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| <b>U</b> | <p><b>Uniform:</b> logo items are supplied by Horn-castles (Sevenoaks). Plain items can be sourced elsewhere. Our PTA hold sales of – pre-loved items to help keep costs under control.</p> <p><b>Unwell?</b> If your child appears unwell to us, we will let you know. Please ensure we have home/work/mobile contact details and also an emergency number.</p>   |
| <b>V</b> | <p><b>Voluntary Fund</b> contributions are vital for supporting the purchase of new/additional equipment &amp; resources. If you/your company can support our fundraising, please let us know. Gift Aid and covenants can be arranged.</p>   |
| <b>W</b> | <p><b>Worship</b> is a vital focus for our school family. Parents/carers are invited to join School Services at St Botolph's each term, as well as important Christian Festivals. Without parents support for walking/driving children to church, these events would not be possible. A weekly Prayer Group meet in school, with parents and staff giving thanks and asking for help in different situations. For more details, please ask at the School Office.</p> |
| <b>X</b> | <p><b>X-tra Curriculum</b> opportunities are part of our provision for enhancing learning and development. School staff, coaches, volunteers and older children offer a range of clubs for different ages and interests (free &amp; chargeable). If you have a particular talent/interest to share, please let the School Office know.</p>   |
| <b>Y</b> | <p><b>Yearly</b> school term dates are unique to this school and are agreed by Governors. Please check the school website so family trips and activities are booked in holiday time.</p>   |
| <b>Z</b> | <p><b>Zealous</b> learners are our aim... Please ensure your child has plenty of opportunity for rest, relaxation, exercise, fun, friendship, hobbies and enquiry, so they are ready for learning at school.</p>   |

## School Contacts:

**Attendance/sickness information / EMC or Active8 bookings/cancellations / School lunch orders/changes/cancellations-** Mrs Richardson:

[reception@chevening.kent.sch.uk](mailto:reception@chevening.kent.sch.uk)

**EMC or Active8 bills** - Mrs Thewlis:

[bursar@chevening.kent.sch.uk](mailto:bursar@chevening.kent.sch.uk)

**Admissions** –: [office@chevenng.kent.sch.uk](mailto:office@chevenng.kent.sch.uk)

**School lunch payments** - [www.principals-catering.com](http://www.principals-catering.com)

Pay by debit/credit card via telephone 07483 425779.

We hope this Guide provides some helpful information/reminders for our families. If you think of something useful to add, please let us know! The School Office team are always able to listen and help.



## Chevening (St Botolph's) CE Primary School

Chevening Road,  
Chipstead,  
Sevenoaks  
Kent  
TN16 2SA

Phone: 01732 452895  
E-mail: [office@chevening.kent.sch.uk](mailto:office@chevening.kent.sch.uk)  
[www.chevening.kent.sch.uk](http://www.chevening.kent.sch.uk)  
@CeChevening

## Chevening (St Botolph's) CE Primary School

**Learn, Believe and Achieve**

## Useful Information Guide for our Families



**2020-2021**

## An A-Z Guide to Chevening (St Botolph's) CE Primary School

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| <b>@</b> | <b>Follow us on Twitter</b><br><b>@CeChevening</b>   |
| <b>A</b> | <b>Attendance</b> —both regular & punctual -is vital for securing children's learning & well-being. Please commit to ensuring your child is an <b>Attendance Hero: Here—Every day—Ready—On time</b> ; please see our Attendance Policy for more details.   |
| <b>B</b> | <b>Bookbags (KS1) &amp; Rucksacks (KS2)</b> are available from Horncastles (Sevenoaks) and are needed everyday, so that our children can organise themselves.  |
| <b>C</b> | <b>Cars and children</b> need to be kept as far apart and as safe as possible. Please supervise your children at all times before/after school. Cars should be parked on the school's side of Chevening Road, so that traffic can flow. Please do not block our lovely neighbours' access. Parking is also available at the Chipstead Rec and Chipstead Lake. We encourage our local families to stay fit by walking to/from school. |
| <b>D</b> | <b>Dates</b> are shared as swiftly as possible, so families can make plans. Please see regular emails, school/class newsletters and the school website. <i>Apologies in advance for any amendments—sometimes we have no option.</i>  |
| <b>E</b> | We have a school <b>email system</b> for sending secure and regular information and news; please ensure the Office staff have your email address.  |
| <b>F</b> | <b>Food!</b> Lunches are provided by CH&CO. Please see our website for further details.  |
| <b>G</b> | <b>Governors</b> provide strategic direction and challenge. See our school website for more details.   |

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| <b>H</b> | <b>Help!</b> If you have an urgent or difficult situation, please let us know. We want to offer support and understanding, so information is handled sensitively and with care.  |
| <b>I</b> | <b>IT</b> —children do <b>NOT</b> need to bring their personal IT equipment to school—we are well-equipped, thanks to our wonderful PTA. In Y6, in readiness for Secondary School, children who walk to school may bring a <b>mobile phone—but MUST</b> hand them in to the school office before 8.55am and collect them at 3.15pm.                |
| <b>J</b> | <b>Jewellery</b> is not permitted for children, as it can easily be lost/damaged and may inadvertently cause harm. Watches and small stud earrings are the only exceptions.  |
| <b>K</b> | <b>Keeping in touch:</b> We provide information & opportunities to discuss your child's learning, progress & development each term, with a range of reports, Parent Consultations and Open Classroom events. Please watch out for dates each term.   |
| <b>L</b> | <b>Lost Property</b> is kept for approx 6 weeks, so families can find/retrieve their belongings. Please ensure <b>EVERYTHING</b> is clearly named, as after this time we cannot store unclaimed property.  |
| <b>M</b> | <b>Medication:</b> If your child needs medication in school, please speak with School Office staff and read the Medication Policy on our website. Parents' consent is needed for administering medication.<br><b>Money</b> for trips/activities, etc should be sent in a sealed envelope, with name/class/amount & purpose details clearly marked. |
| <b>N</b> | <b>Network:</b> Our families use social media for informal class information & help. Please see PTA reps or the School Office if you want to join in.  |

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| <b>O</b> | We <b>organise</b> our children into 4 houses: <i>Churchill, Sackville, Stanhope or Wolfe</i> Each recognises an influential figure from school, local and national life. This system helps us organise inter-house events.   |
| <b>P</b> | Our <b>PTA</b> is amazing, active and needs you! All parents/carers are automatically members and the benefits are huge: support networks for families, social opportunities for adults & children and a strong fundraising focus. There's a PTA Facebook page, so please take a look and get involved.   |
| <b>Q</b> | <b>Questions</b> always arise... Please seek answers from class staff or the School Office in the first instance. We do our best to answer as soon as possible.   |
| <b>R</b> | <b>Remissions &amp; Charges:</b> Our Policy is available on our website, but in essence, we sometimes need to ask for voluntary contributions to cover the cost of additional activities/ opportunities. If a contribution is not possible, please speak in confidence to the School Office.  |
| <b>S</b> | <b>Safe &amp; Secure:</b> We endeavour to ensure our site and activities are safe, so that our children feel secure & happy. We have 3 staff overseeing Safeguarding in School—we take all concerns seriously. Please ask the School Office to contact one of our Safeguarding Leads if you have a concern. Full details are also on our website. |
| <b>T</b> | <b>Transport:</b> We sometimes need help to take groups/classes of children to different venues for sports & learning activities. If you are able to help out, please let us know. Sadly, without this help, some activities are not possible.  |