



Parent Information Pack

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DAILY TIMETABLE

8:35	School gates and doors open, children make their way to class
8:45	Doors close & registration – Children to be in their classroom
11:45	Lunch – Reception
12:00	Lunch – Key Stage 1 (KS1), (years 1-2)
12:10	Lunch – Key Stage 2 (KS2), (years 3-6)
12:45	Registration – Reception
1:00	Registration – KS1, (years 1-2)
1:10	Registration – KS2, (years 3-6)
3:10	School gates open
3:15	End of day for all



THE START OF THE SCHOOL DAY

The school day starts at 8:45am.

Reception classes enter their classrooms from the top of the ramp, which is to the right when entering through the double gates (please see map on page 14).

Years 1 and 2 enter their classrooms through the KS1 doors, which are to the right when entering through the double gates (please see map on page 14).

Years 3, 4, 5, and 6 enter their classrooms through the KS2 doors, ahead when entering through the double gates (please see map on page 14).

Children from Reception up to and including Year 5 (up to the beginning of the summer term for Year 5 students) must be escorted to the playground by an adult every morning. They should be supervised until they enter the school building and should not be left alone after being dropped off in the playground.

The school doors open at 8:35am and close promptly at 8:45am. Except for reception, Children should go straight to their lockers, hang up their belongings, and enter the classroom where early morning work is waiting for them. Reception children should go straight to their pegs.

Please ensure your child dismounts their bike or scooter once they enter the site to help keep everyone, including younger siblings of our pupils, safe.

LATE ARRIVAL

The school doors close promptly at 8:45am, so please arrive in good time before then.

If your child is late, please accompany them to the main entrance and sign them in, giving a reason for the late arrival. See page 7 for more detail about absence.

BREAK TIME

During the morning break, children in reception and KS1 are given a piece of fruit or vegetable provided by a government scheme. Children in KS2 are welcome to bring in a piece of fruit, vegetable or a healthy snack. No sweets, chocolate, or crisps are allowed at break times.

Children are encouraged to bring in a refillable water bottle, filled with water only, and to keep this topped up throughout the day.

Reception children, who are under the age of 5, are provided with a free carton of milk each day to have during break time. Once children have reached their 5th birthday, parents may purchase milk via the provider 'cool milk'. If your child is eligible for free school meals, you can request free milk for them by emailing the school office. If you have any questions, please contact us.

END OF THE SCHOOL DAY

The school day ends at 3:15pm. The gates will open at 3:10pm.

Reception is dismissed from their classroom doors.

Years 1 and 2 are dismissed through the KS1 doors, to the right when entering through the double gates.

Years 3, 4, and 5 are dismissed through the KS2 doors, ahead when entering the double gates.

Year 6 are dismissed from under the large tree at the front of the school by the office.

Please stand back to let both teachers and children get a clear view of waiting parents. The children will not be released unless the adult collecting the child has been identified. If you have arranged for another person to collect your child, please phone the school office by 2:45pm on the day to let us know. We will then send a message to class.

Our school policy states only Year 6 students are allowed to walk to and from school on their own all year. For pupils in Year 5, this privilege is restricted to the summer term only (April-July). Pupils will be permitted to walk home alone once we have received written permission from a parent (via email to the school office). If your child is being collected, we will only release pupils to named adults or older siblings aged 14 or above.

Please call the school office if you are going to be late for collection, your child will be taken to the school office where you will need to sign them out.

The end of the day is the best time to talk to your child's teacher, should you wish to do so. Staff are always happy to discuss any worries you may have. Please wait until all children have been dismissed before approaching. If you need a longer conversation with your child's teacher, please contact the school office.



PARKING

The safety of our school community and local residents is of paramount importance. You can play a big part in helping to ensure everyone's safety by driving and parking responsibly in the vicinity of the school at morning drop off, afternoon pick up, and at collection times for after-school clubs.

We therefore ask that you **do not park on the zig-zag or double-yellow lines on Croft Lane or in the parking area outside the high street entrance**, which is privately owned. There is free parking in the town car parks. Thank you for your support.

LUNCHTIME

We encourage healthy eating at Edenbridge Primary, and children are able to have a school meal or packed lunch at lunchtime.

SCHOOL MEALS

Every morning at registration, the children are asked if they are having a school meal or a packed lunch.

We are very lucky to have an onsite kitchen here at Edenbridge that provides hot meals, courtesy of our catering company, Nourish. Menus change twice a year and can be found either on the school's website or on the notice boards in the playground.

All reception and KS1 children receive universal free school meals, however, they are welcome to bring in a nut-free packed lunch if you prefer (more information below).

For KS2 children, school meals must be paid for **in advance** via our online payment system School Gateway (see page 11 for more details), unless your child is eligible for free school meals. Please remember to keep your balance topped up.

If you think you could be entitled to free school meals, you can either make an application online via <https://www.cloudforedu.org.uk/ofsm/kent>.

PACKED LUNCH

Children are welcome to bring in a packed lunch. No glass or fizzy drinks please. What your child doesn't eat is left in their lunch box for you to see. Advice on healthy eating can be obtained from our Family Worker or the NHS website.



We are a peanut & nut aware school



There are pupils at our school with severe peanut / nut allergies, therefore, we ask that products containing nuts are not brought into school

Thank you for your attention, support, and helping to keep our school community safe



ABSENCE, LATENESS, AND EARLY COLLECTION

ABSENCE

If your child is not going to be in school you must inform us by telephoning to leave a message on the absence line, or send a message on School Gateway. Please do this before 8:45 am on the first day of the absence and daily thereafter. We require medical evidence if your child is off for 5 consecutive days or more.

If we have not heard from you by 9:30 am we will either call you or send you a text to gain an explanation for the absence. If we still have not been able to ascertain where your child is, we may have to make a house call.

ATTENDANCE

Regular school attendance is a major focus for the Department for Education (DFE) and Edenbridge Primary School. Registers are checked frequently for absences, lateness and early collection. If the registers indicate that your child is frequently late, the school's Senior Admin Officer and Educational Welfare Officer (EWO) will follow this up. Every day in school counts towards your child's future, and continual absence has a negative impact on achievement.

5 minutes late every day = 3 days of school lost a year			
10 minutes late every day = 6.5 days of school lost a year			
15 minutes late every day = 10 days of school lost a year			
20 minutes late every day = 13 days of school lost a year			
30 minutes late every day = 19 days of school lost a year			
Equates to	98% - 100%	Excellent	
	96%	Good	
11 days off school in a year	94%	Needs to Improve	Below expected Level of attendance
1 Month off school in year	90%	Concerns	
2 Months off School in a year	80%	Serious Concerns	

TERM TIME HOLIDAYS

Holidays are not authorised during term time unless there are very exceptional circumstances. Should it be necessary to request absence during term time, please fill in a 'request for term time absence' form available from the school office. This will be passed to the Head Teacher. In the case of an unauthorised holiday for 5 consecutive days, or 10 sessions in 10 weeks, or more the Educational Welfare Service will be notified and a penalty notice will be issued.

APPOINTMENTS AND EARLY COLLECTION

Medical or dental appointments should be made outside of school hours wherever possible. However, if you need to take your child out of school for an appointment, please advise the school office in advance and bring in an appointment card/letter.

If you need to collect your child before 3:15pm, please contact the school office at least 30 minutes in advance. If you are collecting early for an appointment, please bring proof with you.

NURSERY

At Edenbridge Primary School we also have a Nursery Class, which children can join the term after their 3rd birthday. The Nursery is staffed by a fully qualified teacher and supported by a highly experienced team.

Our Nursery has its own separate area within the school and a large, dedicated playground area providing a stimulating learning environment specially geared to the Nursery age group. Whilst it is self-contained, the children are included in some activities within the main school such as special performances, which helps them with their transition to Reception.

For more information, contact the school office or visit our website and go to the nursery section.



CLUBS

EARLY BIRDS BREAKFAST CLUB

We run a breakfast club each day during term time, available for Nursery children (in their second year) up to and including Year 6. Pupils in Reception can attend from September when they start school. It runs from 7:30 am until school starts at 8:45 am. Children are served a hot or cold breakfast and enjoy games and activities. For more information and registration forms, visit our website and go to the club section.

THE AFTER-SCHOOL CLUB – ‘TASC’

We run an after-school club each day during term time, except on the last day of each whole term (Christmas, Easter and summer). The club starts at the end of the school day and runs until 6:00 pm. Children are served a snack and enjoy games and activities. For more information and registration forms, visit our website and go to the club section.

EXTRACURRICULAR CLUBS

There are a number of clubs which run after school, such as dance, gymnastics, football and choir. Information about these can be found on the school website under ‘extracurricular’ in the club section.

UNIFORM

It is our policy that all children wear school uniform when representing the school, or when participating in a school organised event outside normal school hours.

Aims and objectives

Our policy is based on the principles that our school uniform:

Promotes a sense of pride in the school;

Engenders a sense of community and belonging towards the school;

Is practical and smart;

Identifies the children within a school;

Promotes equality amongst pupils;

Is regarded as suitable wear for school and good value for money by most parents;

Is designed with health and safety in mind.

NURSERY

Red sweatshirt and/or t-shirt with school logo (optional)



RECEPTION, KS1 and KS2

Winter Uniform

Plain black trousers, skirt, culottes or pinafore dress

For reception and KS1: White polo shirt

For KS2: White shirt or blouse with school tie (ties are available from the school office)

Red sweatshirt or cardigan with school logo (available from Price & Buckland)

Black Velcro school shoes, not trainers

Black, white or red tights or black or white socks

SUMMER UNIFORM

For reception and KS1: White polo shirt

For KS2: White shirt or blouse with school tie (ties are available from the school office)

Plain black school shorts, trousers, skirt, pinafore, culottes or red check dress

Black or white socks

Plain black shoes, not trainers

SPORTS WEAR

White T-shirt or coloured house T-shirt

Plain black shorts

Black plimsolls (summer term only) Trainers (spring & winter term only)

Black swimsuit or swimming trunks (but not Bermuda shorts), for years 3-6

Black tracksuit bottoms with either a school jumper or black tracksuit jacket (spring & winter term only)

P.E.

To maximise P.E. time, we ask that children come to school in their full kits on the days they will be having P.E. You shall be given notice of these days before each term starts.

Those children starting in **reception** do not need to bring their PE kits in until after the October half term, at which time we will ask the children to bring their kits into school in a bag, so we can encourage independent changing and dressing as part of their development.

BUYING UNIFORM

A small selection of school uniform is available for sale from the school office. These include school ties, both normal and elastic, water bottles (including spare tops), and swimming caps.

All other uniforms with a school logo can be purchased online from Price and Buckland.

The website address is www.pbuniform-online.co.uk/edenbridge.

OTHER ITEMS OF CLOTHING

In extreme weather during the winter months, children may wear wellingtons or boots to and from school but they will be expected to change into school shoes or plimsolls on their P.E. days, before the start of school. During hot weather, children can bring in and wear a summer hat. These can be bought from the Price and Buckland website.

JEWELLERY

Children should only wear small studs if they have their ears pierced, and these need to be removed or covered for swimming and P.E.

Smart children tend to take pride in themselves and their work, therefore, nail varnish, makeup, body stencils, and extreme hairstyles are not acceptable for school. For safety and hygiene reasons long hair should also be tied back.

LABELLING

Please ensure that all school clothing, footwear, and bags are clearly marked with your child's full name. Any unnamed clothing is placed in the red lost property bins, which are kept on the playground. Any unclaimed clothing will regularly be given away.

If you buy labels from www.easy2name.com the school will receive 20% cashback. Just go to the website and search for **Edenbridge Primary School TN8**. Starting at £5.95 for 30 labels, it's quicker and easier to get your child's belongings back to them instead of rummaging through lost property or having to buy new items.



SUNCREAM

In warmer weather we ask that parents apply sun cream to their child before school. Where possible, use an all-day (8-hour) sun cream, available from retailers like Boots and Amazon. If all-

day sun cream isn't used, children may bring a named bottle to keep in their bag for their own use. They must apply it themselves—staff cannot assist, and sharing is not allowed.

Nursery:

If your child attends all day and hasn't had all-day sun cream applied, please speak to a member of staff. If needed, and with signed consent, staff may help apply cream to the face and neck only, to avoid contact with eyes.

SCHOOL COMMUNICATIONS AND PAYMENTS

Here are the various ways that we communicate with you throughout your child's time at Edenbridge Primary School.

CLASS TEACHER CONSULTATIONS

We have two formal parent meetings during the school year. These are booked using an online booking system which you will be contacted about, nearer the time. The first is held in October to discuss your child's general progress. The second meeting is held in the spring term, usually around March or April. This concentrates on your child's work, which is available for you to see. There is an additional open evening in the summer term where you will have the opportunity to discuss your child's end-of-year report, which is sent home towards the end of the summer term.



SCHOOL GATEWAY for PAYMENTS and EMAILS

Once your child has started at the school (not before their first day, as your details may not be recognised) please visit <https://login.schoolgateway.com> to set up an account or download the **School Gateway** app on the Google Play or Apple App Store. You will need to enter the email address and phone number that we have on our records in order to log in.

Once you have an account you can:

- Pay for school trips, swimming, and school meals (meal payments apply to children in years 3 and above, children in Reception and years 1 and 2 are automatically entitled to free school meals)
- View your outstanding balances for meals and clubs
- Book and pay for Early Birds Breakfast Club and The After-School Club sessions (if applicable)
- Give consent for events

We send out regular newsletters with information about what has been happening in school, as well as upcoming dates for your diary.

We send email communications out using **Schoolcomms** which will come from the address: SC8862099a@schoolcomms.com and on occasion text messages or messages via the app (please make sure you have the notifications switched on). You can also message the school office via the app.

Hard copies of communications are available from the school office on request.

MEDICAL TRACKER

This is a program that we use to record illnesses and incidents:



- We can record and track first-aid incidents that involve your child effectively
- We can record and track medication administration that involves your child
- You can be notified immediately after a first aid incident by email
- You can be notified immediately after medication has been administered by email

Medical Tracker is registered with the Data Protection Registrar and guarantees that all contact information will be kept private and will not be passed on to any other organisation.

Email messages will be sent from donotreply@medicaltracker.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your spam/junk filters.

SCHOOL WEBSITE AND INSTAGRAM

We keep the school website (<https://edenbridge.kent.sch.uk/>) up to date with important information about the school. Keep checking back here for updates. Please also follow @EdenbridgeTPA on Instagram for some fun updates!

CLASSDOJO

ClassDojo is a school communication platform that teachers and families can use to communicate and share work through photos, videos, and messages. The class teacher will send you an invite to join your child's class.

CONTACTING THE SCHOOL – TIMESCALES FOR A RESPONSE

Schools are busy places, with multiple demands on staff members' time and ever-changing priorities. We ask that you please bear this in mind when contacting us. Please see below for the response times that we aim to adhere to following communication from you:

Communication from Parent	Suggested Response Time
Email with query or request	2 working days
Phone call requesting call back/meeting from specific staff member	Within 24 hours/next working day
Email requesting meeting with a specific member of staff	Within 3 - 5 working days
Written Letter requesting meeting with a specific member of staff	Within 3 - 5 working days

Please note that many of our staff have varying working patterns, which will impact their response time.

CHANGE OF ADDRESS DETAILS

In line with good practice in schools, we must always have up-to-date addresses, contact details, and at least 2 emergency contacts for each child. If any of these details change, please email the school office or notify us via School Gateway.



SCHOOL POLICIES

School policies, including the parental engagement, attendance and behaviour policies, can be found on the school [website](#), in the policies section. Please take the time to familiarise yourself with them.

PARENTAL CODE OF CONDUCT

Please see below our Parental Code of Conduct, taken from our Parent Engagement policy (full policy available to view on our website). The purpose of this code of conduct is to provide a reminder to all parents visiting our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding:

We expect parents and visitors to:

- ✓ Respect the caring ethos and values of our school.
- ✓ Understand that both teachers and parents need to work together for the benefit of their children.
- ✓ Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- ✓ Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- ✓ Correct own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- ✓ Approach the school to help resolve any issues of concern.
- ✓ Avoid using staff as threats to admonish children's behaviour.

In order to support a peaceful and safe school environment the school cannot tolerate parents and visitors exhibiting the following:

- ✗ Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- ✗ Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- ✗ Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or student regardless of whether or not the behaviour constitutes a criminal offence.
- ✗ Damaging or destroying school property.
- ✗ The use of physical aggression towards another adult or child.
- ✗ Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- ✗ Smoking and consumption of alcohol or other drugs whilst on school property.
- ✗ Dogs being brought on to school premises.
- ✗ Abusive or threatening e-mails or text/voicemail/phone messages or other written communication.
- ✗ Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff, at the school on Facebook or other social sites. (please see Appendix 3b of full policy)

Should any of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds. We trust that parents will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

FAMILY WORKER

We are fortunate to have a family worker at Edenbridge Primary who is the point of contact for providing constructive support to families that need it. This includes sign-posting to appropriate agencies and helping to enable pupils in participating fully in school life. If you find you need support at any point during your child's time here, please call the school office, and we will be able to pass your details to our Family Worker. Please do reach out, we are happy to help.

SPECIAL OCCASIONS

Children should not bring in any birthday treats such as cakes, sweets, chocolate, etc. due to the range of allergies we have in school. There is no obligation to send in anything, but if you want to, a book for the class library or a small item of stationery would be appropriate.

A MESSAGE FROM THE PTFA

Our aim is to raise funds to benefit all children at Edenbridge Primary School in collaboration with the school, parents, carers and wider local community. We strive to deliver fundraising events which have children at the heart of them, whilst raising much needed additional financial contributions for the school. Edenbridge Primary School's PTFA is made up of a voluntary group of parents, teachers, and friends of the school.

Significant past contributions include helping to fund a new floor in the sports hall, computers for the ICT suite, and new play equipment in the Early Years Foundation area. Each year, a generous donation from PTFA funds helps to subsidise school trips and prizes.

The PTFA warmly welcomes new members and new ideas, please contact us via our email address Edenbridgeptfa@gmail.com.

Thank You

Thank you for taking the time to read through this information. The final page, overleaf, gives a short history about our school. We hope you and your family enjoy your time being part of the Edenbridge Primary School community and if you have any questions please contact the school office, using the details on the front page, and the team will be happy to help.



A BRIEF HISTORY OF EDENBRIDGE PRIMARY SCHOOL

1896 - 1907

In 1896, the only school in Edenbridge, The British School on Lingfield Road, educated a total of 234 children.

In mid-1907, concerns about lack of space prompted a meeting by Kent officials to explore different options, including opening a school in Marlpit Hill, expanding current facilities in Lingfield Road, or building a new school within the town. It was decided that a new school should be built.

1911

In 1911, The Council School was officially opened on our site. With the first meeting being held on February 27th 1911.

It catered for children from seven years old up to school leaving age.



1928 - 1963

From 1928 the school became a secondary school, for over eleven year-old children only.

In 1963, after the completion of the new secondary school, which was on the site of The Eden Centre, the Croft Lane school became a dedicated primary school.

1981 - PRESENT

In 1981 the building, now extended, became a middle school, then in 1992 it reverted to being the primary school we have today.

We are very proud to be part of our local history and a legacy that began over 120 years ago!

THANK YOU!

WE WOULD LIKE TO THANK THE EDEN VALLEY MUSEUM FOR PROVIDING US WITH THIS INFORMATION, AND ALLOWING US TO REPRODUCE IT

THE MUSEUM IS FREE TO VISIT, IF YOU ARE INTERESTED IN FINDING OUT MORE ABOUT EDENBRIDGE TOWN'S HISTORY

MAP SHOWING GATES AND ENTRANCES



Please enter the school grounds via the High Street entrance or the double gates on Croft Lane and drop off at the relevant entrance

★ *Nursery entrance for afternoon sessions*