

Ramsgate Holy Trinity C.E. (Aided) Primary School

Headteacher
Mr. D. Haughton

01843 860744



Dumpton Park Drive
Broadstairs
Kent
CT10 1RR

Information

for

Parents

2017 - 2018

www.holy-trinity-broadstairs.kent.sch.uk

RAMSGATE HOLY TRINITY PRIMARY SCHOOL was founded in 1858 in Thanet Road, Ramsgate and remained in those premises until March 1987 when the entire building was destroyed by fire. After a period of three years temporary accommodation in the grounds of Newlands School, Ramsgate the school was re-housed in new premises built to an exciting modern design in Dumpton Park Drive just within the Broadstairs postal boundary. As the strong connection remained with Holy Trinity Church, Ramsgate it was decided to incorporate this in the school's name.

The school is Church Aided and therefore enjoys close links with Canterbury Diocesan Board of Education and provides Anglican denominational schooling for those parents who prefer this type of education for their children. It is this factor which contributes towards the ethos of the school, so frequently commented on by visitors.

The religious affiliation to the Church is most obviously seen in the school and the church sharing the celebration of the major Church festivals, at school or in Holy Trinity Church during term time. These services include the Christmas Carol Service, Ash Wednesday, special services during Lent, Easter and Ascension Day. The Revd. P. Adams is a regular visitor to school, teaching the children in Year 6 and conducting an act of worship each week.

The school motto is :-

Domine Dirige Nos

Which means "O Lord, direct us". The children understand this as:- "Please God, show us the right way".

SCHOOL VALUES:

Faith - To have faith is to be sure of the things we hope for, to be certain of the things we cannot see.
Hebrews 11:1

Hope - Guide me in your truth and teach me, for you are God my Saviour, and my hope is in you all day long.
Psalm 25:5

Love - Serve one another in love.
Galatians 5:13

SCHOOL AIMS:

The Governors and Staff agree the following:-

The aim of the school is to maintain the high standard of achievement in every subject, which has been the hallmark of Holy Trinity for many years, for all pupils.

This is achieved in a structured teaching environment with a blend of the best of contemporary and traditional teaching methods.

Each child is taught the value of living in a community, learning to care about, and behave responsibly towards, other people, respecting their needs and putting them first. Every child is encouraged to develop his/her own potential and special gifts.

We aim for all-round development of each individual child in a community which attempts to adhere to the basic tenets of the Christian faith.

Discipline is administered by firm words. If this is insufficient, children may lose their privileges. In very difficult cases parents are called in by the Headteacher to discuss the matter.

TEACHING STAFF:

Headteacher:
Deputy Headteacher

Mr. D. Haughton
Miss E. Roberts

Class Teachers:

Miss C. Hooper (Class R)
Mrs A. Vandervord (Class 1)
Mrs. L. Joyner (Class 2) and SENCO
Miss C. Hetterley (Class 3)
Mr. J. Cotton (Class 4)
Miss E. Roberts (Class 5)
Mrs. R. Landeman (Class 6)
Mrs. M. Jackson (PPA Cover)
Mrs. A. Rhodes (PPA Cover)

NON-TEACHING STAFF:

School Secretary:

Mrs. C. Couch

Teaching Assistants:

Mrs. D. Dixon (Foundation Stage)
Mrs. G. Corless
Miss M. Cowell
Miss A. Laurence
Mrs. J. McGill
Mrs K. Mount
Mrs. N. Sitton
Mrs. R. Sykes
Miss D. Wesley

Site Manager:
Cleaner:

Mr. P. Boardman
Mrs. K. Stirrups

Midday Supervisors:

Mrs. M. Crome
Mrs. A. Goodbun
Miss V. James
Mrs. D. Kemp
Mrs. E. Pirie

Road Crossing Patrol:

Mrs F. Worledge

CURRICULUM

Ramsgate Holy Trinity School is a primary school that covers the age-range from 4+ through to 11 when children leave to join their secondary schools and the curriculum in the school is designed to meet the demands of the National Curriculum at every appropriate level:

The children join us in Class R in September. The Class Teacher, who is assisted by a Classroom Assistant, gently introduces the children to life in school.

Before the children join us, parents are invited to meet staff at an evening meeting where the routines of the school day are explained. Parents also receive an information pack to help them and their children during the first weeks of term.

Classes 1 and 2 cover the full programme recommended in the National Curriculum for Key Stage 1 (KS 1) and during the last term in Class 2 the children take the Government tests (called SATs).

Classes 3, 4, 5 and 6 cover the full programme recommended for Key Stage 2 (KS 2) and the children in Class 6 take the KS2 SATs.

In addition to the National Curriculum subjects, Religious Education is taught throughout the school as a separate subject. French is taught at Key Stage 2.

A sex education policy is available from the school, which will be implemented from September 2011. In the main, the subject is managed through the science curriculum. Professional support will be used to give factual information to children in the upper part of the school. Parents are informed if a child seeks information 'beyond' the curriculum.

SPECIAL EDUCATIONAL NEEDS and DISABILITY (SEND), when they occur, are met in accordance with the school SEND Policy and the Government's 'Code of Practice'. The Special Educational Needs Co-ordinator (SENCo), Teachers and Teaching Assistants address the needs of these children. A Governor has a specific responsibility for Special Needs.

HOMEWORK. Children are given homework, which increases in quantity throughout the school years. Each Class Teacher has his/her own approach to this and will happily explain it to you when your child is due to join that class. It is never expected to be a chore, but to enhance what is done in the classroom and prepare the child for what is expected in the secondary school.

SCHOOL HOURS:

8.45 a.m.	Registration
10.15 a.m.	Worship
10.30 – 10.45 a.m.	Morning Break
12.00 noon	Lunch
1.05 p.m.	Registration
2.20 – 2.40 p.m.	Key Stage 1 Break
3.10 p.m.	End of Day

Children should arrive at school after 8.35 a.m. and certainly in time to go into school at 8.45 a.m. when the whistle is blown. The Governors will not accept responsibility if a child is involved in an accident before staff go on duty at 8.35 a.m. Children who arrive at school after 8.45 a.m. must report to the school office to explain their lateness.

A "lollipop" patrol is on duty at the following times to cover morning arrival and afternoon departure from: 8.15 a.m. - 9.00 a.m. & 3.00 p.m. - 3.30 p.m.

SCHOOL CLOSURE Should the school need to remain closed, for example due to severe weather conditions, information will be posted on the home page of the school website: www.holy-trinity-broadstairs.kent.sch.uk and where possible, information will be broadcast on BBC Radio Kent.

ATTENDANCE All children are expected to attend school at the dates and times stated in this prospectus. Under the requirements of the Education (Pupils' Attendance) Records Regulations 1991 the Governors are obliged to publish attendance figures for the previous academic year. These figures are available from the school office.

ABSENCE If your child is absent please either telephone the office by 10.30 a.m. on the first day of absence. Any absence from school without a reason is deemed by the Department for Education as "unauthorised" and has to be recorded as such in the register against the child's name and totalled at the end of the school year. Persistent absenteeism may be pursued by the school and in the event of excessive absence a penalty notice maybe issued on behalf of the school governors. We trust that you will appreciate that this is part of this school's efforts to work with you to ensure that children attend school regularly and on time, so that we maximise the chances of success for all the children who attend this school.

ANNUAL HOLIDAY If you are unable to arrange your annual holiday during school holiday time then you must fill in the appropriate notification form obtainable from the school office. Staff will only prepare work for children to complete on holiday in exceptional circumstances. Holidays during 'statutory assessment' periods must be avoided in fairness to your child. Please also avoid holidays involving the first days of a new school year. No holiday absence will be authorised, to comply with current legislation and the possibility of incurring a penalty notice. Should overall attendance fall lower than 96% during the year, the headteacher will wish to discuss this with you as a matter of concern.

SICKNESS OR INJURY AT SCHOOL Either of these can cause great concern at school if neither parent can be contacted. Please ensure that the school has an emergency contact telephone number for your child.

ILLNESS If your child has been sick or is otherwise unwell please do not send him/her into school until fully recovered. i.e. a full 24 hours since the last symptom of vomiting or diarrhoea.

MEDICINES We are happy to administer 'maintenance' medicines and the final stages of a course of treatment – please discuss requirements with the Secretary, Headteacher or our qualified First Aid Administrator.

HEAD LICE A perennial problem! The Governors wish all parents to know that the teachers are not allowed by law to examine the children's heads. If head lice are discovered by a parent please inform the class teacher and contact the Health Clinic for advice. Treatment of head lice is a parental responsibility and should be dealt with very carefully. If we can see

infestation, we will contact you to remove your child immediately. Neglect of the problem causes other children to become infested.

ARRANGEMENTS FOR DISABLED PUPILS

Parents of disabled children are asked to give the Headteacher details of the disability as soon as they are offered a place at the school. The Headteacher will arrange a meeting at a mutually convenient time to discuss the ways in which the child's disability might hinder her/him from taking a full part in the life of the school and the ways in which such difficulties will be overcome.

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

SECURITY

The Governors make every effort to ensure that the school is secure at all times and external doors are locked during the working day.

All visitors must report to the school office to sign in and out. No parent should ever walk straight through into the school without first reporting to the office and signing in, and then signing out before they leave. This may cause you personally - from time to time - some delay, however, these measures are necessary for the children's safety and security.

ROLL NUMBERS

Our 'Standard Number' is 30, from September 1999 – with a projected roll of 210.

RELIGIOUS EDUCATION AND WORSHIP

DENOMINATIONAL STATUS : Church of England

THE SCHOOL'S PROVISION FOR WORSHIP:

An act of worship is held in the school every day for all pupils. In this Church of England Aided School, worship reflects Anglican beliefs, practices and values in accordance with the requirements of the Trust Deed. Every effort is made to ensure that the content of the worship is appropriate to the ages and family backgrounds of the children and opportunities are given for them to take an active part.

Parents have the right to withdraw their child from collective worship. We hope that parents would discuss any concerns with the Headteacher before exercising this right.

THE SCHOOL'S PROVISION FOR RELIGIOUS EDUCATION

Religious Education is taught to all pupils as part of the basic curriculum as required by law. In this school, the Governors have produced their own syllabus drawing on Diocesan guidelines and giving priority to Christian teaching.

If a parent wishes to withdraw a child from R.E. it is their right to do so. We would hope, however, that they would discuss the matter with the Headteacher before doing so.

COMPLAINTS ABOUT THE CURRICULUM AND RELIGIOUS WORSHIP

Governors have published a leaflet explaining what parents should do if they have a complaint about the curriculum or religious worship in their child's school. The leaflet encourages parents to discuss the complaint with the Headteacher first (or with another senior member of staff.) It says that the great majority of complaints can be resolved in this way. However, a parent who is still dissatisfied can refer the complaint to a panel of the school's Governing Body.

For complaints about Religious Education or Worship in a Church Aided School there is an appeal stage to the Bishop or Archbishop. Full details are set out in the leaflet "The Curriculum and Religious Worship in Schools: Arrangements for Considering Complaints". Copies are available free of charge from Diocesan House.

EXTRA CURRICULAR ACTIVITIES

The following activities are available during the year for older children:

Recorder Clubs (advanced and beginners), Netball, Football, Cricket, Rugby and Gymnastics. There are also Drama, Dance and Sewing Clubs. Additional activities are offered from time to time.

PASTORAL CARE

The Staff have formal meetings each week, but meet every day informally and all children are known to each teacher. Any need for pastoral intervention is quickly noted and dealt with. The Headteacher, Mr D. Haughton is the Designated Safeguarding Lead for the school and, in his absence, Miss E. Roberts (Deputy Headteacher) takes on this responsibility.

SCHOOL HOUSES

One of the means by which the children learn to co-operate with each other and develop their own sense of community spirit is by membership of a School House. Good marks - "House points" - are awarded for better than satisfactory work, achievement, and helpful and considerate behaviour. Points are lost for exceptionally poor work or behaviour which causes unhappiness or inconvenience to others.

The Houses, named after former friends and supporters of the school, are:

HOUSE	COLOUR
KIY	Yellow
SHARP	Blue
WRIGHTSON	Red

TRANSFER TO SECONDARY SCHOOLS AT 11+

In the Summer Term the Headteacher and Year 5 Class Teacher run an evening seminar explaining the current system of transfer from primary to secondary schools for parents of Year 5 children. Following this, parents are offered individual appointments to discuss their own child and future secondary education.

SCHOOL/HOME LIAISON

Letters from school to home are very important and they are always given to each child, regardless of brothers or sisters in the school. It is important that they are read! In this way parents are kept in touch with all that is going on, but in particular they are aware of events throughout the year which include:

September	The PTFA A.G.M.
October	Harvest Festival Service
Nov.*	Formal Consultation Evening (and April)
December	Key Stage One Christmas Play Key Stage Two Carol Service
Feb	Ash Wednesday Service
March	Formal Parent Consultations
March	Lent Service
May	Formal Consultations for Foundation Stage
June/July	Key Stage One 'Activity Sports' & Key Stage Two Sports Day
July	Reports
July	End of Year Presentations to Year 6 children

*It is the Governors' policy that parents should be able to come to look at their children's work and discuss it with the teachers and that the children will not be present at these interviews. Parents may see teachers throughout the year, preferably after school, by mutual arrangement.

EXTENDED SCHOOLS

We 'signpost' parents to a range of extra-curricular provision and from time to time will circulate information from outside agencies. We do not endorse these providers and expect parents to make their own judgements and checks accordingly.

The PARENTS, TEACHERS, AND FRIENDS ASSOCIATION OF HOLY TRINITY SCHOOL

The 'P.T.F.A.' of Holy Trinity School is a body of volunteer parents, friends and teachers, who meet throughout the year to plan both fund-raising and social activities.

The main reason for its existence is to bring together all concerned with the education of children within a Christian community. The fellowship gained gives added momentum to all concerned and the children benefit by feeling the security and support of a caring community.

If your child joins us then you automatically become a "PTFA" member.

SCHOOL FUND

The School Fund was set up to provide extras for the children and the school, subsidising educational visits to the school by professional groups, assisting with school excursions and for the purchase of additional materials to support school development.

The Fund was set in 1990 at £15 per year and has remained at this level since then. Much however depends on the goodwill of parents continuing to pay. It can be paid in the following ways:

- a) £15 at the commencement of the school year in September.
- b) £5 at the commencement of each term.
- c) In any other way convenient to you.

There is a 'discount' rate for second and subsequent children in families!

CHARGING FOR ACTIVITIES

The Governors' Policy is that directed by the Department for Education. No charge is made for any school activity. Voluntary contributions are sought from the parents to off-set the costs to be incurred. If enough voluntary money is not raised and the costs are too high for money from the School Fund to subsidise then the event is cancelled. No child will be excluded from a school activity through the parents' inability or refusal to pay.

OTHER PAYMENTS MADE IN SCHOOL

All monies are payable to the school, unless otherwise stated. Children should give all money to their class teacher when school starts in the morning, in a sealed, named envelope. Children should only bring money to school for official purposes. The school accepts no responsibility for any money lost in school.

Receipts for payments are issued for school fund contributions. For all other payments, a receipt is only issued on request. A school record is kept of all monies received.

SCHOOL MEALS

As of September 2014, all children in Foundation Stage (Reception) and KS1 (Years 1 and 2) are entitled to Universal Free School Meals. A cooked meal is available for pupils at midday. Alternatively children may bring a packed lunch if parents prefer.

For children in KS2, dinner money is collected on the first day of each school week and parents are requested to put it in a sealed envelope with the child's name and class on the front. Dinners not taken will be credited. Cheques for dinner money should be made payable to "Principals". Payment can also be made online by visiting www.principals-catering.com

SCHOOL UNIFORM

The Governors expect all children to wear school uniform, and there is a detailed list below.

The Governors appreciate that the cost of uniform can be high and to help parents, a second-hand school uniform shop is available to all parents. The opening times are published at regular intervals throughout the year. It is well-stocked, with a good turnover.

SCHOOL UNIFORM DETAILS

Uniform is available from: The Schoolwear Centre:

Townley House, 46-54 Chatham Street, Ramsgate, Kent. CT11 7PR. (01843) 293555

Many local supermarkets in the area carry our uniform too.

We also recommend our 'second hand uniform shop'!

GIRLS – Winter ITEM OF CLOTHING	COLOUR
Top Coat	Navy blue, Maroon or Black
Blazer (optional)	Maroon
Jersey or Cardigan	Maroon
Tunic or skirt	Maroon
Shoes	Sensible Black or Brown
Blouse	Cream
Tie	Maroon and Gold stripe
Tights / Socks	Beige - plain ribbed
GIRLS – Summer	
Dress	Cherry and White Candy Stripe
Socks	White
GAMES and P.E. KIT – KS2	Please see school website

BOYS	ITEM OF CLOTHING	COLOUR
	Winter Top Coat	Navy blue, Maroon or Black
	Blazer (optional)	Maroon
	Jersey or Cardigan	Maroon
	Trousers (Long or Short)	Grey
	Shirt	White
	Tie	Maroon and Gold stripe
	Socks	Grey
	Shoes	Sensible Black
	GAMES and P.E. KIT – KS2	Please see school website

All children should have a shoe-bag, plimsolls (Reception class children summer term only), and an overall*/apron.

*Overall can be an old long sleeved shirt which can easily be pulled over normal clothes to prevent staining when doing craft work.

Although not an essential part of the designated School Uniform, t-shirts and sweatshirts with the school logo can be purchased. Details available from the school office.

Wellingtons - If worn to school children must change and leave them in the cloakrooms. They must be clearly marked with your child's name and please will you provide a clothes-peg so that they do not get separated.

Balaclavas/woolly hats - these can be worn in the playground in exceptionally cold weather and should be either navy or maroon and - in the case of woolly hats - of a sensible design.

JEWELLERY – If a child has pierced ears, we allow only one stud in each ear. For safety reasons only studs are permitted. Studs must be removed for Physical Education lessons to eliminate the possibility of any sharp adornment causing injury to your child or another child.

If, on medical grounds you insist on your child not removing all items of jewellery, then we will require each item to be taped. There is a form, obtained from the school office, which you will be required to sign accepting liability in the event of an accident caused by the wearing of jewellery.

Beyond the above statements, it is the Governors' policy that no jewellery of any sort should be worn.

HAIR BANDS/RIBBONS It would be appreciated if these could be made of dark colours, maroon/navy blue/black. Hair braids/beads may not be worn.

WATCHES More appropriate to be worn by children in Key Stage 2 – watches must bear the name of the owner.

NAMING OF CLOTHES AND PERSONAL PROPERTY All items should be clearly named - children are experts at mislaying things and we consider it part of their education to learn to look after their belongings.

MOBILE PHONES Children bringing mobile phones to school must ensure that they are handed in to the school office at the beginning of the day and collected at home time.

The Governors do not accept responsibility for loss or damage to personal property of pupils. Marking of clothes and other property with the owner's name is therefore of the greatest importance and parents are therefore requested to ensure that all property brought to school is marked.

Ramsgate Holy Trinity C.E. (Aided) Primary School

Headteacher
Mr. D. Haughton

01843 860744



Dumpton Park Drive
Broadstairs
Kent
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CRITERIA FOR ADMISSION (For September 2018) (Published Admission Number 30)

In line with the DFE School Admissions Code, children with a statements of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names Ramsgate Holy Trinity C.E. (A.) Primary School will be allocated a place at the school before the oversubscription criteria are applied. As a result of this, the published admissions number will be reduced accordingly.

Where the number of applications for admission exceeds the places available, all applications will be considered in accordance with the over-subscription criteria below:

1. Looked after Children / Previously Looked after Children

Children who are in Public Care or who have been adopted but were formerly in Public Care. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 (1) of the Children's Act 1989. (School Admissions Code December 2014)

Faith Criteria

2. Siblings / Current Family Association whose parent(s)/ guardian(s) meet the faith criterion.

A brother or sister attending the school when the child starts whose parents/guardians meet the faith criteria outlined in the notes below. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

3. Children of parents meeting the faith criteria who do not have siblings in the school

Priority will be given within the faith criteria to those parents displaying the highest levels of commitment to the church as confirmed by the church minister. (Please see notes below relating to faith based priority.)

Non Faith Criteria

4. Siblings of children who will still be registered at the school at the time of admission.

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

5. Medical / Health, Social and Special Access Reasons

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and Ramsgate Holy Trinity C.E. (A.) Primary School.

6. Distance / Nearness of children's home to school

Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. In the case of distances from flats, a block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the 'Tiebreaker' (below) criteria will be applied.

Notes relating to the application of the faith criteria:

Parents seeking priority through the faith criteria will be split into four categories based on levels of commitment to the Christian church, a Christian church being defined as those who believe in one God, who is Father, Son, and Holy Spirit. Parents will need to meet the minimum requirements to be placed in the specific category described below. Once this is confirmed by the relevant church representative, parents will be ranked in accordance to the distance criteria above within each category.

1. Parents who attend a Christian church on a weekly basis and have done so for a period of not less than 2 years. (This must be confirmed by the relevant church representative.)
2. Parents who attend a Christian church on a weekly basis and have done so for a period of not less than 1 year. (This must be confirmed by the relevant church representative.)
3. Parents who attend a Christian church on at least a monthly basis and have done so for a period of not less than 2 years. (This must be confirmed by the relevant church representative.)
4. Parents who attend a Christian church on at least a monthly basis and have done so for a period of not less than 1 year. (This must be confirmed by the relevant church representative.)

Evidencing commitment to faith:

This evidence will need to be supported by the Parish Priest(s) or minister(s) of the Christian church(es) concerned with the submission of a 'Supplementary Information Form' (Minister's form) available from school or the Local Authority. More than one form may be submitted to support attendance at previous Christian churches if parents/guardians have recently moved churches.

N.B. Governors will make their decision based on the information supplied on this form alone.

The 'Supplementary Information Form' must be returned to the headteacher at school by the closing date for the return of 'RCAF' forms to the Local Authority. Failure to complete and return the 'Supplementary Information Form' may affect the priority ranking of the application. Following the ranking of children based on the 'Supplementary Information Form' 'Faith Criteria', other applicants will be ranked in order of proximity to school as determined in 'None Faith Criteria (6)' above.

In accordance with the requirements of the School Standards and Framework Act 1998, the Governors will make arrangements for parents to appeal against the refusal of the Governors to offer a place for their child in the school. Details of the procedure will be supplied by the Headteacher on request.

Parents who wish to apply for admission for their child(ren) should contact the school office where their child's name will be placed on the enrolment list, to ensure that they receive a 'Supplementary Information Form'. During November/December of the school year prior to the proposed admission, the parents will receive full details of the application procedure by post from the school. Prospective parents should therefore inform the school of any change of address.

Clarification of the Child's Home Address

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental

agreement. Where partners live apart but share the responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

*N.B. Please refer to KCC guidance in 'Admission to Primary School in Kent' booklet related to pupil's home address at time of completing the Reception Common Application Form.

Multiple Births procedures

When multiple births within a family would cause the 'infant class size limit' to be exceeded, the school will use the process defined below in 'Tiebreaker'.

Tiebreaker

If any category is oversubscribed, applicants will be ranked as defined in *Distance / Nearness of children's home to school* (above). Where distance is found to be equal, (as measured by the Local Authority) then a random selection will be applied.

Deferment of Entry

Parents of Reception age children have the right to defer entry or take up a place part-time, until the term in which the child reaches compulsory school age.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group. (Admissions Code December 2014 (2.17, 2.17A & 2.17B) Such applications must be supported by a written statement of request by the time of the closing date for applications for the year of entry.

Waiting List, Appeals and Late Applications

The school will follow the Local Authority procedures relating to waiting lists, appeals and late applications, further details are printed in the 'Admission to Primary Schools in Kent' booklet, and are available from the school on request.

The right to withdraw a place

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

1. when a parent has failed to respond to an offer within a reasonable time; or
2. when a parent has failed to notify the school of important changes to the application information; or
3. the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.
4. the requirements of the County Co-ordinated Scheme for Primary Admissions, to which the school subscribes, have not been followed completely.

Revised by the Admissions Committee and adopted by full governing body: January 2015 with additional legal changes made in respect of the School Admissions Code December 2014.

Arrangements for Admissions and appeals will be reviewed and published each year.

Please complete the top section of the 'Supplementary Information Form' before submitting to your minister for completion and signature. The form must be returned to **the school** by the same closing date for the return of the K.C.C. RCAF form. We advise parents to bring the signed Supplementary Form to school **by hand**.

Ramsgate Holy Trinity C.E. (Aided) Primary School

Supplementary Information Form - for September 2018 - Minister Form

To be completed and returned to:

The Headteacher,
Ramsgate Holy Trinity C.E. (A.) Primary School,
Dumpton Park Drive, BROADSTAIRS, Kent.CT10 1RR

(by date of K.C.C. 'RCAF' return)

Phone: 01843 860744 Fax: 01843 861290 e-mail: office@holy-trinity-broadstairs.kent.sch.uk

Name of child: _____ D.O.B. _____

Name of Parent/s _____ Please tick if there
Guardian/s _____ is a sibling link

Address _____

_____ Telephone No: _____

The following to be completed ONLY by the Minister:

Name of Church
attended _____

Name of Minister _____

Address of
Minister _____

Telephone number of Minister _____

Please confirm **by signing against** which category of commitment to the church best describes the church attendance patterns of the parent(s)/guardian(s) (in the last two years to date).

Weekly church attendance for more than 2 years. Signature: _____

Weekly church attendance for a period of at least 1 year but less than 2 years. Signature: _____

At least monthly church attendance for more than 2 years. Signature: _____

At least monthly church attendance for a period of at least 1 year but less than 2 years. Signature: _____

N.B. In signing this form, you are confirming that the attendance of the parent at church services is accurate at the date of signing. (NOT the child being applied for.)

I confirm that my church is a Christian church []

(A Christian church being defined as those who believe in one God, who is Father, Son, and Holy Spirit.)

Please note under the terms of the Appeals Procedure parents wishing to appeal have the right to see all correspondence relating to their application for admission.

Signature of minister:

Date:

Official Church stamp:

Useful Names and Addresses:

Diocesan Director of Education: Mr. Q. Roper
Diocesan House
Lady Wootton's Green
CANTERBURY
Kent CT1 1TL
Tel: 01227 459401

Governing Body:

Chair:	Mr. R. Farr	(Parent non-Foundation)
Vice Chair:	Mrs. V. Woodin	(Local Education Authority)
Governors:	The Revd P. Adams	(Ex-Officio)
	Vacancy	(Parent Foundation)
	Mr. P. Couch	(Diocesan Board of Education)
	Mr. C. Crook	(Diocesan Board of Education)
	Mr. D. Haughton	(Headteacher)
	Miss E. Roberts	(Staff)
	Miss M. Somers-James	(Diocesan Board of Education)
	Mr. R. Thomas	(Diocesan Board of Education)
	Mrs. A. Tyler	(Parent non-Foundation)
	Mr. S. Thompson	(Diocesan Board of Education)
Clerk to the Governors:	Mrs. K. Metcalfe	c/o The School

EDUCATION (SCHOOL INFORMATION) REGULATIONS

All appropriate documents relating to the education of the children in this school are available for inspection from the Headteacher.

A list of school term and holiday dates is available from the school office.

Annual SATs results are available from the school office.

This booklet supersedes all previous publications.

Every effort is made to ensure that the information contained in this booklet is as accurate as possible. It does not form a contract between the school and parents, and changes may be made either before or after your child joins us.

Should any major changes be necessary, you will be informed as soon as possible.

Revised January 2017

Ramsgate Holy Trinity C.E. (Aided) Primary School

Headteacher
Mr. D. Haughton
01843 860744



Dumpton Park Drive
Broadstairs
Kent
CT10 1RR

Domine Dirige Nos

"O Lord, direct us"

The children understand this as:- "Please God, show us the right way".

SCHOOL AIMS:

The Governors and Staff agree the following:-

The aim of the school is to maintain the high standard of achievement in every subject, which has been the hallmark of Holy Trinity for many years, for all pupils.

This is achieved in a structured teaching environment with a blend of the best of contemporary and traditional teaching methods.

Each child is taught the value of living in a community, learning to care about, and behave responsibly towards, other people, respecting their needs and putting them first. Every child is encouraged to develop his/her own potential and special gifts.

We aim for all-round development of each individual child in a community which attempts to adhere to the basic tenets of the Christian faith.

Parents, we ask you to support us in our aims and follow the guidance offered in our 'Information for Parents' booklet.

I agree that any photograph or video taken by me at school or during school activities, which includes children beyond my family, will be for school and family use only and not posted on the world wide web.

This booklet constitutes our **Home-School Agreement** (DCSF requirement September 1999).

Please sign and return this page to school.

Signature of parent: