

# Welcome Pack

Giston Church of England  
Primary School

School year 2025/2026

Headteacher: Mrs Deby Day





## GUSTON CHURCH OF ENGLAND PRIMARY SCHOOL

*Rooted in Faith, growing in wisdom, branching into the world*

### Vision

We are a diverse, vibrant learning community where everyone is welcomed, valued and encouraged. Loving relationships, rooted in the teachings of Jesus, allow children and adults to flourish together, creating wise, compassionate, respectful individuals who are ready to confidently take a productive place in an ever changing world.

### Narrative

*"For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me."*

*"Then the righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?'*

*"The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.'*

Matthew 35-40

### Our Christian Values

Compassion  
Friendship  
Equality  
Endurance  
Forgiveness

# SCHOOL STAFF - September 2024

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Headteacher: Mrs Deby Day

Assistant Headteacher (Teaching & Learning) and Year 4/5 Teacher: Mr Jonathan Wells

## Inclusion Team:

SENCO (Inclusion): Mrs Caroline Lampard

EAL Teaching Assistant: Mrs Maya Gurung

Office Manager / Bursar: Mrs Suzanne Pearce

Office Assistant: Mrs Angela Surendorff

Site Manager: Mr Peter Saunders

Cleaners: Mr Ian Frost & Mrs Prakriti Rai

## KS1 Team:

Mrs Karen Powell - Year R/1 Teacher

Miss Saskia Gifford - Year 1/2 Teacher

## KS2 Team:

Miss Claire Lawrence - Year 3/4 Teacher

Mr Jonathan Wells -Year 4/5 Teacher

Mrs Shelly Hixon - Year 6 Teacher

## Teaching Assistant and Midday Supervisors Team:

Mrs Maya Gurung (YR/1)      Mrs Katrina Bulpitt (Y1/2)

Mrs Michelle Davies (Y3/4)      Miss Hannah Game (Y4/5)

Mrs Sarah Hughes (Y6)

## SEND Support Team:

Miss Jade Johnson

Mrs Julie Davies

Miss Abigayle Pearce

Mrs Victoria Clubb

## Governors

Mrs Shelia Wilding (Chair)  
Cpl. J Rai  
Mrs Glynis Farthing (Local Authority)  
Mrs Danielle Stampton  
Mrs Michelle Noden

Mr Mick Brazier (Vice Chair)  
Mrs Deby Day  
Rev. Sean Sheffield  
Miss Corinne Murie  
Mrs Hazel Groves (Clerk)

## LEARNING AND TEACHING - INSPIRING YOUR CHILD!

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### Early Years

Most children join our school in the Foundation Stage, at the beginning of the school year in which they reach 5 years old. We are committed to providing children with a wide range of practical and challenging activities, both in the classroom and outside; designed to promote development in the following areas:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematical development
- understanding of the world
- expressive art and design

We also develop the characteristics of effective learning through playing, exploring active learning and creating and thinking critically.

### Key Stage 1 (5-7 years) and Key Stage 2 (7-11 years)

Teaching and learning at Guston covers all areas of the National Curriculum, and is broadened and enriched through a wide range of teaching strategies, excellent resources, outside classrooms and varied activities. We understand that individual children learn in different ways. Teaching aims to support different learning styles, enabling children to progress in skills, knowledge and understanding.

We ensure that the curriculum:

- is accessible and inclusive of all children
- promotes physical, moral, cultural and spiritual development
- prepares children for the responsibilities and opportunities of adult life
- takes advantage of our local environment
- is enjoyable!

Our curriculum includes:

- ❖ ENGLISH- Speaking and listening; reading; writing.
- ❖ MATHEMATICS - using and applying mathematics; number and algebra; shape, space and measures
- ❖ SCIENCE - Experimental and investigative science; life processes and living things; materials and their properties; physical processes; data handling
- ❖ COMPUTING - using, exploring and discussing experiences of IT; communicating and handling information; controlling and modelling; keeping safe online
- ❖ HISTORY - chronology; range and depth of historical knowledge and understanding; interpretations of history; historical enquiry; organisation and communication
- ❖ GEOGRAPHY - geographical skills, places, thematic studies
- ❖ ART - investigating and making; knowledge and understanding
- ❖ MUSIC - performing and composing; listening and appraising
- ❖ PHYSICAL EDUCATION - games; gymnastics; dance; athletics; swimming
- ❖ RELIGIOUS EDUCATION - learning about different belief, moral and cultural systems

*We believe that Computing should be used across the curriculum to support and enhance learning. We provide the best possible technological resources to enable learners to engage in challenging and creative projects. We promote the use of Computing in the school to enable everyone to manage their workload effectively.*

#### Additional Educational Needs

Our priority is to meet the needs of every child. Our Teachers, Teaching Assistants and Assistant Headteacher (Inclusion) identify appropriate teaching strategies and interventions to support both your child's learning and well-being, and secure their progress. Key to your child's success is the partnership between home and school, ensuring that as parents you feel informed and can contribute to your child's progress. Our AHT (Inclusion) is responsible for ensuring that

children with additional needs receive appropriate teaching programmes and where needed support from outside. Your child's progress will be regularly shared through a variety of parent evenings, open days and drop-in sessions via your class teacher. However specific enquiries can be raised with our AHT (Inclusion), Mrs Tracey Tee at any time.

## Our Facilities

- Electronic interactive whiteboards in every classroom
- A large bank of laptop computers which can be used throughout the site
- A group set of iPads
- 2 playgrounds, large field and adventure play equipment for outdoor physical education
- Wide range of sports equipment, including table tennis and volleyball
- Wildlife pond area and outside classroom for Environmental education and use throughout the curriculum

Provision for learners is also broadened through off site school visits, and visitors into school.

Children can choose to take part in a range of sports, musical and creative clubs after school hours as well as an after school weekly homework club.

## HOME AND SCHOOL

### Partnership with parents

We find that children are happiest at school, and learn most effectively when we work closely with parents. At Guston we operate an 'open door policy' which means that parents can come in to talk to class teachers, our EAL support worker, AHT (Inclusion) or Headteacher, about any concerns they may have. We also have many opportunities and events, such as coffee afternoons, drop-in sessions to look at children's work, class assemblies etc., when we encourage and welcome you to come and find out about school life.

Mrs Gurung and Mrs Lama, our EAL Support Workers are available every morning.

It is helpful if you can ask for an appointment in advance to talk to other members of staff, but of course if it is urgent somebody will be able to see you straight away.

### Home-School Agreement

We ask all parents and pupils to sign the Home-School Agreement. This is a joint contract setting out the responsibilities of parents, pupil and school for different aspects of the child's education.

### Reporting to Parents

Meetings with class teachers are held in Autumn, Spring and Summer, to discuss your child's progress at school. At the Autumn and Spring meeting you will receive information about the progress of your child and the targets they have been set for the forthcoming term. If needed, you may bring somebody with you to translate, or we may be able to provide a translator for you. Annual written reports are sent out near the end of the school year, and you have the opportunity to discuss this with your child's teacher.

### Homework

In Key Stage 1 homework is related to the class theme. Children will be given a selection of activities related to the class focus. They may also have an English and Maths activity. Phonics activities may also be given relating to the sounds learnt that week.

All children will have a 'home reader' which will be changed frequently. Books will only be changed if the home reading log has been signed by an adult, indicating that the book has been read.

In Key Stage 2 children receive homework each week. They are assigned different tasks that allow them to lead their own learning through a variety of different media for example digital platforms MyOn and Purple Mash. Through their home-learning we encourage the children to discuss the task with parents and siblings to reinforce their understanding.

Parents are encouraged to support their child's reading development by listening to them read at home daily and noting any comments in the reading record book. Upon completion of a reading book the children will complete a book quiz before selecting another book. In addition, they will have spelling and calculation targets to work on throughout the term.

### Parent helpers

Regular or occasional help from parents for activities such as listening to children read, art, cookery, computer work, or accompanying visits is always most appreciated - please contact us if you are interested.

### Secondary transfer

During the summer term, parents of Year 5 pupils are invited to discuss the most appropriate type of secondary education for their child with the Headteacher and Class teacher. Admission to grammar schools is by selection tests devised by the Local Authority (11+ tests) and/or the grammar schools' own examinations.

### Jewellery

Jewellery should not be worn to school at all, as it is a safety hazard. Children wearing jewellery to school will be asked to take it off, for safe storage in the office, and returned only to parents. Pupils with pierced ears should only wear small studs and they will need to be able to remove these themselves for PE lessons. New piercings that cannot be removed will be covered with tape.

### Mobile telephones.

Children are not permitted to bring these into school under any circumstances, as they pose a number of safety risks. If children need to contact home, or parents need to contact children during the school day, this can be done via the office. Any mobile phones found will be put in the school safe for security, and will only be returned to parents.

## ROUTINES AND ORGANISATION

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### The times of the school day

#### Mornings

8.45am - 12.00noon

#### Afternoons

1.00pm - 3.05pm

### Arriving at school

Children may arrive at school from 8.35am and must arrive by 8.45am, which is the official start of the school day. They go straight into their classrooms where the teachers will be waiting to greet them with quiet music playing or an activity prepared.

### End of the day

Parents may meet their children in the playground at 3.05pm. Please let us know if you are going to be late collecting your child so that we can make sure he or she is looked after safely. Please let us know if somebody other than your self is collecting your child as they must be identified to the office and placed on the collection list.

Please do not bring dogs onto the school site, for hygiene and safety reasons.

The school has a no smoking policy, and smoking is not permitted anywhere on the school site.

## School Dress

We want our children to develop a strong sense of belonging to their school, and be proud of wearing its uniform. We ask you to support this by ensuring that your child wears school uniform at all times.

- Grey trousers/skirt
- Pale blue polo shirt/or pale blue shirt
- Navy sweatshirt/pullover/cardigan
- Pale blue and white checked summer dress (optional)
- Navy waterproof coat/fleece

## PE Kit

- Pale blue t-shirt
- Navy shorts/PE skirt
- Trainers (most indoor PE is barefoot)
- Navy leggings/tracksuit pants
- Navy pullover or zip up jumper

***School clothing must be clearly marked with the child's name as all the children in the school have similar clothes!***

Footwear should be smart, sensible shoes with low heels.  
Trainers are not suitable everyday footwear.

## Lunchtimes

School meals are prepared by our cook, in the school kitchen. There is always a choice of meals, including vegetarian choices. We are committed to the Healthy Schools standards, and so do everything we can to encourage children to make sensible choices and eat a nutritionally balanced meal. Alternative provision can be made for children with special dietary requirements. The meat we serve is not Halal.

Our school catering supplier is Whole School Meals. The cost of a school meal from September is £2.75 making a total of £13.75 per week (likely to increase slightly every September). Children may decide to have an occasional school meal, or to have a school meal on certain days in the week.

School meals can only be paid for online by debit/credit card via the IRIS/Parent Mail app which Whole School Meals use. You may pay for a whole term of school meals at the beginning of term, week by week or day by day. Payment for these occasional meals should still be made in advance or in the morning before 9am on the day your child is having a school meal.

### Free school meals

From September 2015 all KS1 children (YR, 1&2) are entitled to a Universal Infant Free School Meal (UIFSM). However, as a school we receive additional funding for each child that is registered eligible for FSM. Your child may be able to get free school meals (FSM) if you get any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If your child is eligible, it is very important that you register them to ensure the school receives the additional funds that can be then spent on a wide range of provision that will benefit your child.

You can apply by visiting [www.kent.gov.uk](http://www.kent.gov.uk) and clicking 'free school meals' under 'Education and Children' section, then choose 'apply online' option.

### Packed lunches

Children may prefer to bring a packed lunch to eat in the hall at lunchtime. We ask parents to support us in encouraging healthy eating. Children should have some fruit or vegetables as part of their lunch, and may not eat sweets or chocolate. Please do not send fizzy drinks, or breakable containers. Diluted fruit juice or water is best for quenching thirst, and is not so harmful to teeth.

We are a nut free school. Please do not put any nuts or items that contain nuts in your child's packed lunch.

When the weather is warm during the summer term children may eat their packed lunches outside in the school grounds at the picnic tables or in sheltered areas on the field.

### Attendance

Regular school attendance is essential if a child is to make the most of the opportunities available to them. We actively seek to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Promoting positive behavior and anti-bullying
- Delivering a differentiated and relevant curriculum
- Promoting opportunities to celebrate and reward pupils' diversity, successes and achievements
- Celebrating good attendance
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

As Parents, you have a legal responsibility to ensure that your child attends school regularly. You should also make sure that your child arrives on time and in a fit state to benefit from the education offered to them.

We monitor children's attendance on a termly basis and will invite you in, if your child's attendance is considered low.

### Absences/Holidays

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we do understand that there are circumstances under which you may legitimately request leave of absence for your child to attend, e.g. a special event. Please contact the school at least a week in advance, and these will be considered on an individual case basis.

You no longer have an automatic right to withdraw your child from school for holidays in term time. We may however grant leave of up to 10 days for very exceptional circumstances. When considering each case, we will take into account your child's attendance to date. We do not authorise any leave in May or September (unless this is leave linked to armed forces operational deployment).

# WELFARE

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## Behaviour and Discipline

Positive behaviour is central to our ethos and to good learning for everyone. At Guston School our approach to managing behaviour is clear and effective.

The self-esteem of our children is very important and good behaviour is recognised and rewarded in many different ways. Our 3 school rules reflect the behaviour we encourage in school.

1. Look after each other
2. Do your best all the time
3. Look after your school.

If behaviour is unacceptable then sanctions are put in place, in accordance with our Behaviour for Learning Policy. Copies are available on our website, or on request from the school office. Parents are then involved in agreeing strategies to improve a child's behaviour. We recognise the importance of parental involvement so we ask parents to support us by signing the Home-School agreement.

## Bullying

Our ethos and Mission Statement focuses on everyone's care and respect for others. We have zero tolerance for any form of bullying. All cases of bullying are logged, victims and perpetrators are spoken to, and parents are contacted as appropriate. Sanctions are applied to bullies, which may include exclusion from school.

## Illnesses at home

If your child cannot come to school, for illness or other reasons, please let us know why. This is very important, and you can do this in a number of ways:

- A telephone call to the office on 01304 206847
- An e-mail to the office on [admin@goston.kent.sch.uk](mailto:admin@goston.kent.sch.uk)
- By coming to the school office in person.
- Using School Spider App

If you do not contact us and your child is not in school, we will try to contact you. If this is not possible we may contact our School Liaison Officer.

If your child is ill during the night or unwell before school, please do not send them to school that day. If they have vomited or had diarrhoea, they must stay

off school for at least 2 days (48hrs) after the last time. Please let us know if your child has an infectious disease. If your child has been admitted to hospital, please keep us informed of his or her progress.

### Accidents and illnesses

Children who become unwell in school, or who have an accident, will be cared for by trained first-aiders and a decision taken as to whether parents need to be contacted.

All head injuries, however minor, are treated seriously. A letter is sent home to parents and your child is given a wristband to ensure you are alerted to the event.

### Emergency contact

When your child joins the school you will be asked for contact details for parents. These should include home, work and mobile telephone numbers if possible. It is also helpful if you can let us have telephone numbers of anybody else who can be contacted in an emergency. It is very important that we can contact somebody easily and that you notify us of any changes to contact details.

### Consent forms

All parents are asked to sign a general permission form for your child to take part in educational visits, swimming lessons and for various types of medical treatment in both routine and emergency situations. This includes leaving the site for local walks.

### Medicines

Wherever possible all medicines should be given at home. However, in special circumstances the Headteacher can arrange for medicines to be given at school. Only medicines prescribed by a doctor with clear details of the dosage and times on a pharmacy label can be given and parents must complete a permission form confirming these dosage details. Asthma inhalers should be kept at school at all times. Parents are asked to secure an additional prescription to safeguard their child in school. These must be in date and it remains the parent's responsibility to replace this in good time.

Please note that non-prescription medicines, including cough sweets and lip salves are not permitted in school.

### Medical Conditions

Parents should inform the Headteacher if their child has any medical condition that could affect their school life, such as epilepsy, diabetes, haemophilia or severe allergies. All staff will be made aware of such children, their symptoms and the correct response in situations when a rapid response is necessary. In such cases, a separate appointment should be made to complete a Health Care Plan to hold in school. Where appropriate this may necessitate training for staff from

outside agencies (as with epipen use or diabetes care plans) and it is helpful if the parents can arrange or flag this up well in advance.

### Head Lice

If your child catches head lice, please let school know so a general warning may be made to all parents. It is best to refer to your doctor or pharmacist for current advice about treatments.

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