



PARENT HANDBOOK

2025 - 2026



Welcome Message

We are delighted to welcome you to St. Paul's Church of England Primary School—a small, village school nestled in the heart of Swanley Village, where children explore, learn, create and grow together. As part of the Compass Federation, alongside Dunton Green and St. Edmund's, we benefit from the shared expertise and support of a wider educational community. The Federation is led by Executive Headteacher Mr. Ben Hulme, with day-to-day leadership at St. Paul's provided by Head of School, Mr. James Johnson.

We take personal pride in the excellent education St. Paul's offers, as well as the many opportunities to engage in extracurricular activities. It is also the perfect size to allow staff to genuinely get to know our families and the children as individuals. As a result, all of our pupils are offered tailored opportunities to be challenged, to become self-reliant, self-aware and to achieve the very best according to their gifts.

We have strong traditional values with a modern outlook and provide a wide range of opportunities for all children and families within our school. All children are encouraged to be active participants in a dynamic community of learners and inspired to become valued citizens and enthusiastic learners for life. We nurture the development of talent and creativity through a balanced exposure to academic, cultural, social, spiritual and sporting experiences. Children take part in sport, music, outdoor learning, science experiments and creative projects that develop teamwork, resilience and curiosity.

This parent handbook is designed to help you navigate your time with us at St. Paul's. Inside, you will find useful information about how our school operates, what to expect across the year, and how we work together to support your child's learning and wellbeing. We hope it will serve as a helpful reference as you become part of our school community.

Welcome from Mr Johnson

Dear Parents and Carers,

It is my absolute pleasure to welcome you to St. Paul's Church of England Primary School—a joyful, creative, and forward-thinking village school nestled in the heart of Swanley Village. Whether you are a new family joining us for the first time or a long-standing part of our school community, we are so pleased to be walking alongside you on this special journey.

At St. Paul's, we are proud to be a small school with a big heart. Rooted in our Christian foundation and inspired by our vision of "Life in all its fullness" (John 10:10), we are committed to enabling every child to flourish—not only academically, but also morally, socially, and spiritually. Children here are encouraged to be bold, to question, to create, and above all, to grow into compassionate and confident individuals who carry their light into the world.

Our rich and varied curriculum reflects high academic standards while embracing the arts, outdoor learning, sport, and leadership. Through our innovative continuous provision from Reception to Year 4 and the flexible learning environment in Maple Class, we give every child the opportunity to discover how they learn best and to love the process of learning itself. With our small class sizes and dedicated staff, we are able to offer a personalised approach that recognises and nurtures each child's unique strengths.

Learning at St. Paul's extends far beyond the classroom. Children make films, perform on stage, compete in sports, explore nature, plan events, conduct science investigations, and travel to inspiring locations across the South East and London.

As a Church of England school, our Christian ethos underpins all that we do. Inspired by stories like Peter stepping out of the boat (Matthew 14), we encourage our children to take brave steps and trust in God and in themselves. Through worship, reflection, and strong links with our local churches, we nurture spiritual growth and a strong sense of moral purpose.

Thank you for choosing St. Paul's. We are honoured to share in your child's journey and look forward to seeing them grow, thrive, and become the very best version of themselves.

With warmest regards,



Mr James Johnson



School Contact Details

St. Paul's Church of England Primary School
School Lane
Swanley Village
Kent
BR8 7PJ

Tel: 01322 664324

E-mail: office@st-pauls-swanley.kent.sch.uk

Website: www.st-pauls-swanley.kent.sch.uk



Reporting Absence

Please telephone the school office as soon as possible to report your child's absence. On return to school, we will need communication around the reason why your child was absent. If your child is absent for more than three consecutive days, the school does require medical evidence to be supplied so that we can ensure the absence is genuine. Our attendance partners, from Kent County Council, will be following up referrals and persistent absences.



Holiday Policy

Regular attendance is essential for every child's learning, wellbeing and long-term progress. As a school, we do not authorise holidays during term time, and any such absences will be recorded as unauthorised unless there are exceptional circumstances. Attendance is monitored closely, with patterns and trends reviewed throughout the year—including repeated absences around weekends, key dates, or prior academic years. We work in partnership with families to promote high attendance and to ensure any barriers are addressed early. Consistent attendance helps children build routines, stay connected to their learning, and make the most of every opportunity in school.



School Leadership Details



Mr Ben Hulme
Executive Headteacher
Email: Bhulme@compassfederation.com

Mr James Johnson
Head of School
Email: james.johnson@st-pauls-swanley.kent.sch.uk

Miss Bronwen Craft
SENCO
Email: SENCO@st-pauls-swanley.kent.sch.uk

Make An Appointment

If you would like to make an appointment to meet with Mr Johnson (Head of School), Mr Hulme (Executive Headteacher) or Miss Craft (SENCO), please speak to, telephone or email the office so an appointment can be arranged. However, Mr Johnson is more than happy, providing other commitments do not prevent this, to meet with parents at the beginning or end of the school day.



If you would like to make an appointment to speak to your child's class teacher, please speak to them directly to arrange this. If you are unable to come into school to arrange an appointment please telephone the school or email us at: office@st-pauls-swanley.kent.sch.uk Arrangements will be made for your child's class teacher to contact you to make an appointment. You can also contact the class teacher directly on ClassDojo to make an appointment.

Apps and Websites that are used by St. Paul's

Our school uses a range of digital tools and platforms to enhance communication, support learning, and keep parents connected. Below is an overview of the key apps and websites you'll encounter throughout the school year:

| The App or Website | What it is used for |
|----------------------------------|--|
| SchoolComms / School Gateway App | SchoolComms is our primary communication platform for connecting with parents. Through the app, you'll receive important messages, updates, and reminders from the school. It's also the convenient way to make payments for trips and meals, as well as sign up for clubs. Additionally, the school office will send notifications via SchoolComms if your child bumps their head. You can even use the app to easily report your child's absence by sending a quick message. |
| ClassDojo | ClassDojo is a classroom communication tool used to share children's classroom updates and behaviour points. It helps keep parents connected with their child's learning and classroom activities in real time. Parents can use this to message their child's class teacher directly. However, they only reply at certain times. |
| School Cloud | School Cloud is our online system for booking parent-teacher meetings. It allows parents to easily schedule appointments with teachers at convenient times and access meeting details from any device. |
| X/Facebook | X (formerly Twitter) / Facebook are social media platforms we use primarily to showcase our school's achievements and excellence in teaching. They help promote school events and highlight the positive experiences of our students and staff. |

Effective communication between parents, teachers, and the school community is vital for a positive learning environment. We ask everyone to communicate respectfully and thoughtfully on all platforms, using kind and professional language. Threatening or disrespectful behaviour towards staff, online or in person, will not be tolerated. The Head of School reserves the right to ban anyone engaging in such conduct from the school site, and alternative arrangements will be required for your child's pick-up and drop-off. By working together with respect, we can keep our communication safe, supportive, and productive for all.



Attendance

Regular attendance is critical if our pupils are to be successful and benefit from the opportunities school brings them. We always celebrate success and good attendance is fundamental to a successful and fulfilling school experience. Our school actively promotes 100% attendance for all of our pupils. We recognise that parents and carers have a vital role, and a legal responsibility, to ensure good attendance and we promise to identify, investigate and work in partnership with parents and carers, pupils and other agencies to resolve any attendance problems..

Punctuality

Arriving at school on time each day is just as important as attending regularly. Being punctual ensures that children make the most of their learning time and do not miss out on important instructions, activities, or routines that happen at the start of the day. It also helps them to develop good habits and a sense of responsibility that will benefit them throughout their lives. On school trip days, children may be required to arrive earlier than usual, as minibuses will leave promptly at set times to ensure the smooth running of the day's schedule. We work closely with families to encourage punctuality and are here to support in addressing any challenges that may be affecting a child's ability to arrive on time.

Parent Responsibility

Parents and carers have a legal duty to ensure that their child, or children, attend school regularly and arrive on time. It is all parents' responsibility to contact the school whenever their child is absent and on the first day of absence before 9.30am. If this does not happen, then the school will contact home to find out why the pupil is absent. This is a safeguarding issue so that all parties know that your child is safe. Pupils are expected to arrive by 8.55AM. Registration is at 8.55AM. All pupils who arrive late must report, with their parent, to the school office where the reason for lateness is recorded. If a pupil arrives after the registers have closed at 9.20AM, this will be recorded as an unauthorised absence.



The Class Structure

| | |
|-------------|-------------------|
| Birch Class | Reception |
| Oak Class | Year 1 and Year 2 |
| Beech Class | Year 3 and Year 4 |
| Maple Class | Year 5 and Year 6 |



The School Day

| | |
|---------------|---|
| | |
| 08:45 - 08:55 | Arrival / Early Morning Work |
| 08:55 - 09:00 | Registration |
| 09:00 - 10:00 | Phonics / Grammar, Punctuation and Spelling |
| 10:00 - 11:00 | Learning Session 1 |
| 11:00 - 11:15 | Break Time |
| 11:15 - 12:15 | Learning Session 2 |
| 12:15 - 13:15 | Lunch Time |
| 13:15 - 13:45 | Destination Reader |
| 13:45 - 15:00 | Learning Session 3 |
| 15:00 - 15:15 | Collective Worship |
| 15:15 | Home Time |



Drop-off and Pick-up

Morning drop-off takes place between 8:45AM and 8:55 AM. To ensure a smooth start to the school day, we kindly ask that all children arrive within this window. If your child arrives after 8:55 AM, please bring them to the school office to be signed in. Afternoon pick-up is at 3:15PM. Children who are not collected at this time will be taken to our on-site wraparound care, and parents may be subject to the associated charge. Thank you for helping us keep our routines safe and consistent.



Parking

Parking on the school site is reserved for staff and official visitors only. To help enforce this, the school gate is closed each morning to prevent unauthorised vehicles from entering. We kindly ask parents and carers not to use the school entrance to turn vehicles around, as this poses a serious safety risk to children and pedestrians. When parking in the surrounding area, please be considerate of our neighbours—do not park on pavements, block driveways, or restrict access to properties. You are welcome to park at the Red Lion and walk down School Lane to the school. We actively encourage families to walk to school whenever possible, as it promotes a healthy lifestyle and helps reduce congestion.

School Fund

We are proud of the continued progress at St. Paul's Church of England Primary School and remain committed to providing the best possible learning environment. To help us offer enriching experiences beyond the core curriculum—such as workshops, trips, theme days, and extra-curricular activities—we invite parents to make a voluntary contribution to our School Fund. These donations also support the purchase of key resources, especially in ICT, that we might not otherwise afford. With school budgets increasingly stretched, and our funding lower than the national average, your support is more important than ever. Contributions can be made via the School Gateway app under 'School Fund 2025–2026' or sent to the School Office in a named, sealed envelope.



Leave of absence

The Head of School may authorise absence in “*exceptional circumstances*” but this must be requested in advance, and agreement to each request is at the discretion of the Head of School, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006).

Clubs

We offer a range of clubs outside of school hours. These clubs are organised by the teaching staff at St. Paul’s and finish at 4:15PM. Club-sign up happens at the start of each big term. Admissions to the club are done on a first-come-first-serve basis and require parents to sign up on SchoolComms.

Private Music Lessons

We are pleased to offer private music lessons in school with Mr Sam Winston, a talented local artist and experienced music teacher. Mr Winston teaches a range of instruments including piano, ukulele, acoustic and electric guitar, bass, drums, and vocals.

If you are interested in lessons for your child, please contact Mr Winston directly to arrange times, availability and costs:

Telephone: 07851 236740

Email: samwinstonmusic@icloud.com

Website: samwinstonmusic.com

Rocksteady

We also offer exciting band-based music lessons through Rocksteady. Children learn to play real instruments—electric guitar, keyboard, drums, or vocals—while working together as part of their very own band. Lessons take place during the school day and focus on building confidence, teamwork and a love of music through performance.

To find out more and sign up, visit:

Website: www.rocksteadymusicschool.com

Kent Music

In addition to our private lessons in school, we work in partnership with Kent Music to offer high-quality instrumental and vocal tuition. Lessons are delivered by specialist tutors and are available for a variety of instruments. To find out more about what’s on offer and to register your child for lessons, please visit:

Website: www.kent-music.com/music-lessons/



Behaviour

At St. Paul's Church of England Primary School, we are committed to fostering a positive, respectful, and safe environment grounded in Christian values such as honesty, courage, and wisdom. Our behaviour policy uses the 'Good to be Green' system, which encourages children to make positive choices throughout the day. To celebrate and reinforce positive actions, children earn Dojo Points for consistently good behaviour, completing reading and homework, and helping with jobs around the school. These points can be spent in the ClassDojo shop found. Children are provided with regular opportunities to visit the shop. We believe this system helps all children develop into caring and responsible members of our school community. The behaviour system is designed to be moved through. Parents can keep track of this through the ClassDojo app by seeing how their child's points increase throughout the week.

The following cards are used throughout every classroom in our school:

| Card | What does this mean? |
|-----------------------|--|
| Platinum Card | Children reach this highest level of our behaviour system after progressing through Gold and Silver. At this stage, they earn 15 ClassDojo points. |
| Gold Card | The child has shown extra positive behaviour, raising their reward level. They receive 10 ClassDojo points. |
| Silver Card | The child has done something positively recognised by an adult and is awarded 5 ClassDojo points. |
| Good to be Green Card | Every child starts the day on a Green card. 3 ClassDojo points are rewarded. |
| Stop and Think Card | The child has displayed behaviour that is not appropriate for school and has been spoken to about it by a staff member. No ClassDojo points. |
| Warning Card | A serious incident has occurred, and the child has been moved to the Warning Card. If the child was already on a Stop and Think card and continues to show poor behaviour, they may also be moved up to the Warning Card. The child will spend 15 minutes in a partner class to reflect on their actions. Parents will be informed if this happens. No ClassDojo points. |
| Consequence Card | The child has shown very serious poor behaviour and will go straight to the Head of School's office to discuss it. Parents will be informed, and the child may lose break or lunch time as a consequence. No ClassDojo points. |

Using ClassDojo at St. Paul's

At St. Paul's, ClassDojo is an important tool for connecting home and school. This is an App you can download on your phone or tablet. Teachers share informal daily updates and photos through the Class Story to give parents a window into their child's learning and school day. Each week, a summary post outlines key activities and homework, including spelling tasks and the exact pages from the White Rose Maths journals.

The Whole School Story, managed by the Head of School, shares messages and events relevant to the entire school community, helping families stay informed about wider school life.

Parents can also message teachers directly via ClassDojo, with responses provided during working hours (8:00am–5:00pm). Messages should focus on your own child, and absences or lateness must still be reported to the school office. Changes to pick-up arrangements can be communicated through Dojo. If discussions become complex, teachers may suggest meeting in person or using a formal channel.

Dojo Points are awarded based on specific agreed categories: the card a child finishes the day on (within our Good to Be Green behaviour system), completing homework, and passing Accelerated Reader quizzes. Points are given consistently to encourage positive behaviour and effort.

Breaktimes and Lunchtimes

At St. Paul's, all children from Reception to Year 6 have a morning break from 11:00 to 11:15 AM. During this time, Reception and Key Stage 1 pupils are provided with a fruit snack, while Key Stage 2 pupils are expected to bring a healthy snack from home. Suitable options include fresh fruit, chopped vegetables, or wholegrain snacks such as plain crackers or rice cakes. Snacks that are high in sugar, salt, or fat—such as crisps, sweets, chocolate bars, or pastries—are not permitted.

Lunchtime runs from 12:45 to 1:15 PM, after pupils have eaten in the dining hall. Children then enjoy free play across our open, well-supervised outdoor space, where they can mix with friends from other year groups. A variety of equipment is available, including scooters, go-karts, tyres, dressing-up clothes, and a speaker system that plays music to create a lively and joyful atmosphere. Tree climbing is permitted and encouraged under supervision, helping children develop physical confidence and a sense of adventure. Although the grounds are open and expansive, they are carefully staffed, with all adults on duty trained in first aid to ensure every child's safety and wellbeing. These break periods are a valued part of the school day, supporting social development, creativity, and active play.



E-Safety

At St. Paul's, we take e-safety very seriously to ensure a safe and focused learning environment. All our iPads and computers have robust filtering systems to block inappropriate content, and each child has their own unique login to access the school system and educational software. This allows us to monitor their activity and support safe, responsible use of technology.

Mobile Phones and Smart Watches

To minimise distractions and protect children's wellbeing, mobile phones and smart watches are not permitted in school. We encourage parents to discuss online safety regularly at home, helping children develop good habits both in and out of school.

Wraparound Care

Wraparound care is provided by West Hill Life Ltd., offering a safe and supportive environment for children before and after school. Breakfast Club runs from 7.30AM until 8.45AM. At the end of this session, the children are taken directly to their classrooms to start the day. After School Club runs from 3.15PM until 6.PM every day. A light dinner is provided during the afternoon session, ensuring children are well-nourished, and breakfast is available in the morning to help them start their day properly. West Hill Life provide consist staff to ensure the children develop strong relationships with the people responsible for them. Once you are signed up, the service can be used on an ad hoc basis. Further information can be found at www.westhilllifeld.co.uk. For additional details or specific enquiries, you can contact West Hill Life Ltd. directly by calling **01322 278 677** or by emailing westhillchildcare@gmail.com

Complaints Policy

If you have a concern or complaint, The Compass Federation encourages you to raise it as early as possible so it can be resolved swiftly and informally where appropriate. Our full Complaints Procedure outlines how to raise concerns, what steps are taken to investigate them, and how outcomes are communicated. It applies to anyone wishing to raise an issue about the facilities or services we provide, not just parents. You can access the policy via the school office or website, and staff are available to assist if needed.



School Term Dates

Academic Year 2025 - 2026

Term 1 (Autumn)

Monday 1st September 2025
 Tuesday 2nd September 2025
 Wednesday 3rd September 2025
 Friday 17th October 2025

Staff Development Day
 Staff Development Day
 Term 1 starts
 Term 1 finishes

Term 2 (Autumn)

Monday 27th October 2025
 Tuesday 28th October 2025
 Friday 19th December 2025

Staff Development Day
 Term 2 starts
 Term 2 finishes

Term 3 (Spring)

Monday 5th January 2026
 Friday 13th February 2026

Term 3 starts
 Term 3 finishes

Term 4 (Spring)

Monday 23rd February 2026
 Wednesday 1st April 2026
 Thursday 2nd April 2026

Term 4 starts
 Term 4 finishes
 Staff Development Day

Term 5 (Summer)

Monday 20th April 2026
 Monday 4th May 2026
 Friday 22nd May 2026

Term 5 starts
 Bank Holiday
 Term 5 finishes

Term 6 (Summer)

Monday 1st June 2026
 Tuesday 2nd June 2026
 Tuesday 21st July 2026

Staff Development Day
 Term 6 starts
 Term 6 finishes

Our Uniform

All school uniform can be purchased from our suppliers:

TFS School & Dancewear,

45 Spital St,

Dartford,

DA1 2DX

Telephone: 01322 291 838

Website: <https://www.tfsclothing.co.uk/>

School uniform can also be ordered through Brigade, an online service:

Website: <https://www.brigade.uk.com/parents/>

- Generic grey tunic, skirt or grey short, long or tailored trousers - required
- Generic white blouse or shirt - required
- School cardigan or jumper - optional to buy from Brigade or TFS
- Generic grey tights, grey socks or white socks - required
- Generic black shoes - not trainers or boots - required
- School tie - required from Brigade or TFS
- School blazer - required from Brigade or TFS
- Summer option - generic red and white school dress
- Hair ties should be either red, black, or white only
- No nail varnish

P.E Kit

- Navy shorts - required
- Red school PE Polo shirt with logo - required
- For outside games :
 - Navy tracksuits are permitted
 - Red school polo shirt with logo
 - Trainers

Book Bag or School Logo Backpack

- A Book bag or backpack with the school logo is required by all pupils



Jewellery, Hair and Make-Up

Children are not allowed to wear jewellery to school, except for plain studded earrings. Hair bands and ties must be red, black or white. Pupils must not wear make-up and nail varnish is not permitted. Bows are not permitted and any hairbands must be school colours.

Lost Property

All uniform should be clearly named. Any lost items including sports kits will be picked up by staff and retained in the classroom. At the end of each half term, any unclaimed items will be given to the PTA as part of our second hand uniform stock or disposed of.

Care of Property

Personal items should not be brought into school especially toys, trading cards, mobile phones, fit bits, Apple Watches etc. unless it has been requested for learning. If pupils are requested to bring in money for a bake sale or a fundraising event then they will be told in advance. Unfortunately, the school cannot accept responsibility for loss or damage of any sums of money or valuable items.

Alternative Pick-up

If a child is being picked up by a different adult to their normal arrangement, you must inform the school office by 2:30PM. Please email office@st-pauls-swanley.kent.sch.uk with the person's details and we will give these to your child's class teacher.

Social Media

The School Office sends out a consent form allowing you to opt in or out of giving permission for your child to appear on social media. All photos are first shared on ClassDojo, but some may also be used to promote the school or celebrate learning on platforms such as X or Facebook.



Continuous Provision Classrooms

At St. Paul's, our Early Years and Key Stage 1 classrooms follow a continuous provision model, designed to promote independence, curiosity and creativity. These classrooms offer a range of carefully planned zones that support different areas of learning, including role play, construction, reading, writing and maths. In addition to the rich indoor environment, children also have access to outdoor learning spaces that further extend their opportunities for exploration and play. Classrooms are equipped with unique features such as a children's kitchen area for real-life learning experiences, and access to modern technology, including 3D printers, which introduce early design and problem-solving skills. Staff use observations to scaffold and extend children's learning, ensuring that every child is both supported and challenged within a safe and engaging environment.



Maple Classroom

Maple Class is a mainstream classroom designed to foster autonomy, confidence, and engagement for all pupils. The learning environment is calm and thoughtfully arranged, with soft lighting, natural tones, and a variety of workspaces that support different learning preferences. Children are encouraged to make choices about how and where they learn—whether at a standing desk, a shared table, or an individual workstation—helping them develop independence and self-awareness. A consistent routine and a strong focus on emotional wellbeing create a supportive atmosphere where every child can thrive. Maple Class promotes a flexible, inclusive approach that empowers all learners to take ownership of their education.



Curriculum

Children are inspired to achieve the remarkable at St. Paul's. It's partly a question of expectation. We consider every child to be a musician, scientist, mathematician, artist, performer and athlete. We provide them with opportunities to develop their skills and knowledge in all the areas of the curriculum and encourage them to be the best they can be

We use the National Curriculum and other published frameworks as a guide. However, topics and schemes are adapted to be relevant to the experience of children when possible. We also try to develop the children's understanding of their own learning behaviour and cultural diversity, within a Christian ethos.

In Key Stage 1, we use the Read, Write, Ink scheme for Phonics and to teach reading. Key Stage 1 are taught through play and continuous provision. Children are set learning challenges throughout the week, linked to a topic that allows the children to work independently on tasks that they are interested in and skilled adults move their learning on.

At St. Paul's, we take very seriously our responsibility to prepare children for life in modern Britain. We ensure that the fundamental British Values are introduced, discussed and lived out through the ethos and work of the school. All curriculum areas provide a vehicle for furthering understanding of these concepts and, in particular, our Religious Education and Personal Social Health Education lessons provide excellent opportunities to deepen and develop understanding. Children embrace these concepts with enthusiasm and demonstrate a good understanding of their application to their own lives. Our school mission statement and aims encompass all British Values; these have been developed by all stakeholders and are reflected in our schools daily practice and beyond.



The Power of Reading is used by the school and this is having a positive impact on reading and writing across the school. Good quality texts are read with the children. Reading is taught through a variety of approaches including the daily teaching of synthetic phonics. Classes undertake small group guided reading sessions and quality texts are shared with the children. Individual reading takes place and parents and carers are encouraged to support pupils at home. Class reading, at the end of the day, takes place and again good quality texts are used.

Special Education Needs and Disabilities (SEND)



Our Special Educational Needs Coordinator (SENCO) is Miss Bronwen Craft. She plays a key role in supporting children with SEND and is always available to speak with parents and carers if they have any concerns, questions, or need guidance about their child's needs.

At St. Paul's, we are committed to providing an inclusive and nurturing learning environment where all children, including those with special educational needs and disabilities (SEND), are supported to achieve their full potential. We recognise that every child is unique and may require different types and levels of support at various stages of their school journey. Our approach is guided by the SEND Code of Practice and is detailed in our SEND Information Report, which outlines how we identify, assess and support pupils with additional needs.



Early identification is key, and we work closely with families, staff, and external professionals to ensure that support is tailored, timely, and responsive. Class teachers, supported by the SENCO, plan high-quality, differentiated teaching alongside specific interventions where needed. We use a graduated approach—assess, plan, do, review—to monitor progress and adapt strategies accordingly. We value strong communication with parents and carers, involving them in decision-making and regularly reviewing their child's progress.



St. Paul's aims to remove barriers to learning and participation so that all pupils feel valued, confident, and included in the life of the school. Our inclusive ethos is woven through classroom practice, the wider curriculum, and social opportunities. We are proud of the progress our pupils with SEND make and the strong sense of belonging they experience within our school community. Further details can be found in our full SEND Information Report, available on our website.

Lunch Booking

School meals are provided by Caterlink and must be booked by 8:00 AM each school day. You can book lunches on the SchoolComms Meal manager function. If you miss this deadline, please inform the school by 9:15 AM so we can notify Caterlink. If this does not happen, you will be contacted and asked to bring a packed lunch for your child. Failure to do so may result in your child not receiving their preferred meal choice, which can lead to upset. It can also lead to other children missing out or getting smaller portion sizes.

To avoid this, we encourage you to book meals in advance and in blocks, ensuring your child enjoys a consistent and balanced lunchtime experience. A menu will be shared whenever Caterlink informs us of any changes. A variety of hot meals are available throughout the week, including roast dinners and fish and chips. There is also a daily vegetarian option, along with the choice of a jacket potato with various toppings

Trips

It is vital that children are given the opportunity to consolidate, extend, and share the learning that takes place during the school day. At our school, we enrich this development through regular outings made possible by our two school minibuses, each driven by a qualified minibus driver. We aim to get out as often as possible, visiting a wide range of places including museums, theatres, theme parks, beaches, and wildlife parks to support learning and inspire curiosity. All trips are fully staffed by staff at St. Paul's and, therefore, we do not require extra helpers for these experiences.

Curriculum Overviews

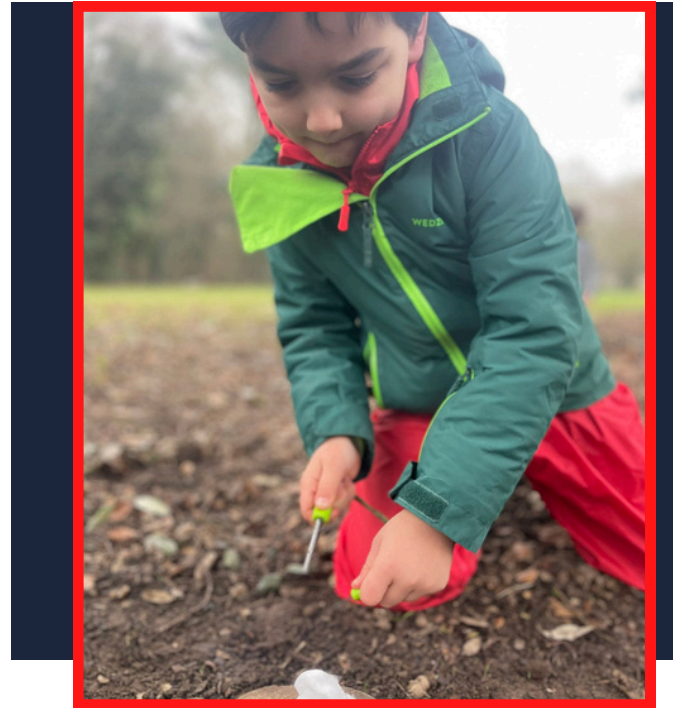
Curriculum overviews are shared with families each term and are also available on our school website. These give you a clear summary of what your child will be learning, helping you stay informed and support their learning at home



Forest School

Forest School is about using the outdoors to promote confidence, self-esteem and independence. At St. Paul's, we are passionate about developing the whole child, not just their academic ability. The benefits of Forest School to the children are many and include improved confidence, behaviour, concentration, independence, resilience, creativity and teamwork.

Our Forest School is led by Mr Manning, the Compass Federation's Forest School Lead, who is a fully qualified Level 3 Forest School practitioner. All children will have access to Forest School sessions throughout the year, giving them regular opportunities to learn and grow in a natural setting. Activities such as den building, tool use and nature exploration encourage teamwork, resilience and creativity. Children should come prepared with appropriate clothing, including long trousers and t-shirts, to ensure they can participate safely and comfortably in all outdoor activities. Sessions are designed to be inclusive and supportive, allowing every child to take part and thrive. Over time, children develop a greater sense of independence and confidence, which they carry back into the classroom.



Parent Consultations

Parents have two opportunities each year to meet with their child's class teacher during parent consultation meetings.

These meetings provide a valuable chance to discuss progress, celebrate achievements, and explore ways to support learning at home. When invited to do so, appointments can be booked through SchoolCloud, our online booking system, which aims to schedule sibling appointments close together—if not directly next to each other—for your convenience.

School Reports

Parents receive an annual written report from the class teacher at the end of the summer term, which provides information about their child's academic achievement and summarises their personal and social development. In addition, pupils in Years 1 to 6 receive a mid-year report outlining their attainment scores, based on outcomes from our assessment weeks, giving parents a clearer picture of their child's progress throughout the year.



Homework

It is vital that children have regular opportunities to consolidate, extend and share their learning at home. Daily reading is key—research shows children who read for enjoyment every day perform better in reading tests, develop a broader vocabulary and gain wider general knowledge. Reading is enjoyable and essential. We expect every child to read to an adult at least 5 times per week using their school reading book. Please read aloud to your child too—this models fluency and expression. Talk about the book, predict what might happen, discuss characters and events, and most importantly, enjoy reading together to build a lifelong love of books.

Weekly spellings linked to class learning will be shared via ClassDojo. Every child from Year 1 to Year 6 will receive a White Rose Maths homework book aligned with current classwork. Teachers will post the pages to complete each week on ClassDojo. Homework is set on Monday and due the following Monday. Birch Class will also receive sharing tasks to complete at home across the year. If your child is on the Accelerated Reader programme, they should complete a quiz when they finish a book.

Assessment

We utilise a variety of formal and informal assessment strategies to measure pupils' progress and identify their strengths and areas for support. In addition to ongoing school assessments, there are statutory assessments throughout a child's time in school. Children are assessed at the end of the Early Years Foundation Stage against the Early Learning Goals; at the end of year one, there is the phonics screening check and at the end of Year 6, children are assessed in the core subjects by their teachers as well as the Statutory Assessment Tests in Reading, Writing and Mathematics.





Parent Involvement

At St. Paul's we view the partnership with parents and carers as a vital key to supporting pupils with their education, whilst working together to build a school community that benefits all children and their families. We encourage communication and active participation in the life of the school in a variety of ways:

School newsletters, updates, the website and emails

Parent workshops and information evenings

Celebration and Family Worship

Parent consultations and reports

Parent Council

The Parent Teacher Association (PTA)

| Frequently Asked Questions | Answers |
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| Where is the school located and how can I contact it? | <p>Address: School Lane, Swanley Village, Kent, BR8 7PJ Phone: 01322 664324 Email: office@st-pauls-swanley.kent.sch.uk Website: www.st-pauls-swanley.kent.sch.uk</p> |
| What are the school hours? | <p>Drop-off: 8:45–8:55 AM Pick-up: 3:15–3:25 PM Late arrivals: After 8:55 AM via the school office End of day: Children not collected by 3:15 PM are sent to wraparound care</p> |
| What uniform is required? | <p>Main: Grey trousers/skirt, white shirt/blouse, blazer (required), tie (required), black shoes (no trainers) P.E: Red polo with logo, navy shorts/tracksuit, trainers Where to buy: TFS Schoolwear (Dartford) or online via Brigade Note: No makeup, nail varnish, bows, or non-school-coloured accessories</p> |
| What is the attendance policy? | <p>Call by 9:30 AM for absences Medical evidence required for absences >3 days Holidays during term time are unauthorized Punctuality is monitored closely</p> |
| How do school meals work? | <p>Caterlink provides hot meals Book this through SchoolComms Meal Manager Meals must be booked in advance each day via the school system Booking shuts at 8AM on the day. If this is missed, the school office must be called by 9.15AM</p> |
| How can I meet with teachers or staff? | <p>Speak to the teacher directly or message via ClassDojo Email the office to book meetings with Head of School, Executive Head, or SENCO Email: office@st-pauls-swanley.kent.sch.uk</p> |
| Where can I find updates and photos? | <p>Follow the school on Twitter: @StPaulsSwanley Look at the School and Class Story on ClassDojo Opt-in for photo permissions via consent forms</p> |