



# South Borough Primary School

WELCOME PACK &  
GENERAL INFORMATION

A MEMBER OF SWALE ACADEMIES TRUST


**Exec. Headteacher:**  
Mrs J Olivier

**Head of School:**  
Mrs T Oakley

**Telephone:**  
01622 752161

 **E-mail:** [office@sbps.kent.sch.uk](mailto:office@sbps.kent.sch.uk)

 **Website:** [www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)

 **Twitter:** @sbpsmaidstone

A Learning Ladder for Life

## Welcome Pack & General information



# South Borough PRIMARY SCHOOL

### Core Values at South Borough



**Sincerity**



**Bravery**



**Perseverance**



**Support**



South Borough Primary School  
Stagshaw Close  
Postley Road  
Maidstone  
Kent  
ME15 6TL  
Email: [office@sbps.kent.sch.uk](mailto:office@sbps.kent.sch.uk)  
Telephone: 01622 752161

Executive Headteacher - Mrs J Olivier  
Head of School - Mrs T Oakley

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 7344732



# South Borough Primary School

WELCOME PACK &  
GENERAL INFORMATION

A MEMBER OF SWALE ACADEMIES TRUST

**Exec. Headteacher:**  
Mrs J Olivier

**Head of School:**  
Mrs T Oakley

**Telephone:**  
01622 752161



**E-mail:** [office@sbps.kent.sch.uk](mailto:office@sbps.kent.sch.uk)

**Website:** [www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)

**Twitter:** @sbpsmaidstone

*A Learning Ladder for Life*

## INTRODUCTION

Welcome to South Borough Primary School. We hope that you find the information contained in this welcome pack useful. If you require any further information then the school office will be happy to help you.

## TIMES FOR THE SCHOOL YEAR 2020/2021

Session Times	Key Stage 1	Key Stage 2
a.m.	8.50 – 12.00	8.50 – 12.15
p.m.	1.00 – 3.10	1.15 – 3.15

Children are expected to be at school at least 5 minutes before the start of each session.

## ARRIVAL AND COLLECTION OF CHILDREN

Both KS1 and KS2 gates will be opened at 8.40am and parents are invited to accompany their child/children into school. They will then walk directly to their classroom. Your child should be in school before 8:50am every day. Both gates are opened from 8:40am and children are able to enter their classrooms and begin early morning work from this time. Children arriving after 8:50am will be marked as late. Arriving at school late on a regular basis has a huge negative impact on a child's learning.

At the end of the school day the gates will open at 3.05pm. Class teachers will lead their children onto the playground. Any remaining children will be then escorted to the school office where they will be supervised until 3.30pm, if after this time they will be taken to aftercare, parents will be charged for this.

PLEASE NOTE After Care Club will only reopen once further guidance has been received from the DFE regarding COVID-19 and the reinstatement of wrap around care.

The safety of children entering and leaving school is of paramount importance to us all.

If using the car park please park considerately within the lined spaces and do not block other cars at any time adopting a thoughtful approach to lawful parking.

If your child is to go home from school with another parent or other adult, or will be travelling home in a different way from usual, please advise us beforehand. Please impress upon the children that if there is no one at the school gate to collect them they must go back into school and tell one of the teachers, teaching assistants or school office staff – they must never make their own way home without express permission.

## IN SCHOOL PAYMENTS

We operate a cashless online system for all payments required to be taken at school. Uniform, school dinners, trips, swimming and all other school related activities will be paid using Parent Pay. Login details will be provided once your child has started with us on the first day.



**Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL**

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 7344732



# South Borough Primary School

WELCOME PACK &  
GENERAL INFORMATION

A MEMBER OF SWALE ACADEMIES TRUST


**Exec. Headteacher:**  
Mrs J Olivier

**Head of School:**  
Mrs T Oakley

**Telephone:**  
01622 752161

 **E-mail:** office@sbps.kent.sch.uk

 **Website:** www.southboroughprimary.org.uk

 **Twitter:** @sbpsmaidstone

A Learning Ladder for Life

## LUNCH TIME & SCHOOL MEALS



Cooked meals are prepared on site by our catering company Pabulum and are £2.30 per day (£11.50 per week). Payment & bookings for all school meals must be made in advance on the first day of the school week prior to 9:30am using your Parent Pay account. Cancellations must also be logged through Parent Pay by 8:30am.

With the introduction of Universal Free School Meals in September 2014, all pupils in Foundation, Year 1 and Year 2 are entitled to a free hot school dinner each day. However, if your child would normally be entitled to a free school meal we would ask that you complete a free school meals application form as this makes other funding available to our school, funding which your child will directly benefit from.

Children may, of course bring a packed lunch for mid-day break. The school has adopted a nationally backed Healthy Eating campaign. This encourages a greater degree of fruit and similar nutritional elements into the diet with less dependency on sweets and crisps on a daily basis. May we respectfully ask parents not to pack cans or glass bottles.

## DRINKING WATER

School water bottles are available to buy through the school website: [www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)

## MID-MORNING SNACK

Children are welcome to bring a healthy snack, such as fruit, to eat during the mid morning break.

## BEHAVIOUR

Here at South Borough we expect our pupils to behave well and to show respect for themselves, other people and property. We believe in promoting this ethos with the implementation of a positive behaviour policy.

## BREAKFAST & AFTER SCHOOL CLUB

We run a breakfast and afterschool club which can be booked online via Parent Pay. The sessions cost £2 for breakfast, £9 for afterschool club up until 6pm which includes a light tea (prices will increase in September). Please enquire at the school office for information and the relevant forms to complete.

PLEASE NOTE Breakfast and After Care Club will only reopen once further guidance has been received from the DFE regarding COVID-19 and the reinstatement of wrap around care.

## ADVERSE WEATHER CONDITIONS

Should the weather adversely affect the school opening as usual, please refer to the school's website <http://www.southboroughprimary.org.uk/>, the school's Twitter page @sbpsmaidstone or tune into Radio

**BBC RADIO KENT**

96.7, 104.2 & 97.6 FM - 774 & 1602 AM - DAB Digital Radio

Kent and listen for the update on school closures.

Or log on to the website - <http://www.bbc.co.uk/kent/features/news/>



Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 7344732



# South Borough Primary School

WELCOME PACK &  
GENERAL INFORMATION

A MEMBER OF SWALE ACADEMIES TRUST

**Exec. Headteacher:**  
Mrs J Olivier

**Head of School:**  
Mrs T Oakley

**Telephone:**  
01622 752161



**E-mail:** [office@sbps.kent.sch.uk](mailto:office@sbps.kent.sch.uk)

**Website:** [www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)

**Twitter:** @sbpsmaidstone

*A Learning Ladder for Life*

## **FRIENDS OF SOUTH BOROUGH (FOSB)**

South Borough is fortunate in having an active FOSB. All parents of children attending South Borough Primary School are automatically members of the FOSB. A wide range of fund-raising events is organised by the FOSB committee throughout the year. The FOSB committee welcome any offers of assistance and anyone wishing to do so please drop a note into the FOSB tray in the school office.

## **VALUABLE ITEMS**

Children are not allowed to bring valuables such as items of jewellery, mobile phones and video games into school. If mobile phones are brought to school, this should be firstly discussed with the office. Any phones should be handed in to the office at the start of the day and collected after school.

## **EXTRA CURRICULAR ACTIVITIES**

The development of wider skills and experiences is an important part of school life. Groups of children are taken out of school as part of their education when necessary, from local walks and day visits to places of interest, to residential courses for our older children. We ask parents to make voluntary contributions towards the cost of these activities.

Throughout the year we also run various after school activities. These vary according to the availability of teaching staff and with the level of interest of the children.

## **COMMUNICATION**

The school use several different ways to communicate with parents. You will automatically receive emails and text messages via teachers2parents/Eduspot app which can be download or received through the email address you provided on your admissions forms.

We also have a Twitter page @sbpsmaidstone. We share lots of information and photos of events and use this to remind parents of regular events throughout the week. All letters and general information can also be found on the school website <http://www.southboroughprimary.org.uk/>. There are class pages as well and a letters home page where newsletters and information about events can be found. If you need hard copies of any letters sent home please speak with someone in the school office.



**Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL**

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 7344732



# South Borough Primary School

WELCOME PACK &  
GENERAL INFORMATION

A MEMBER OF SWALE ACADEMIES TRUST

**Exec. Headteacher:**  
Mrs J Olivier

**Head of School:**  
Mrs T Oakley

**Telephone:**  
01622 752161



**E-mail:** office@sbps.kent.sch.uk

**Website:** www.southboroughprimary.org.uk

**Twitter:** @sbpsmaidstone

A Learning Ladder for Life

## SCHOOL UNIFORM

School uniform, displaying the school logo can be purchased from the school website:

[www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)

Other non-logo'd items can be purchased from any children's clothing retailer.

### Jumper

Navy Blue with School logo

### Cardigan

Navy Blue with School logo

### Fleece

Navy Blue with School logo

### Shirt/Blouse

White, long or short sleeved with collar

### Trousers/Skirts/

### Pinafore

Plain, dark grey

### dresses/

### Culottes

### Socks/Tights

Plain dark colour or white

### School Tie

Compulsory (Years 3 - 6)  
Voluntary (Reception - Year 2)  
Elasticated Ties  
Standard Ties

### Shoes

Plain/flat black. **Trainers are not permitted.**  
For safety reasons shoes **must be flat** and **not** platforms, boots may not be worn.  
(Velcro fasteners are easier for younger children to manage)

**Hair Accessories** Plain - in school colours (hair bands available in office)

## Alternative Summer Uniform

### Short Trousers

Plain, dark grey

### Dress

Red/White checked

### Shoes

Shoes must be flat - No platforms, opened toed, open back or plastic sandals  
**Trainers are not permitted.**

### PE Kit

Shorts - Plain navy blue  
T-shirt - Plain house colour (red/green/blue/yellow)

Plimsoles - Plain black/white - Trainers for outdoor PE

**Where pupils are inappropriately dressed, they will not be able to take part in physical activity.**

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 7344732



# South Borough Primary School

WELCOME PACK &  
GENERAL INFORMATION

A MEMBER OF SWALE ACADEMIES TRUST

**Exec. Headteacher:**  
Mrs J Olivier

**Head of School:**  
Mrs T Oakley

**Telephone:**  
01622 752161



**E-mail:** [office@sbps.kent.sch.uk](mailto:office@sbps.kent.sch.uk)

**Website:** [www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)

**Twitter:** @sbpsmaidstone

**A Learning Ladder for Life**

## Outside learning

**Coats** Waterproof coats

**Footwear** Wellington boots

**Bags** One lunch box/bag

One drawstring PE bag

One book bag

We ask the children **do not** bring big bags and ruck sacks to school as we do not have the space to store them.

## **Water Bottle**

**Jewellery** For safety reasons where ears are pierced, only plain studs may be worn. **No other jewellery should be worn.**

**Make-Up** No make-up or nail varnish to be worn

## **Responsibility for pupil's personal property**

Swale Academies Trust does not accept any responsibility for loss or damage to the personal property of pupils. Marking each garment of clothing with the child's name is therefore of the greatest importance and we request that all property brought to school is marked.

Children will be regularly reminded of his or her responsibility to look after clothes and property. However, at times, things are mislaid and if they are labelled they may be easily returned to their owners. Items of clothing, which have been handed in as lost property, and which are not marked with the owner's name, are kept in the school office.

Children are asked not to bring valuables, such as jewellery, mobile phones or MP3 players to school and the school does not accept responsibility for loss or damage to such articles. Jewellery is a safety hazard in physical education and at playtimes. The wearing of jewellery is therefore not appropriate and not allowed. In the case of earrings, only stud earrings should be worn to school and must be removed for PE and swimming.

## Please note:

**All items of clothing should be clearly marked with the child's name including socks. These will be checked by staff periodically. If uniform is found unnamed - staff will name it!**

**Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL**

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 7344732



# South Borough Primary School

WELCOME PACK &  
GENERAL INFORMATION

A MEMBER OF SWALE ACADEMIES TRUST

Exec. Headteacher:  
Mrs J Olivier

Head of School:  
Mrs T Oakley

Telephone:  
01622 752161



E-mail: [office@sbps.kent.sch.uk](mailto:office@sbps.kent.sch.uk)

Website: [www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)

Twitter: [@sbpsmaidstone](https://twitter.com/sbpsmaidstone)

A Learning Ladder for Life

## SCHOOL TERMS & HOLIDAY DATES 2020/2021

### TERM 1

**INSET Days: 1st & 2nd September 2020 – School Closed**

**Start: Thursday 3rd September 2020**

**Finish: Friday 23rd October 2020**

**Break: Saturday 24th October – Sunday 1st November 2020**

### TERM 2

**Start: Monday 2nd November 2020**

**Finish: Friday 18th December 2020**

**Break: Saturday 19th December 2020 – Sunday 3rd January 2021**

### TERM 3

**Start: Monday 4th January 2021**

**Finish: Friday 12th February 2021**

**Break: Saturday 13th February – Sunday 21st February 2021**

### TERM 4

**Start: Monday 22nd February 2021**

**Finish: Thursday 1st April 2021**

**Break: Friday 2nd April – Sunday 18th April 2021**

### TERM 5

**Start: Monday 19th April 2021**

**Finish: Friday 28th May 2021**

**Bank Holiday – Monday 3rd May – School Closed**

**Break: Saturday 29th May – Sunday 6th June 2021**

### TERM 6

**Start: Monday 7th June 2021**

**Finish: Wednesday 21st July 2021**

**Break begins: Thursday 22nd July 2021**

**3 more INSET days to be allocated**

### STATUTORY ASSESSMENT DATES

**Key Stage 2 (Year 6) Test Week Monday 10th May – Thursday 13th May 2021**

**Year 1 Phonics Screening Week Monday 7th June – Friday 11th June 2021**

**Year 4 Multiplication Tables Check Monday 7th June – Friday 25th June 2021**

Stagshaw Close, Postley Road, Maidstone, Kent, ME15 6TL

Trust Principal: Mr J Whitcombe MA

Director of Primary : Mr M Wilson

Swale Academies Trust Registered Office: Ashdown House Johnson Road

Registered in England No: 7344732