

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

Executive Head Teacher
Mr. T. Hunter-Whitehouse

Head of School
Mrs E. C. Price

01843 860744

Dumpton Park Drive
Broadstairs
Kent
CT10 1RR



Information

for

Parents

2018 - 2019

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 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 learning in every subject, which has been the hallmark of Holy Trinity for many years, for all pupils.

This is achieved in a stimulating 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.

Behaviour is managed through positivity, discussion and compassion. Expectations for behaviour are high, and poor behaviour is challenged through firm words and clear consequences.

TEACHING STAFF 2018-19:

Executive Headteacher Mr. T. Hunter-Whitehouse
Head of School Mrs. E. Price
Deputy Headteacher Mrs. S. Egan

Class Teachers: Mrs. L. Lewis (Class R)
Mrs. L. Joyner (Class 1 and SENCO)
Miss A. Hilton (Class 2)
Mr. S. Darrock (Class 3)
Mrs. R. Landeman (Class 4)
Mrs. S. Egan (Class 5)
Mrs. M. Jackson (Class 5 and PPA Cover)
Mr. J. Cotton (Class 6)
Mrs. A. Rhodes (PPA Cover)
Mrs J. Blythe (PPA cover)

NON-TEACHING STAFF:

School Secretary: Mrs. C. Couch
Office Assistant: Mrs. K. Archer

Teaching Assistants: Mrs. D. Dixon (Reception TA)
Miss R. Toomey (Reception TA and SEN support)
Mrs. C. Gresham (Class 1 TA)
Mrs K. Mount (Class 2 TA)
Mrs. R. Sykes (Class 2 TA)
Mrs. J. McGill (Class 3 TA)
Miss M. Cowell (Class 4 TA and SEN support)
Mr. S. Tift (Class 5 TA)
Mrs. N. Sitton (Class 6 TA and interventions)
Mrs. G. Corless (SEN support)
Miss A. Laurence (SEN support – maternity)
Mrs. R. John (SEN support)

Sports Coach: Mr. S. Tift

Site Manager: Mr. P. Boardman
Cleaner: Mrs. K. Stirrups

Midday Supervisors: Mrs. M. Crome
Mrs. A. Goodbun
Miss V. James
Mrs. D. Kemp
Mrs. E. Pirie
Mrs. K. Archer

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, and follow the Early Years Foundation Stage curriculum, beginning their school journey.

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. 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.

For children with Special Educational Needs and Disability (SEND) guidance is given within our 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.

HOMEWORK. First and foremost, we ask that parents read with their child every day. Every child will have a Home Reading Record and will have a reading book that is changed regularly. Spellings will also be set regularly to learn at home. At the beginning of each academic year, you will receive information regarding specific expectations for that year group.

SCHOOL HOURS:

| | |
|--------------------|---|
| 8.45 a.m. | The day begins, and children are registered |
| 10.15 a.m. | Worship |
| 10.30 – 10.45 a.m. | Morning Break |
| 12.00 noon | Lunch |
| 1.00 p.m. | Afternoon registration |
| 2.20 – 2.40 p.m. | Key Stage 1 Break |
| 3.10 p.m. | End of Day |

The gate will be open at 8.35 a.m., and children should arrive in school before 8.45 a.m., when they will be allowed to go into their classroom. The gates will then be locked at 8.55 a.m. Children who arrive at school after 8.55 a.m. must report to the school office to explain their lateness. They will be registered as late.

A Road Safety Patrol is on duty at the following times to cover morning arrival and afternoon departure from: 8.30 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 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 is monitored regularly. Persistent absenteeism may be pursued by the school and in the event of excessive absence a penalty notice may be 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 All school absences must be authorised by the school governors. Holidays cannot be authorised in term time due to strict government guidelines. However, extenuating circumstances will be considered if application is made on the appropriate request form (obtainable from the School Office) and received at least two weeks before the event. Holidays during 'statutory assessment' periods must be avoided at all costs in fairness to your child. Unauthorised absences may attract a penalty notice and if the attendance drops below 95% the Headteacher will need to discuss this with you as a matter of concern.

SICKNESS OR INJURY AT SCHOOL Please ensure that the school has an emergency contact telephone number for your child. If your number changes, please remember to inform the office.

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 able to administer 'maintenance' medicines and the final stages of a course of treatment – please contact the school office for consent forms.

SEN and DISABILITY If you believe that your child will require special arrangements in order to fully take part in daily school life and learning, please contact the SENCo as soon as possible so that this can be discussed. 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 SENCo as soon as possible

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.

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 school 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 hope that parents would discuss the matter with the school 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 school. 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 it is our aim that all children are known to each teacher. Any need for pastoral intervention is quickly noted and dealt with. Mrs. Joyner is the Designated Safeguarding Lead for the school.

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.

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, an evening seminar explaining the current system of transfer from primary to secondary schools for parents of Year 5 children is held. Following this, parents are offered individual appointments to discuss their own child and future secondary education.

SCHOOL/HOME LIAISON

The majority of information from the school is sent to all parents by email. It is very important that these are read so that parents are kept informed of all that is going on. It is equally important that the School Office is kept up-to-date with any changes to email addresses. The main events in the school calendar 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 | Easter 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, where appropriate. 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.

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 is set at £15 per year. 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 within school hours. 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

At present, 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.

Uniform is available from 'The Schoolwear Centre' (56 Addington Street, Margate, Kent. CT9 1QS. 01843 293555).

Many local supermarkets in the area carry pieces of our uniform, and we also recommend our 'second hand uniform shop'.

Water bottles and book bags are available from The Schoolwear Centre.

| ITEM | COLOUR |
|--------------------------|-------------------------------|
| Blazer (optional) | Maroon |
| Jersey or Cardigan | Maroon |
| Tunic or skirt | Maroon |
| Trousers (Long or Short) | Grey |
| Shirt | White or Cream |
| Tie | Maroon and Gold stripe |
| Tights | Beige, White or Grey |
| Socks | White or Grey |
| Dress (Summer) | Cherry and White Candy Stripe |
| Shoes | Sensible Black |
| Top Coat | Navy blue, Maroon or Black |
| Water bottle | Clear with School logo |
| Book Bag | Maroon with School logo |

PE UNIFORM DETAILS

| YEAR GROUP | ITEM |
|---|---|
| Reception | Black or Maroon Shorts White T-Shirt Plimsolls (after Easter) |
| Key Stage 1 (Year 1 and 2) | Black or Maroon Shorts White T-Shirt Maroon sweatshirt Tracksuit Bottoms (Maroon, Black or Navy) Spare Socks Plimsolls |
| Key Stage 2 (Year 3, 4, 5 and 6) | Black or Maroon Shorts White T-Shirt Maroon Rugby Shirt or sweatshirt Tracksuit Bottoms (Maroon, Black or Navy) Maroon Football Socks Plimsolls and Trainers |
| <p>Children in Year 5 and 6 will need football boots and football socks when participating in football and rugby (Autumn and Spring Term)</p> <p>Children in Year 5 and 6 will need shin pads when participating in football (Autumn Term)</p> <p>It is highly recommended that children have a gum shield for use during rugby and hockey (Autumn and Spring Term)</p> | |

All children should have a shoe-bag, plimsolls (Reception class children summer term only), and an overall/apron (the overalls can simply be an old long-sleeved shirt which can easily be worn over normal clothes to prevent staining).

T-shirts and sweatshirts with the school logo can be purchased, although these are optional. Details are available from the school office.

If wellingtons are 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.

JEWELLERY If a child has pierced ears, we allow only one stud in each ear and these should be removed for Physical Education lessons. If the studs cannot be removed on medical grounds then we will require each stud to be taped. It is the Governors' policy that no other jewellery of any sort should be worn.

HAIR We ask that all pupils wear their hair tied back and out of their eyes. Hairbands should be maroon/navy blue/black or brown. Hair braids/beads and large bows may not be worn.

WATCHES Children in Key Stage 2 are permitted to wear a watch to school – watches must be labelled with the child's name.

NAMING OF CLOTHES AND PERSONAL PROPERTY All items should be clearly named.

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.

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

Executive Headteacher
Mr. T. Hunter-Whitehouse



Dumpton Park Drive
Broadstairs
Kent
CT10 1RR

Head of School
Mrs. E. Price
01843 860744

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 2019 - 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: Miss M. Somers-James (Diocesan Board of Education)

Vice Chair: Mrs. V. Woodin (Local Education Authority)

Governors: Mr. T. Hunter-Whitehouse (Executive Headteacher)
Mrs E. Price (Head of School)
Mr. C. Crook (Diocesan Board of Education)
Mr. A. Foster (Parent Foundation)
Mrs. L. Joyner (Staff)
Mr. R. Thomas (Diocesan Board of Education)
Mrs. A. Tyler (Parent non-Foundation)
Mr. S. Thompson (Diocesan Board of Education)

Clerk to the Governors: Ms. J. Coomber-Sewell

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 June 2018

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

Executive Head Teacher
Mr. T. Hunter-Whitehouse
Head of School
Mrs E. C. Price



Dumpton Park Drive
Broadstairs
Kent
CT10 1RR

01843 860744

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 learning in every subject, which has been the hallmark of Holy Trinity for many years, for all pupils.

This is achieved in a stimulating 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.

Behaviour is managed through positivity, discussion and compassion. Expectations for behaviour are high, and poor behaviour is challenged through firm words and clear consequences.

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 internet.

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

Please sign and return this page to school.

Signature of parent: