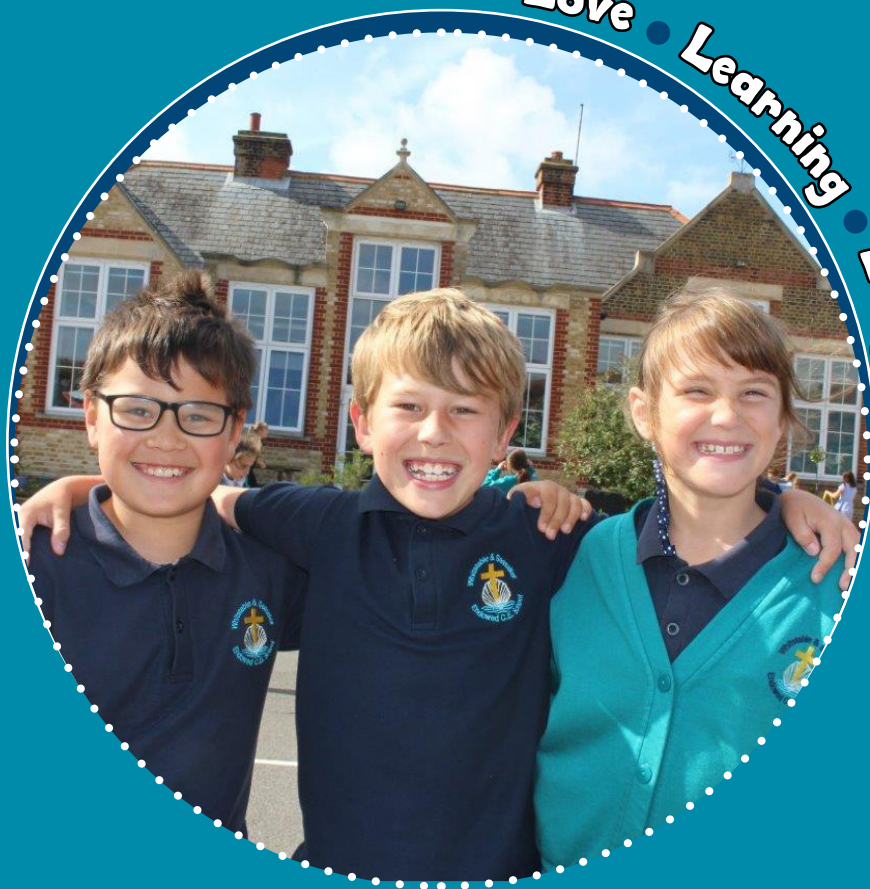




**Whitstable & Seasalter Endowed
Church of England (Aided) Junior School**

Love • Learning • Laughter



Handbook for Parents and Carers

2025-2026

Welcome to 'The Endowed'

Welcome to our 'Endowed' family where we put 'Love, Learning, Laughter' at the heart of all we do. We are delighted that you have chosen our school. Of course, you will have lots of questions and there will be a lot of new information for you to gather. I hope that this little booklet will help you but if you have any further questions, please contact us so we can help and get to know you at the same time.

Ellen Taylor
Headteacher

Headteacher: Ellen Taylor



We look forward to a long, happy and successful partnership with you in educating your child, now and for the future.



Love • Learning • Laughter

**LET
YOUR LIGHT
Shine**

Matthew 5:14-16

As a school family, living and learning with a thirst for knowledge, we delight in everyone's achievements sharing joy and laughter along the way.

Within the love of God we nurture aspirations, celebrate each other's individuality enabling all to flourish.

We let our lights shine in school, our community and the World beyond.

Love ★ Joy ★ Goodness ★ Resilience ★ Trust

The School Day

School entrances are unlocked at around 8.35AM each morning. The bell will then be rung at 8.50AM which is the signal for children to line up and walk to their classes. We respectfully ask parents to leave on the bell as it makes it easier for us to see the children safely into school. Please note that staff will be on duty from 8.40AM. If it is raining hard, the children can go straight to their classrooms from 8.40AM. We would kindly ask parents/carers not to come on to the decking area, thank you.

Morning Break

10.20AM to 10.35AM. Children may bring a healthy snack or buy from the Fruit Tuck shop (please see details on the following page).

Lunch Break

Whole School - 12.00PM- 1.00PM

End of School

School finishes at 3.20PM. At the end of the school day children will be taken into the playground to be collected. The school gates are unlocked around 3.15PM and parents and carers should wait in the playground (not on the decking) for their children. If you are likely to be late please do your best to let the school office know. Any child who is expected to be collected but is not, will be taken to the school office. We regularly remind the children that this is what they must do but if you can tell them also, it is a great help.

Change in home time arrangements should be written in their home contact book or inform the school office.



Equipment

Almost everything your child needs will be provided by the school. Children sometimes like to have their own pens and pencils. Pencil cases should be named and small enough to fit in their desk. We do not encourage children to bring toys into school and will not be able to accept responsibility for any which are lost or broken.

Water and Milk

We encourage children to have a bottle of water in their classrooms which we ask you to provide. Children may refill their bottles from any tap in the school, as all are connected to the mains water supply and therefore safe to drink. Milk is also available during the lunch break for children who would like to drink it.

May we take this opportunity to remind you that canned, glass bottles or fizzy drinks are not suitable for school, either in packed lunches or on school trips. Only water and milk is permitted.

Fruit Tuck Shop

Fruit is on sale each morning break. Children can choose from a variety of fruit on offer priced at 30p for each snack. We ask that only healthy snacks are eaten at morning break - no chocolate, sweets or crisps. Fruit Tuck can be paid for in advance via My Child At School (MCAS) or by cash at point of purchase.

Packed Lunches

If your child brings a packed lunch to school, please ensure that any container is marked clearly with their name and class. Please ensure that the food **does not contain nuts, passion fruit, hibiscus, blueberries, kiwi and pineapple** as some children and staff in school have very serious allergies. We encourage packed lunches to follow a healthy balanced selection of foods - and we would request no solid chocolate bars or sweets.

School Dinners

We are aware that whilst your child was at infant school, they would have received a 'free' school dinner. Unfortunately, this government scheme is not available to junior aged children but we do cook our own delicious meals on site every day, sourcing food from local suppliers. Our aim is to provide healthy, nutritious food. Menus are interesting, appealing to children

and wholesome. School meals from September 2025 will be £2.90 per day which for a good home cooked two course meal and drink, represents very good value for money. All meals will need to be booked and paid for in advance via MCAS (more details later) and the cut off to order a meal is a week before to allow for careful purchasing of food and to minimise food waste. Children do not have to have a meal every day of the week but can choose between home provided packed lunches and school dinners. Prices are reviewed annually in line with what other local schools charge and food prices. Also, please let us know on the forms provided, if your child has any dietary requirements, thank you.

If your child is entitled to free school dinners please accept them. However, if your child does not wish to benefit from a free school dinner, we would encourage you to still apply if you think they are entitled. This may also trigger other financial benefits for your child whilst in school. Please see the section on Pupil Premium later in this booklet. You will need to apply for free school meals; please refer to <https://www.kent.gov.uk/education-and-children/schools/free-school-meals>



Physical Education

At the Endowed a variety of different sports activities are enjoyed throughout the year. PE and games take place in the playground and school hall. The Endowed PE kit can be worn to school on the days your child has PE. (Year 3 Tuesday, Year 4 Wednesday, Year 5 Thursday and Year 6 Friday)

Swimming

Swimming is a legal, National Curriculum requirement and this will take place in terms 5 & 6 for our Year 6 pupils. Each Year 6 class will attend for approximately five to six weeks and will be taught by qualified swimming instructors. A swimming costume; trunks, towel, goggles and water bottle will be required. Letters will be sent home to notify you of when your child's sessions will begin, where we will be asking for voluntary contributions towards the cost of these lessons.

Jewellery

Jewellery should not be worn to school. However, we will allow small stud earrings and a wrist watch. If small studs are worn to school these must be removed for safety reasons for all physical activities including swimming. This applies to non-school uniform and dress-up days. Any 'smart' watches must not have access to messaging and the internet.

Hair/Hair Accessories

Long hair (below shoulder length) should be tied back to prevent the spread of headlice and for the purpose of health & safety. Hair accessories should be minimal, plain and in school colours. Hair should be kept out of children's eyes using small headbands, clips and slides; again plain using school colours.

School Uniform

Uniform

School sweatshirt or school cardigan with school logo

Navy or black trousers

Navy or black skirt or pinafore dress

Navy School polo shirt with school logo*

Navy polo shirt

Navy School Fleece with logo (outdoor wear only)*

Navy School 'Hoodie' with school logo for PE*

Black shoes (low heels) or sensible black/blue toe covered sandals

Boots may be worn in cold weather to and from school but children must change into black shoes when in school

Black/Navy/White socks, black or navy tights

In Summer a blue check or striped dress*

In Summer black or blue school shorts*

PE

PE Kit – Navy shorts, plain navy jogging bottom or navy leggings, white T-shirt (preferably with school logo) and sports trainers.

*optional

Our school uniform can be ordered online from Price & Buckland at www.pbuniform-online.co.uk/whitstable **endowed** and a small stock is held in the school office. We also have available to purchase a selection of pre-loved uniform.



Keeping in touch

School Contact Book

At the start of the academic year your child will be given a 'Contact Book'. This is used by the children to note homework, reading books and timetable information and also informs you of anything you need to know about school. You too can use the book as a way of passing on information; informing us as to a reason for absence or asking the teacher a question. Teachers will try to get back to you as soon as possible.

If you write something in the book, please tell your child and ask them to try and remember to show their teacher. We ask you to please be patient if we do not respond immediately. Of course, if the problem is urgent you may always ring the school or speak briefly to your child's teacher at the beginning or end of the school day, when children are escorted to the playground. If a matter cannot wait, there is always someone at the end of the phone; email or in the office who will help you.

Contact with School Staff

We would respectfully ask that if parents or carers wish to speak to a class teacher at length, that they do this by coming in through the school office rather than approaching a teacher direct from the decking door to classrooms. You will appreciate the importance of us knowing who is in school to safeguard all children and adults. Of course, if you have any concerns regarding your child, please come to the school office and make an appointment to see your child's class teacher, or email homecontact@whitstable-endowed.kent.sch.uk which will be passed on to the relevant member of staff. Please refer to our Home School Communication Policy for guidelines and expectations in relation to communication between home and school.

Ellen Taylor, the Headteacher, is always very happy to speak with parents so please come and see her rather than worry. Your child's happiness and well-being is very important to us and her door is always open! A dedicated headteacher email address is also available for direct contact, details of which can be found at the back of this booklet.

Mutual Respect-Statement

We welcome visitors to our school. We will act to ensure it remains a safe place for pupils, staff and all other members of our community. If you have concerns we will always listen to them and seek to address them.

Please be aware, however, that abusive, threatening or violent behaviour both physical and virtual, will not be tolerated in this school. Any adult behaving in this way is likely to be asked to leave the site or removed from electronic communications. Please refer to our Parent/Carer Code of Conduct Policy. <https://www.whitstable-endowed.kent.sch.uk/policies/>



Electronic Communication

We use a system by Bromcom called My Child at School App (MCAS) which allows the school to communicate with parents and carers by email, text and notifications through the MCAS App. This system is also used for booking and paying for activities in school, like dinners, LHKC and parents evening. Your permission is requested within the consent forms for completion by you and we ask that you update any changes to your email addresses, contact information and telephone numbers as soon as possible via the App. Please ensure that emails and messages are checked regularly to make sure you do not miss out on important school information. It is the responsibility of all parents and carers to read all messages from school. For those parents who do not have access to emails, it can be arranged for paper copies of letters and information to be provided.

Emergency Contact

It is **vital** that we have current numbers in case of an emergency. If you change your address, phone numbers or email addresses (or that of your emergency contacts), please inform the school office straight away. A green 'Emergency Contact & Permission Form' will be sent to you for your completion and return when your child is admitted and we do ask please, that you give more than one contact information. It may seem we are requesting the same information twice but this is due to the way that information is kept in school and accessible to those staff who may need to view it.

Microsoft Office 365 and Pupil Email

When your child joins us in September, they will be issued with their own school email address. This also allows them access to their own Office 365 Suite of Microsoft software and programmes, which can be used both at home and at school and includes access to emails through Outlook. Further details will be given in September together with email addresses and passwords, and details of how to set up these accounts. Logins and passwords will also be given for access to TT Rock Stars and Spelling Shed, when your child joins the school.

School Trips

Throughout their years at the Endowed children may undertake several trips. Most of these will be of an educational nature to support work in school; others may simply be for fun. On these occasions you may be asked for a voluntary contribution towards the cost. These contributions are essential for trips to go ahead. We are aware that some parents may have difficulty in meeting these contributions. If that is so, please speak to us in confidence. There may be occasions when we make 'on the spur of the moment' local visits to the library, beach, museum, etc, without giving prior notice. These visits are always within walking distance and are very well supervised by staff - Beach School is one such example.

We offer the chance to **'Pay it Forward'** for any parent or carer that wishes to contribute towards the cost of trips or other activities and resources for those families that might find it more of a financial struggle.



Our SENCo: Janine Hewitt



SENCo

Mrs Hewitt is our SENCo and one of our Assistant Headteachers and she heads up our school 'Well-being' Team. Her role is to support the Teaching and Learning needs of the children as well as their well-being in the school. Please do not hesitate to make an appointment to meet with her if you wish to discuss your child's needs in more detail. senco@whitstable-endowed.kent.sch.uk

Family Liaison Officer (FLO)

Miss Parker is our school FLO and works alongside Mrs Hewitt in our well-being team. Miss Parker is available to support you and your family and is always ready to talk over a cup of tea. Please email: flo@whitstable-endowed.kent.sch.uk

Our FLO: Rachael Parker



Home/School Agreement

We strongly believe that educating children is a partnership between school and home. By signing this agreement, you are confirming your commitment to sharing the responsibility for the education of your child. This form is included within the 'Admissions and Consent' forms.

Absence

Please telephone the school on each day of absence; leave a message on the answer machine or email homecontact@whitstable-endowed.kent.sch.uk with full details of your child's absence. This needs to be done as early as possible in the morning and if we do not receive a message, you will be contacted by the school. Requests for absence need to be sent in writing to the Headteacher well in advance of the dates of absence (where possible). [Attendance Policy](#).

Lateness

If your child is late for any reason, they should first come to the school office to be registered before going to class.



'The Endowed' Every Lesson Counts!



Good Attendance means being in school at least **95%** of the time, or having **no more than 9** days off!

0 days absence / **190** school days in each year = **100%** attendance

9 days absence / **181** days of education = **95%** attendance

Good attendance best chance of success

Poor attendance less chance of success. Monitored by school

19 days absence / **171** days of education = **90%** attendance

29 days absence / **182** days of education = **85%** attendance

Very poor attendance serious impact on education and reduces life chances

38 days absence / **152** days of education = **80%** attendance

47 days absence / **143** days of education = **75%** attendance

365

days in the calendar year.

175 non

school days a year!

(all this for shopping, holidays and appointments)

Breakfast and Afterschool Club: Lighthouse Keeper's Club

Our Lighthouse Keeper's Club is proud to be able to offer extended school provision for your child before and after normal school hours.

There are two elements to Lighthouse Keeper's Club; a Breakfast Club and After School Club. Both are currently held in our Garden Room. Clubs are staffed by appropriately qualified members of the school team who aim to provide a balance between organised activities and relaxation times whilst maintaining adequate supervision. We aim to provide a relaxed, friendly and safe environment to children aged 7-11 term time only on days when the Endowed School is open. Please note there will be no Lighthouse Keeper's Club on school inset days or afterschool club provision on the last days of Terms 2, Terms 4 and Terms 6.

For our Breakfast club sessions a selection of different food is offered to your children. Quiet games, reading and homework are part of the activities that are available in the mornings. Lighthouse Keeper's Club (breakfast) drop-off is from 7:30am and the children will be taken to the playground at 8:50am to wait for the bell to be rung and go to class.

Cost per morning session is currently £5.00.*

Lighthouse Keeper's Club (afterschool) runs from 3:20pm to 6.00pm. Children can go straight into the club at the end of the formal school day. A range of activities are planned and organised, both inside and outside and consist of various games, sporting activities, reading and craft activities to name a few. Homework can also be completed during this time if your child wishes. A healthy snack and drink is provided.

Cost per afternoon session is currently £9.00.*

* Charges are reviewed annually and any change communicated to parents and carers in good time.

If you wish to book a place/places in either club for September 2025, you will first need to complete and sign an [Information and Terms and Conditions form](#), which can be found on our website. Once you have signed and returned our T's & C's, we will provide further instructions for booking places for Lighthouse Keepers Club. Please note that payment will be required at the time of booking places, and are only confirmed once payment has been made in advance of booking a session via MCAS.

We appreciate, that there may be times when, at the last minute, you need to book your child into either club which we will do our very best to accommodate if we can. However, due to the popularity of the club, we would urge you to book your places in advance as soon as possible. Further details are set out in the Terms and Conditions. If you would like to pay for either of these clubs using Child Care Vouchers, please contact lhkc@whitstable-endowed.kent.sch.uk office who will provide you with details.

Thank you.

Medication

Medication is usually only held in school for serious ongoing medical conditions but we appreciate that sometimes children are well enough to come to school even whilst finishing a course of medication. If you need the school to administer medicines for your child during the school day, a signed permission form must be completed at the school office. We are also willing to administer Paracetamol (Calpol) should the need arise, for which your consent is sought on the small green Emergency Contact and Consent form at the start of each academic year, should you wish to use this option. Parents will always be notified via a slip sent home if their child has been given Calpol during the school day.

All medication is kept in the medical room (or classrooms in severe/serious cases). No children are allowed to carry their own medication.

Holidays in Term Time

Due to very strict Government legislation, we regret to say that holidays requested in term time cannot be authorised. However, we will consider your requests in writing to the Headteacher for absences and these may be authorised, depending on the circumstances and your child's current attendance percentage.

Allergies

We have children and staff in school with very serious allergies and ask, please, that you do not include any nuts or passion fruit, nut/passion fruit products or food containing nuts, passion fruit, hibiscus, kiwi, blueberries and pineapple in lunch boxes, thank you. We ask this to protect all of our children and to minimise the risk to those children who would be put in severe danger if they were to come into contact with any of the above-mentioned products.

Mobile Phones

Our school and playground is a mobile phone free zone for all. Children's phones must never be switched on or used in school or the playground. If your child brings a phone into school they must hand it to their Class Teacher at the beginning of the day and collect from them at the end of the day. Should a child be found to be using a mobile phone on the school premises, the phone will be confiscated until hometime. Teachers cannot take responsibility if anything happens to pupils' own mobile phones.

Pupil Premium

This is a government initiative that provides additional funding to schools to help certain children (more detailed information is available on our website). If your child is entitled to Pupil Premium funding, which is generally triggered by your child being entitled to Free School Meals at any time over the past six years. We may provide counselling services, speech and language as well as additional small group teaching. If your child has ever been entitled to free school meals or you think they might be entitled now, please come to the school office who will be able to advise you further.

School Website: www.whitstable-endowed.kent.sch.uk

Please visit our school website as often as you are able and use it as a source of information about what is happening in school as well as checking dates of future events. All letters and information sent home to parents are also placed on the website, as well as statutory information that every school is expected to provide. In our consent forms we ask for your permission for your child's photograph to be used on the school website and in other publications.

Money and Payments

We are proud of what we provide for our children while they are at school, both educationally and sometimes 'just for fun'; which all goes towards creating exciting and memorable learning experiences, that we hope will stay with them for the rest of their lives. We would like to continue to do this and ask our parents every year for a voluntary donation towards our School Fund. To make a donation, a suggested amount of £25, per child, per year can be made via MCAS or by sending in cash to the school office.

We fully appreciate that not all families will be in a position to do this, but for those who are able, we are extremely grateful.

As we have mentioned in other parts of this Handbook, our preferred way of receiving all payments is via MCAS. However, if you choose to make a payment by cash or cheque (payable to Whitstable Endowed School) please ensure that it is placed in an envelope clearly marked with your child's name and class, together with the amount and what it is for. These can be handed either to your child's class teacher at registration or to the school office. We also accept payment via Child Care Vouchers so please speak to the school office if you wish to make payment for Lighthouse Keeper's Club this way.

The Endowed Fundraising Team

The 'Endowed Fundraising Team' helps raise funds to assist in the provision of educational resources and enriching experiences, spending money on things that will benefit the children directly. There is an endeavour to spend the funds in ways that will benefit all of our children. If you are a parent or relative of a child at the school and would like to be involved please email homecontact@whitstable-endowed.kent.sch.uk.

Parking

We realise and appreciate that parking can be a problem in Whitstable and that the town can become heavily congested with traffic. I am sure you will also be very aware that if all of our families drove to school, this would only add to the problem. For this reason, we encourage families to walk to school, if at all possible. The driveway to the side of St Alphege Church from the High Street that leads to the school gates, is **only** for use by staff; recognised visitors and deliveries to school as well as attendees at St Alphege Church.

The car park to the side of St Alphege Church is not a school car park but for the sole use of those people attending the church. The piece of land behind the shops is not for parent parking. For this reason we ask that parents and carers do not bring cars down the driveway or park in the church car park at any time, unless it is an emergency situation.

The driveway is also used for pedestrian access to the school and for the safety of all our children and their families; we ask you please to help us by not using the driveway and car park at any time, apart from in emergency situations. We work hard to maintain good relations with our neighbours and therefore ask please that you are respectful and considerate when parking in the roads that surround the school, if you are dropping off or collecting your child. Thank you for your consideration in this matter.

School Playground and Site

There are three entrances and exits for the school: the main entrance from the High Street; through the alleyways from King Edward Street and Gladstone Road. A member of staff will be on the back gate in the mornings from 8.40AM and at least one member of the Leadership Team will also be on duty in the playground. Please make sure that your children, both pupils at the school and any siblings, are supervised whilst on the school site. We would ask that parent/carers do not come onto the decking before or after school and that once children are dismissed from their classes at the end of the day, you escort them quickly off the site. For health and safety reasons, children are **not** permitted to play on the large wooden play equipment before or after school hours. Thank you.

There are covered bike and scooter racks located at the front of the school to the side of the staff car park for use by our children. For the safety of all we would also ask that children do not ride any bikes or scooters in the school grounds. Also, we ask that children do not play any ball games on the playground before or after school, only as part of any Club that may be running. Thank you.

Dogs

'The Doggy Den' is an allocated 'wagging and waiting' area in the playground for dogs and their owners. It is in the playground on the right as you enter from the back alleyway. If entering from the front you will need to carry your dog across the playground; this is because some children are fearful and don't want to pass a dog. Alternatively please use the alleyway and enter via the back gate. As there will not be anywhere to tie dogs up, owners please stay with your dog and keep on a lead at all times.

School Using Photographic Images of Children

This section explains why we need to ask for your consent before we are able to take photographs of your child during their time at 'The Endowed'. Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self esteem of children and their families and therefore is something to be welcomed and appreciated. We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording education activities;
- recording their learning and development progress; and
- recording special events and achievements.

We also encourage children to be active learners and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other. We do however recognise that with the increased use of technologies, particularly digitally and online social media platforms, the potential for misuse has become greater and we understand that this can give rise to concern. We therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk. We are also mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding

consent, please let us know immediately in writing. We include the safe use of cameras and images as part of our Child Protection Policy, which is available on our website. To comply with the Data Protection Act 1988 and GDPR, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this guidance to do this. Please read and complete the form within the '*Admissions and Consent Forms*' that relates to this section. **Thank you.**

Parents taking photos and videos at school events

Due to Safeguarding and General Data Protection Regulations (GDPR) parents and carers will not be able to take pictures or videos of their child or other children during events. This includes events which take place outside of school for example Sports Day or school productions.

For those children who have given parental consent, the school will post pictures of the children in school events on the web site.

Preparation for September

There will be an opportunity to meet your child's teacher before admission in September, where you can discuss your child, specific curriculum objectives, reading, homework or any other enquiries you may have.

During the first week of September the school experiences 'Ignite Your Light' week where the children get to know each other with a wide range of exciting activities; such as art, games, writing letters and creating posters. All these activities give the children a chance to learn about their teachers and our school; think of their goals for the year and their strengths as well as getting to know each other's hobbies and interests. It's a chance to share their strengths and let their light shine. It's an opportunity to make new friends and reinforce old friendships they may have had in their infant schools.

Links with our Community

We are part of the Coastal Alliance meaning we work closely alongside our neighbouring schools. We have had shared Year 3 playtime with Whitstable Junior School and visit infant schools to read with the children. Our Year 6 Vision Ambassadors help out regularly at St Alphege Church Coffee Mornings and they have visited Bradbury Grange residents. We like to think of ourselves as being part of the heart of the community.

Term Dates 2025-2026

Term 1 Starts* Monday 1 September 2025
Ends Friday 17 October 2025

Term 2 Starts* Monday 27 October 2025
Ends Friday 19 December 2025

Term 3 Starts Monday 5 January 2026
Ends Friday 13 February 2026

Term 4 Starts Monday 23 February 2026
Ends Thursday 2 April 2026

Term 5 Starts Monday 20 April 2026
Ends Friday 22 May 2026

Term 6 Starts Monday 1 June 2026
Ends* Tuesday 21 July 2026

Inset Days*: Monday 1 September 2025
Monday 27 October 2025
Monday 24 November 2025
Monday 20 and Tuesday 21 July 2026

And finally...

This is the beginning of life at Junior School for your child and we hope that the four years they spend with us, will be happy and successful ones. Our staff take time to liaise with the staff from your child's current infant school and work hard to make transition as smooth as possible. Your child will also be visiting our school, not only on the official transition day, but at other times with their current school to have a look around, ask questions and generally get a feel for life at Junior School.

Love • Learning • Laughter

Please do not hesitate to get in touch with us if there is anything that is unclear. We are always happy to hear from parents and the Headteacher's door is always open!

Thank you.

**Whitstable and Seasalter Endowed
Church of England (Aided) Junior School**

High Street, Whitstable, Kent CT5 1AY

Headteacher: Ellen Taylor

T: 01227 273630

E: homecontact@whitstable-endowed.kent.sch.uk

W: www.whitstable-endowed.kent.sch.uk

Headteacher: headteacher@whitstable-endowed.kent.sch.uk

SENCO: senco@whitstable-endowed.kent.sch.uk

FLO: flo@whitstable-endowed.kent.sch.uk

lhkc: lhkc@whitstable-endowed.kent.sch.uk (Lighthouse Keeper's Club)