaces, which are available at the beginning and end of the school day. However, we request that parents/carers do not park in the staff parking areas, or disabled bays, without displaying a badge. If you are a blue badge holder, please inform the office staff of this so that we are aware.

The car park turning circle is available for use at the start of the school day, in order to enable parents to drop their child off, where they will be greeted by a member of school staff. This is to be used when the child is happy to get out of the car independently and walk to their gated entrance. This is, however, not a parking zone.



We ask that all parents/carers driving their children to school stick to the **5mph** speed limit in the carpark so we are providing a safe environment for the children before and after school. Please do not use mobile phones whilst driving on the school site.

## Volunteering at BCS

We are always looking for willing volunteers to support our children in school with activities such as reading, creative curriculum, swimming supervision and also accompanying us on educational visits (both local and further afield). If you think you or your child's grandparents may be in a position to help in any of these areas, please email the office to enquire about volunteering at our school. We offer full training to those who would like to join our growing team of volunteers.

## Security

All visitors to the school site must sign in at reception. Once signed in, visitors will be required to wear their lanyards and stickers, in order that Safeguarding procedures are adhered to. Please ensure that you read the Safeguarding information before entering the school site. Visitors are required to sign out when leaving the site.

## PTA

### Message from PTA

My name is Annemarie and I am the chair of the PTA (our Parents Teacher Association) here at Bishop Chavasse. I am a parent of three children here at Bishop Chavasse, and it is my absolute pleasure to welcome you and new children to our school community.

Our PTA is a charity, and a collaboration between parents, carers and school staff to raise funds to benefit our wonderful children. We put on a variety of events for our parents/carers and school staff, and most importantly the children. This usually includes events like a Summer Fair, Christmas Fair, a Christmas day, which included a Santa's grotto visit, and popcorn in our outdoor learning area, as well as our very popular disco. This year we are planning more exciting events such as an Easter bunny run, silent auction and Taskmaster evening.

This year we aim to raise £8,000! A substantial part of that money will go towards our revamped library to inspire our children's reading. We are now working with the school community on ideas for other improvements we want to make.

We are only successful because of the support of parents/carers and school staff, and our wider community. We'd really like each parent/carer to volunteer at least once per year in some way using the different skills that you might have. If you want to be involved, let us know on [pta@bishopchavassesschool.org.uk](mailto:pta@bishopchavassesschool.org.uk). You can be added to our volunteering list (people who are happy to help out on an ad hoc basis) or be part of our PTA committee.

I promise you, it is a lot of fun to be involved, and seeing the absolute joy in our children's faces when we host one of our unique events.

Best wishes,

Annemarie Roberts

PTA Chair





# PTA

## UPCOMING EVENTS

FEB	MAR	APR
<b>FRI 14th</b> PRELOVED UNIFORM SALE  <b>FRI 28th</b> SCHOOL DISCO (GLOW PARTY)	<b>FRI 21st</b> RED NOSE DAY  PARENT/STAFF TASKMASTER AND QUIZ EVENING	<b>FRI 4th</b> EASTER EGG HUNT/ BUNNY RUN  PRELOVED UNIFORM SALE
MAY	JUN	JUL
<b>FRI 2nd</b> FAMILY PICNIC  <b>STARTING MON 19th</b> SILENT AUCTION  <b>THURS 22nd</b> PRELOVED UNIFORM SALE	<b>SUN 1st</b> TONBRIDGE LIONS PARADE  <b>TBC</b> FAMILY RUNNING EVENT	<b>SAT 5th</b> SUMMER FAIR  <b>FRI 4th, 11th, 18th &amp; 25th</b> ICE POLE FRIDAYS  <b>FRI 18th</b> PRELOVED UNIFORM SALE
<b>SEP</b>  <b>SUN 7th</b> TONBRIDGE DRAGON BOAT RACE		

If you would like to volunteer for any of those events, please email us at [pta@bishopchavassesschool.org.uk](mailto:pta@bishopchavassesschool.org.uk) for more information.



# Early Years Foundation Stage Information Sheet for Children

## Early Years School timetable

Usually your day in Early Years will look like this:

8:45am – 8:55am	Registration and early morning activities
9:00am - 9:30am	Phonics
9:30am – 9:45am	Literacy
9:45am – 10:30am	Exploring Time
10:30am – 10:45am	Worship
10:45am – 11:00am	Snack Time
11:00am—11:30am	Maths
11:30am—11:45am	Music and movement
11:45am – 12:45pm	Lunch
12:45pm—1:00pm	Register and relaxing time
1:00pm—1:30pm	Carpet time (topic focus)
1:30pm—2:30pm	Rainbow Learning time
2:30pm—2:45pm	Snack Time
2:45pm—3:00pm	Maths Mastery
3pm-3.15pm	Story time / Getting ready for home time

## Things you may need to know

Each morning your adult will bring you through the KS1 gate and playground to the EYFS gate where your teachers or teaching assistants for the day will meet you between 8.45am and 8.55am. The teaching team will take you into class from there (for your first two weeks at school, your adult can walk you to your classroom door and say goodbye to you there).

Every day you will need to bring a coat (please try to learn to do up your coat by yourself), school water bottle and a school book bag (not rucksack). Please make sure all of these items are labelled clearly with your name. You can put one keyring on your book bag so that it is easy to recognise as yours. We will give you a school water bottle on your first day, and your adult can buy a book bag from our uniform suppliers. Please bring in a pair of wellies and a waterproof coat to keep at school – we go outside to play and learn in all weathers. You will also need a PE kit in a school PE bag.

Our uniform page in this pack or on the website tells you exactly what you need. All items of clothing and footwear should also have your name on and it is a good idea to practise changing from your uniform and into your PE kit before you start school as we do this once a week in Early Years.



## Lunchtime and snack time

Each day you will have lunch in the hall. You will choose your lunch in the morning when we do the register. Your lunches are free and you can choose between a school packed lunch or a choice of three hot meals with a pudding. We go into the dining hall before the other classes when it is quieter. The teaching team will help you carry your trays and drinks if you need it. After you have eaten you will go outside into the EYFS playground where there are fun games to play with. In term 5, you start to play in the KS1 playground with the older children too. During the morning, you will be provided with a fruit or vegetable snack and some milk to drink while you are still 4 years old. Once you are 5 years old, your adults at home will need to sign up for you to have milk.

## Collective Worship and House Groups

Everyone at school is part of a House group. You will earn coloured House points for showing positive behaviours and fantastic learning. At different times in the year, you will meet all the other children in the school who are in your house and take part in some fun activities together. Collective Worship is an important part of our school day. In Early Years, we join the whole school for worship on a Friday after Christmas where we celebrate everyone's learning and positive behaviour. For key festivals, we visit our local church for a service. We either meet at the church and walk back altogether or we walk to the church from school and are collected there.



## KS1 Information Sheet for Children

### School timetable

Usually your day in KS1 will look like this:

8:45am-8:55am	Early Morning Fluency Work
9:05am-9:30am	Phonics
9:30am-10:25am	Maths
10:25am-10:45am	Collective worship
10:45am-11:00am	Break
11:00am-11:55am	English (including grammar)
12:00pm-1:00pm	Lunch
1:00pm-2:00pm	Foundation Subject
2:00pm-3:00pm	Foundation Subject
3.00pm-3.15pm	Story time and getting ready to go home

Usually we teach core subjects Maths, English and reading every morning, and foundation subjects like Geography, History, Science and Computing in the afternoons. Your teacher will make links between the morning and afternoon subjects where possible.



## Important things to bring to school

- School drawstring PE bag with your PE kit in. This can be ordered from our school supplier. Please see the uniform page of this pack or on our website for further details. Please make sure all items are named.
- You will need a school book bag to keep your reading record and home-work book safe. If you would like to attach a small keyring to your school book bag to help you identify it quickly, then that is allowed.
- You will need a named water bottle, which you can access during your lessons.
- You are entitled to a free school lunch each day. We provide school packed lunches, or a choice of three hot meals each day. You can pick up a menu from the school office. Packed lunches from home are not allowed for children in EYFS and KS1 except under extenuating circumstances.
- You will be offered a piece of fruit each day at snack time. If you would like to bring in your own piece of fruit or vegetable for the afternoon you are allowed to do that.
- We provide a school pencil case with everything you need. If you would like to bring in a small pencil case with coloured pens and pencils that can stay in your bag until needed, that is allowed.



You may still have lots of questions. You will be able to ask your new teacher or teaching assistant when you start at Bishop Chavasse School. Your new teacher will assign you a buddy to help you settle in and learn where everything is in our school and ensure you understand the routines in your new year group.

We are very much looking forward to meeting you when you start and to watching you grow and flourish.



## KS2 Information Sheet for Children

### School Timetable

Usually your day in KS2 will look like this:

8:45am-8:55am	Registration and Morning Work
9:00am-9:25am	Reading Strands
9:25am-10:25am	Maths
10:25am-10:45am	Collective Worship
10:45am-11:00am	Break
11:00am-11:20am	Grammar and Spelling
11:20am-12:30pm	English
12:30pm-1:30pm	Lunch
1:30pm-2:30pm	Foundation Subject
2:30pm-3:15pm	Foundation Subject

Usually we teach core subjects: Maths, English and reading every morning and foundation subjects like Geography, History, Science and Computing in the afternoons. Your teacher will make links between the morning and afternoon subjects where possible.

### Important things to bring to school

- Drawstring PE bag with your PE kit in. This can be ordered from our school supplier. Please see the uniform page of this pack or on our website for further details. Please make sure all items are named.
- You will need a rucksack to keep your reading record and homework book safe. If you would like to attach a small keyring to your rucksack to help you identify it quickly, then that is allowed.
- You will need a named water bottle, which you can access during your lessons.
- You can have a school lunch each day. We provide a choice of 3 hot meals each day. You can pick up a menu from the school office. Packed lunches from home are allowed. Please ensure they are healthy and nutritious to ensure you are well fed and ready for the afternoon learning.
- You can bring in a piece of fruit or other healthy snack each day to have at playtime.
- We provide a school pencil case with everything you need. If you would like to bring in a small pencil case with coloured pens and pencils that can stay in your bag until needed, that is allowed.
- You can bring in a pair of wellies so you are able to use the trim trail on certain days. Please ensure these are named.





You may still have lots of questions. You will be able to ask your new teacher or teaching assistant when you start at Bishop Chavassee School. Your new teacher will assign you a buddy to help you settle in and learn where everything is in our school.

We are very much looking forward to meeting you when you start.

## Forest School

At Bishop Chavassee Primary School we are fortunate to have a large, dedicated Forest School area and an accredited Forest School Leader. Our Forest School benefits from an outdoor shelter, campfire site, woodworking equipment, bug hotels, outdoor theatre and a mud kitchen. Forest School at Bishop Chavassee School allows more than just opportunities for children to develop their imaginations; it allows children chances to grow socially, emotionally, spiritually, physically, and intellectually. This in turn allows the children the opportunities to risk take and build up resilience helping them to grow as lifelong learners. At Bishop Chavassee we are very lucky to have a permanent shelter within the Forest School site - this allows us to always go outside regardless of the weather. Each year group will have set terms whereby they will have the chance to participate in all aspects of Forest School.



## Trips

School trips are an integral part to children's learning and at Bishop Chavassee we aim for every child to be able take part in these experiences. We are lucky enough to have a team of staff that go above and beyond when coming up with trips (whether they are held internally or externally). Examples of trips that have taken place are: Kent Life, Brighton Aquarium, Hastings and Drusillas. Other experiences that have been held in school are the Wonderdome, Planetarium and the Rainforest workshop.

In the final year of school year 6 get the opportunity to go on a week long Residential trip to Heatree Centre in Devon. This is an exciting opportunity for our students to engage in outdoor education and team building activities and have invaluable learning experiences with a chance to develop their resilience, independence and social skills.



We very much look forward to you starting your journey here with us at Bishop Chavasse Primary School.



Contact us:

General enquiries: [office@bishopchavasseschool.org.uk](mailto:office@bishopchavasseschool.org.uk) / Telephone: 01732 676040

Admissions: [admissions@bishopchavasseschool.org.uk](mailto:admissions@bishopchavasseschool.org.uk)

Absence: [absence@bishopchavasseschool.org.uk](mailto:absence@bishopchavasseschool.org.uk)

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