

PARENT HANDBOOK

AMHERST SCHOOL (ACADEMY) TRUST



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INSPIRE EVERY PUPIL

I have had the privilege of leading Amherst School since September 2013 and am proud that we deliver high academic standards without compromising the development of the whole child. We do this through a strong focus on sport, music, art and the wide range of enrichment activities on offer each week.

The Parent Handbook provides an overview of our school's aims, values, procedures and expectations and has been designed to support all parents and children in having the best possible experience of school.

At Amherst School we encourage children to develop ownership of their learning and take pride in their work. They will experience a structured and inspiring curriculum. We want to prepare every child for the wide range of secondary schools they will attend. Our aim is 'To Inspire Every pupil' and develop their self-esteem through academic, sporting, musical and creative success.

Reading is central to our curriculum and we aim to create life-long readers who read for pleasure. We recognise the important role our school plays in nurturing pupils to become valuable citizens in the wider community and therefore place a heavy emphasis on the PSHE curriculum. This is based on our six school values of Trust, Kindness, Determination, Politeness, Fairness and Cooperation.

We believe in the importance of a wide and exciting co-curricular programme that includes approximately thirty five clubs a week. We also take all opportunities to enrich our curriculum through visits and workshops within school. We want children to experience memorable learning opportunities.

Amherst is a blend of tradition and forward thinking. We are passionate about retaining a strong sense of identity and history alongside innovative approaches to teaching and learning.

I look forward to welcoming you to our school.



Mr Andrew Reid

Headteacher



ABOUT AMHERST SCHOOL



OUR SCHOOL

Amherst School is a successful three-form entry junior school where there is great enthusiasm for fun and learning from both the pupils and a highly committed staff team.

Children attend Amherst from the ages of 7 to 11, progressing from Year 3 to Year 6. There are twelve classes, three in each year, all of mixed ability.

The Headteacher leads a strong team of 21 teaching staff, 3 higher level teaching assistants, 23 teaching assistants, 6 administrative staff, 7 midday supervisors, 5 kitchen staff, Breakfast and After School Club teams, a full-time site manager and a cleaning team.

An enthusiastic Parent Teacher Association (PTA) raises valuable funds for the school and brings parents and teachers together in many extra-curricular activities.

At Amherst we deliver a curriculum rich in creativity and academic challenge. Topics have been created that cover the National Curriculum subjects in a relevant and engaging way, providing interest and enjoyment for our children. Our twice a year whole school book projects have proved inspirational and a great success!

Children have one games and one PE lesson per week, and a weekly swimming lesson in Terms 1, 5 and 6. Where possible games lessons are taught by professional hockey, athletics, handball and football/rugby coaches alongside the class teacher. Our teachers are trained swimming instructors.

Assemblies play an important role in reinforcing the school's ethos and are themed on that term's school value. Achievement assemblies on Friday provide an opportunity to share children's achievements, both inside and outside of school. Class teachers select one child per week as their Star of the Week which is announced in assembly.

At Amherst children succeed because we know that consistent great teaching leads to outstanding achievement. We strive to provide a safe and stimulating environment for children to learn.



Equal Opportunities

The principle of equality is applied in all aspects of school life. Our aim is to provide the highest level of educational opportunity to every child regardless of race, religious belief, gender, physical ability or social background. Positive action is taken to promote the value of human diversity and prevent any form of discrimination.

Behaviour

We aim to provide a happy and safe environment in which children develop self-esteem and respect for others. Bullying is not tolerated. The children are always treated with respect and courtesy by all adults in the school and are expected to respond appropriately. Our school values underpin all that we do: Trust, Kindness, Cooperation, Determination, Politeness and Fairness. The children are grouped into four houses: Amherst, Bradbourne, Knole and Wolfe. House points are given to pupils as a reward. The four houses take part in inter-house competitions and Sports Day. Where possible siblings are placed in the same house. We also have a Buddy system which pairs Year 6 and Year 3 children.

Attendance

School attendance is considered to be a first priority for pupils. The school does not encourage absence for reasons other than ill health.

Informing us of your child's absence due to ill health:

Parents should please complete our [Absence Form](#) on the school's website (under the [ATTENDANCE section](#)) before the start of the school day if their child is going to be absent. This needs to be done for every day the child is absent.

Should it be necessary to take a child out of school for any other purpose, permission should be requested from the Headteacher. Please use the same [Absence form](#).

- Again, you can find this under the [ATTENDANCE section](#) / [Absence form](#)
- Please note all requests for holiday during term time will be classified as an unauthorised absence unless it is for exceptional reasons.

The school's most recent Ofsted inspection took place in May 2022.

The inspection report summarised the school as follows:

Amherst School is a warm and welcoming community where leaders do whatever it takes to help every child flourish. Pupils love their time at school, not least because of the enormous range of opportunities on offer.

Pupils describe the school as a special place to be. This environment helps pupils to become remarkably confident and self-assured. Their exceptional behaviour and attitudes reflect the school's values of trust, kindness, determination, politeness, fairness and cooperation.

Leaders have planned a broad and varied curriculum. Pupils develop a love of learning due to engaging experiences within and beyond the school.

Leaders maximise their impact through the way they inspire, motivate and develop others. Without exception, staff say that the headteacher is considerate of their workload and well-being.

Governors are part of the school's open and honest culture. They provide robust challenge to leaders, which leaders listen to and act upon. Governors know the school well and are right to have confidence in its leadership.

We were pleased to be graded Outstanding for Behaviour and Attitudes and Personal Development.

Please [click here](#) to read the full report.

AMHERST RESULTS

KEY STAGE 2 RESULTS 2022



Each year part of the school's performance is judged by the Year 6 SATs results. The children sit these tests in May of Year 6. The most recent results for Amherst and nationally are 2022.

Year 6 pupils performed significantly above the national average in all areas. Writing continues to be assessed by teachers in each individual school rather than a written exam. For a child to be at the Expected Standard they need to score 100+ with the maximum score being 120. For a child to be assessed as achieving a High Score they need to score 110+. Amherst is well above the national average in all areas. The national average progress measure is 0.

Amherst School Performance 2022

Subject		Amherst School	National
Reading, Writing & Maths %	Expected Standard	89	59
	Higher standard	29	7
Reading %	Expected Standard+	92	74
	High score (110+)	58	27
Writing %	Expected Standard+	90	69
	Greater Depth	34	14
GPS %	Expected Standard+	91	72
	High score (110+)	62	25
Maths %	Expected Standard+	92	71
	High score (110+)	62	21

Subject	Amherst School	National
Reading average scaled score	110	105
Grammar Punctuation Spelling average scaled score	111	105
Maths average scaled score	110	104
Reading progress score (confidence interval in brackets)	1.9 (0.6 to 3.3)	
Writing progress score (confidence interval in brackets)	1.00 (-0.2 to 2.3)	
Maths progress score (confidence interval in brackets)	2.1 (0.9 to 3.3)	

AMHERST PUPILS ENTERING SECONDARY SCHOOLS



SECONDARY SCHOOL

- Eighty three Year 6 children sat the Kent Test (11+) in September 2022
- Sixty four children (68% of all Year 6 children) passed the test

In September 2023 children from Amherst enter the following secondary schools:

	2023	2022		2023	2022
Bennett Memorial	1	2	Sevenoaks School	1	3
Caterham	2	0	The Judd School	10	15
Hillview School for Girls	4	0	The Skinners' School	1	4
Knole Academy	12	13	Trinity School	7	9
Leigh Academy	1	0	Tonbridge Grammar School	12	7
Lingfield College	1	1	Tonbridge School	0	1
Maidstone Grammar School	1	0	Tunbridge Wells Girls' Grammar	1	3
Radnor House	2	1	Tunbridge Wells Boys' Grammar	21	18
Sackville	1	1	Walthamstow Hall	2	2
Saint Olave's Grammar	0	1	Weald of Kent Grammar School	13	12
Sevenoaks Prep	0	1	Wrotham School	1	0

INCLUSION



SPECIAL EDUCATIONAL NEEDS (SEN)

All children at Amherst are entitled to a fully inclusive education. We ensure that all children with special educational needs are identified at the earliest opportunity and appropriate action is taken to support their learning. We have thorough transition processes so that all staff are aware of individual children's needs before they arrive at school.

We offer a wide range of interventions, both group and individual, to support children in all areas of need. We have highly experienced Teaching Assistants and we work effectively as a team to help all children reach their potential.

At Amherst, we work closely with specialist teachers and outside agencies to make sure that children receive targeted support where necessary. We fully include parents and children where extra support is required.

The **Inclusion Manager** at Amherst School is Lyndsey Billing, a qualified teacher, with the NASENCO Award.

She is available at school on Mondays, Tuesdays and Thursdays and can be contacted on 01732 452577 or by email at senco@amherst.kent.sch.uk.

CHILD PROTECTION

The school fully recognises its responsibilities for safeguarding children and has a comprehensive Child Protection Policy. You can read this on the [school website](#) or ask the school office for more information.

PUPIL PREMIUM

The school is committed to narrowing the gap in the attainment of children from economically disadvantaged backgrounds. The targeted and strategic use of the Pupil Premium Grant supports the school to achieve this aim. Pupils are eligible for PPG if they have been in receipt of Free School Meals at any time within the last six years. Please speak to the school office in confidence if you would like more information.

If you have any concerns over the wellbeing of your child, please speak to your child's class teacher to discuss a strategy for school support.

SPORT at AMHERST

Sport is an integral part of life at Amherst School.

We are incredibly proud of the range of sporting opportunities that we provide for all children.

Curriculum

Our curriculum allows the children to experience at least two hours of P.E. lessons each week, which enables them to develop their games, dance, swimming and gymnastics skills. Our lessons are very inclusive so that all children are able to make progress in their skills. We also try to incorporate active activities in all lessons, not just P.E. lessons.

During the year, each class in the school is given the opportunity to be taught by coaches from local clubs such as handball, hockey and rugby.

Obviously, sport helps the physical development of children but it is also so important for their mental development too. While playing sport with each other in school, children foster a sense of team spirit, leadership, self-esteem, self-confidence and resilience.

Extra - Curricular

We are fortunate to be able to provide a huge number of extra- curricular sports clubs that are run by staff, parents or external coaches. These include tennis, table tennis, netball, football, girls' football, hockey, Ju Jitsu, cricket, cross country running, athletics, gymnastics and dance. The percentage of children, who participate in these clubs, is incredibly high. We have created clubs which offer opportunities for less active and less confident children to get involved in such as a non- swimmers club.



Amherst is part of the Sevenoaks District School Sport partnership which runs numerous inter school festivals and competitions throughout the year. Due to the range of sports and level of competitions, we enable a vast number of children to represent the school from all year groups. The festivals that we have participated in include handball, triathlon, golf, rugby, netball, football, hockey, cricket, cross country running, tennis, table tennis, fencing, swimming, water polo, dance and athletics.

We are incredibly proud of our achievements in these competitions and, having won many of the Sevenoaks and Malling District Schools events, we have then progressed onto representing this area at the Kent School Games finals. This event is where the top fifteen primary schools in the county compete against each other. We have taken part in the Hockey, Indoor Athletics and Handball Kent School Games finals several years in a row. In table tennis, our teams have won at various levels in the past with their most prestigious win the Boys Nationals in 2019.

In 2019, Amherst was given an Excellence in Sport award for our participation in inter-school competitions. We were one of fifteen schools in the whole of Kent to be granted this honour.

Sport Leaders

We also believe that the children themselves should take ownership of and lead sporting activities.

- We run inter-house tournaments each term, which many of the children manage.
- Our school council members organise sporting events for charity such as Sports Relief and Children in Need.
- We encourage children to set personal goals and we celebrate sporting success in our achievement assembly and the school newsletter each week.

Most importantly, our children are passionate about sport at school.

'I wish we could do even more!' was a common reply when interviewing children about P.E. at Amherst!



MUSIC at AMHERST

Dear Parents,

I am the Music Co-ordinator at Amherst School, and thought it might be helpful to explain a little about the music at Amherst. With the Headteacher and myself being music graduates, we are as a school determined and always striving for the highest standards of musical education for every child. We regard music as a hugely important element in a child's education, and encourage all children to consider learning an orchestral instrument in or out of school.

Curricular

At Amherst, all children sing daily in assemblies and have a weekly music assembly led by me. Classroom music lessons are based around Kapow Music, an interactive online resource which introduces children to singing games, music notation and instrumental playing.

Instrumental Tuition

At Amherst we support over 120 instrumental lessons each week and offer tuition on a range of instruments: clarinet, oboe, brass (including trumpet), piano, flute, recorder, fife, violin, cello, guitar, drums and singing. We are fortunate to have recruited some world-class music teachers and performers, many among the top instrumentalists in the country, having played in film soundtracks, on BBC television and with orchestras such as the London Symphony Orchestra and Hong Kong Philharmonic Orchestra. We are incredibly proud of the quality of our peripatetic music teachers and hope our pupils will make the most of this opportunity to learn an instrument to a high level.





The private tutors currently teaching at Amherst are:

Brass	Ian Fasham	07885 620441	ian@littleturret.co.uk
Cello	Catherine Brooker	07879 428135	catherinebrooker@ymail.com
Clarinet/Saxophone	Andrew Harper	07912 304256	andrewharper44@hotmail.com
Drums	Billy Cunningham	07751 881706	billy@sevenoaksdrumschool.com
Flute/Recorder	Philippa Henderson	07525 836419	philippalhenderson@gmail.com
Flute/Recorder/Piano	Mark Underwood	07985 563063	mcunderwood@icloud.com
Guitar	Tom Murray	07702 539089	tomrmurray@hotmail.co.uk
Piano/Oboe	Sarah Harper	07501 332102	sarahlucyharper@yahoo.com
Piano	Connie Brooks	01622 691212	cbrooks@kent-music.com
Violin	Emma S' Jacob	07730 068825	emma.sjacob@googlemail.com
Violin	Jo Kiely	07502 333844	joanna.kiely@btinternet.com

Please contact these tutors directly if you are interested in lessons. Note that any child can only sign up for one instrumental lesson during school time but, as the music rooms are available after school until 5.30pm, we encourage the music teachers to continue their tuition after school.

Instrument hire is available from Guy Saunders on 01732 740755 and further details can be obtained from his website: www.saundersmusic.co.uk. All our graded musicians participate in our Amherst Orchestra, which rehearses weekly on Friday afternoons, with a performance for parents at the annual Amherst Music Festival. If there are any questions you wish to raise regarding music tuition, please contact the school office.



Extra-Curricular

We put a strong emphasis on singing at Amherst and have various choirs, including singing ensembles set up for particular performances such as the annual Scratch Youth Messiah at the Royal Albert Hall. We have two main choirs - the non-auditioned 'Training Choir' and the auditioned 'Amherst Choir'. All Year 3 children are encouraged to sing in the Training Choir when they join the school, and they will be able to audition for the Amherst Choir from the Summer Term onwards.

Amherst Choir

The Amherst Choir sings to an extremely high standard and has previously reached the televised finals of the BBC's Young Choir of the Year, finishing as Runners Up. The choir regularly takes part in local competitions and has won multiple classes of the Maidstone Music Festival, Tunbridge Wells Arts Festival and Sevenoaks Three Arts Festival. The choir has previously performed at the Royal Albert Hall, in Trafalgar Square, at the Green School Awards, live on the BBC's Children in Need and alongside the Pembroke College Chapel Choir at Cambridge University. During lockdown, the Amherst Choir was chosen to premiere a new song by Michael Rosen and composer Russell Hepplewhite, and our performance of Invention was broadcast in full on BBC Radio 3. And last academic year, we were personally invited to perform Silent Night on BBC One for the final full news programme before Christmas.

Children must have sung in the Training Choir in order to audition for the Amherst Choir, and we particularly encourage our experienced instrumental musicians to do so. In addition, all children in school are given the opportunity to sign up to musical clubs which vary each term but include: Flute Choir, Winds Together Club and our School Orchestra.

I look forward to meeting your child in September and getting to know them through their involvement in the musical life of the school. If anything is unclear at this stage, please do not hesitate to get in touch.

Mr Clarke, Music Co-ordinator

EDUCATIONAL VISITS

Here are just a few of the educational trips normally happening during a school year.

Autumn Term

Year 4 - Battle Abbey

Year 5 - Kent Life Museum

Whole School - Pantomime @ the Stag Theatre

Year 6 - Sevenoaks School Science

Spring Term

Year 3 - Victrix Theatre - Roman Day

Year 4 - Science Museum

Year 5 - Rainforest Roadshow

Year 6 - Sevenoaks School Science

Year 6 - Young Voices Concert at O2

Summer Term

Year 3 - Horton Kirby

Year 4 - Hampton Court

Year 5 - The British Museum

Year 6 - Residential to Hilltop, Norfolk

Year 6 - Sevenoaks School Science

Year 6 - Safety in Action

Before each educational visit, a complete risk assessment is conducted.



CLUBS

SCHOOL CLUBS

At the **beginning of the autumn and summer terms** a list of school clubs is circulated to children and parents indicating when the clubs take place.



All **children are encouraged to take part in at least one extra-curricular activity** and once enrolled are expected to remain in their chosen club for a reasonable length of time. Membership may have to be limited if a club is over-subscribed.

The majority of the school's clubs are organised and run by teachers and/or parents. There are also a small number of clubs that are run by external providers. If you are a parent who would be interested in helping with a particular club, either respond to the note that is sent to all parents at the beginning of the year, or contact the School Office.

If your child will be absent from school, parents should also mention any school club that he or she will miss.

The School Office will send out information on clubs and parents are then asked to book it online.

OUTSIDE CLUBS

Amherst Junior Football Club

This season will be the 51st since the club was founded back in 1972. All girls, boys, and parents joining Amherst School are encouraged to register with Amherst Junior Football Club ('AJFC') where the children get the chance to burn off excess energy while developing their football skills, and parents have the opportunity to fulfil any latent desires to become a coach or a referee!

Primarily, AJFC looks to create an environment in which:

- having fun and being part of a team is more important than winning;
- girls and boys of all standards participate in and enjoy playing matches
- football ability is less important than good sportsmanship;
- all the children receive loud, positive encouragement from parents on the touchline.

With the full support of the school, AJFC is unlike most football clubs in that it is run entirely by players' parents. The club sees the participation of well over 100 children each weekend across the junior and senior leagues.

Website - www.amherstfc.co.uk which contains a wealth of information including details of fixtures and results.

Email - Please contact us on amherstfc@gmail.com or register your interest [here](#) .

We look forward to another highly successful season at AJFC!

clubs - examples

Club	Yr Group	Spaces	Time
MONDAY			
Football Squad (by invitation)	Y 5 & 6	-	3.30pm – 4.30pm
Netball	Y 6	28	3.30pm – 4.30pm
Chess Club	All Years	50	3.30pm – 4.15pm
Street Dance (fee charged)	Y 3 & 4 Y 5 & 6	20 20	3.30pm – 4.15pm 4.15pm – 5.00pm
TUESDAY			
Cross Country Running Club	All Years	80	8.00am
Tennis (Amherst School tennis Team) (by invitation)	All Years	-	12.20pm
Wellbeing Club	Y 5 & 6	12	12.50pm
Ceramic Classes (fee charged) 12 - Aut / 12 - Spr	All Years	12	3.30pm – 4.30pm
Table Tennis (by invitation)	Y 4 - 6	-	3.30pm – 5.30pm
WEDNESDAY			
Boys Choir	All Years	30	8.15am
Tennis (Amherst School tennis Team) (by invitation)	All Years	-	12.20pm
Debating Club 15 – Aut / 15 - Spr	Y 4, 5 & 6	15	12.50pm
Percussion Club	All Years	15	12.50pm
Mandarin (fee charged) Spr	All Years	12	3.30pm – 4.30pm
Ceramic Classes (fee charged) 12 - Aut / 12 - Spr	All Years	12	3.30pm – 4.30pm
Amherst Gym Squad (fee charged) - Parents to transport their own child to venue.	All Years	16	4.00pm – 5.00pm
Playground Games	Y 4	14	3.30pm – 4.15pm
Ju' Jitsu	All Years	20	3.30pm – 4.30pm
THURSDAY			
Flute Choir (Grade 3+)	Y 5 & 6	8	8.10am
Board Games Spring Term Only	Y 4	12	12.50pm
Lunchtime Hockey Help with transport required	Y 5 & 6	36	12.20pm
Drawing Club 10 - Aut / 10 - Spr	Y 3 & 4	10	12.50pm
Lego Club	Y 3 & 4	15	12.50pm
Girls Football	Y 4, 5 & 6	20	3.30pm – 4.15pm
Amherst Choir (by invitation)	Y 4, 5 & 6	-	3.30pm – 4.40pm
FRIDAY			
Tennis (Amherst School tennis Team) (by invitation)	All Years	-	12.20pm
Training Choir	All Years	30	12.50pm
Orchestra - Working at equivalent of grade 2 or above. Orchestral instruments including guitar and recorders.	All Years	-	3.30pm – 4.30pm

THE SCHOOL DAY



THE SCHOOL DAY



Breakfast Club	7.30 am to 8.30 am
Morning Session	8.50 am to 12.00 pm
Assembly	10.10 am to 10.40 am
Morning Break	10.40 am to 11.00 am (☺ healthy snacks only / nut free)
Lunch	12.00 pm to 1.25 pm
Afternoon Session	1.25 pm to 3.30 pm
Extra Curricular Clubs	3.30 pm to 4.15 / 4.30 pm
After School Club	3.30 pm to 6.00 pm

Walk to school

We encourage parents and children to walk to school where possible. Please be considerate towards our neighbours when parking should you have to drive your child to school. Please do not block our neighbours' driveways or double park in Witches Lane.

Arrival at school

Pupils can arrive at school from 8.30am unless attending breakfast club or another club. Children should enter the school through the side gate. Please ensure your child is in class by 8.50am to start the day on time.

Break time ☺ - Please provide a healthy snack for break: fruit, vegetable or a cereal bar

Amherst School Lunchtime Club

Lunchtime Club, led by a teaching assistant, is available to all Amherst pupils every day during lunch from 12.30-1.20pm. There is no fee and no requirement to sign up. Children are free to come and go as they please. This is a quieter alternative for those who are less comfortable in the playground and a variety of games can be enjoyed.

Breakfast (7.30 - 8.30 am) & After School Club (3.30pm - 6.00pm)

We provide a Breakfast Club for 45 children and After School Club for a maximum of 56 children. The club is run by Amherst staff is located in the new Jubilee Building. If your child is not attending After School Club on a specific day (due to a play date or other reason), you must inform the school office beforehand.

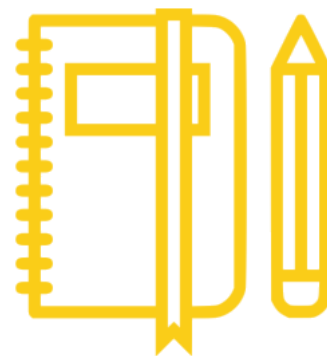
Afternoon pick up arrangements

Teachers will bring children to the gate from where they will be released to their parents. Year 6 children are encouraged to walk home on their own. Walking home consent will be required from parents.

OUR RESOURCES

There are thirteen well-equipped classrooms all with 65" HD touch screens, a spacious hall and a library.

There is an ICT suite with 34 desktop computers and two sets of 32 iPads. In addition we have laptops for children to use where appropriate.



We have an excellent sports field for lacrosse, tag rugby, football, cricket and athletics, and an extensive playground for netball, basketball, hockey and general recreation.

The outdoor heated swimming pool benefits from a roof which allows us to extend the swimming season to three terms (terms 1, 5 and 6).

The school encourages peripatetic music lessons facilitated by our four music practice rooms.

Charging

No charges are made for resources used in school but occasionally contributions are invited to cover the cost of materials used in craft, design technology and pottery sessions.

Parents will be asked to make voluntary contributions to the cost of the swimming pool, school fund, educational visits and occasional visiting companies.

However, no child is excluded from any activity through inability to contribute and any difficulties are always dealt with in strictest confidence.



UNIFORM

The wearing of correct uniform is one way in which the school promotes its sense of community and high standards of self-discipline and tidiness. Children are expected to take pride in their personal appearance, pride in their school and to look after their clothing and possessions.

**school
uniform**

Uniform Requirements

- Please ensure **all items of clothing are clearly named**
- **All uniform** is available from our **supplier Horncastles** (www.horncastles.co.uk / 01732 453574). Horncastles will supply uniform online & from their shop located in Sevenoaks Town.
- **Uniform in bold** should ideally have a logo.
- Most items are standard purchases that can be made in any high street store.
- Second-hand uniform sales are run by the Parent teacher Association through the year.

Winter Uniform <ul style="list-style-type: none"> • Logo V-neck navy blue jumper / cardigan • School tie • Navy blue winter coat with logo - ideally dark / navy / black / blue • Dark grey shorts / trousers (not black / charcoal) with grey socks (ankle or knee length, not trainer socks) • Navy pinafore dress / skirt (no embellishments) with navy or white socks (ankle or knee length not trainer socks) or navy tights • Long / short sleeved white shirt • Black school shoes (no trainers or boots) 	Summer Uniform <ul style="list-style-type: none"> • Logo V-neck navy blue jumper / cardigan • Dark grey shorts / trousers (not black / charcoal) with grey socks (ankle or knee length, not trainer socks) • Blue check dress with white / navy socks (not trainer socks) or navy pinafore dress / skirt (no embellishments) with navy or white socks (ankle or knee length not trainer socks) • Short sleeved white shirt with school tie • Black school shoes (not trainers or boots) • Ideally dark / navy / black / blue waterproof coats
Games <ul style="list-style-type: none"> • Logo navy blue polo shirt • Logo navy blue sweatshirt or • Logo navy blue Team Amherst Hoodie • Navy blue shorts / navy blue skirt • White sports socks / navy football socks • Navy blue tracksuit trousers • Trainers (for on playground and indoor use), • Football boots (hockey, rugby, football, lacrosse) • Shin pads • Mouth guards for hockey / rugby / lacrosse • School cap with logo / plain navy blue (summer) 	Swimming <ul style="list-style-type: none"> • Swimming trunks (not loose fitting Bermuda / surf shorts) / one piece swimsuit • Swim hat • Towel
	Other <ul style="list-style-type: none"> • School rucksack with logo 

- For health and hygiene reasons, long hair should be tied back with plain hair ties and bands that conform to school colours (neutral, white, navy, grey, gold)
- Dyed hair and nail varnish are not permitted
- Make up is not permitted
- Only one pair of plain stud earrings is permitted. Earrings should be removed for PE or covered in medical tape. If a child cannot remove earrings themselves then these should be removed at home on PE days.
- No other jewellery is permitted (unless for verifiable religious or health reasons)

CLASS BASED EQUIPMENT

Children will need the following equipment in class.

A pencil case (a clear pencil case is helpful so the children can find what they need efficiently) containing

- o named HB pencils,
- o coloured pencils,
- o coloured fineliners are also useful,
- o a sharpener,
- o 1 x Pritt Stick glue,
- o scissors,
- o a clear 30cm ruler (non-flexible and preferably with cm and mm) and
- o a rubber

(Please can this be a normal rubber as novelty rubbers and smelly pencils are distracting and the children become upset if items are misplaced or become lost. It is best that special stationery items are kept at home)



Stationery packs are available from the school at a cost of £12.00 (Retail price +/-£25.00).

Please buy your stationery pack by clicking on www.schoolgateway.com

The pack includes:

- o a clear popper wallet,
- o a 30cm/300mm ruler,
- o a large clear pencil case,
- o a pair of scissors,
- o 5 HB pencils,
- o a double pencil sharpener,
- o a rubber,
- o a whiteboard pen,
- o a Pritt stick
- o a pack of 12 colouring pencils
- o a pack of 10 coloured fineliners.



MOBILE DEVICES

If your child walks to school (mainly Year 6) and has a mobile phone/device, please remember it is school policy that the phone/device must be handed into the school office each day during registration.



Children should not have any devices in school that can connect to the internet or have a camera. This includes watches.

Also please note that mobile phones will not be covered under the school's insurance policy.

Thank you for your support.

JEWELLERY

The wearing of earrings and other jewellery is strongly discouraged for safety reasons

All uniform and
personal property
must be clearly
labelled!





Since 2001 Amherst School has run its own in-house school kitchen - **ASK** - having direct control of our own lunchtime catering. This has resulted in better and more appetising meals, using higher quality ingredients, with more fruit and vegetables and greater choice.

MENU

MAIN MEAL:

Children can choose from a variety of meals everyday:

Main meal (**Red**), Vegetarian meal (**GREEN**), Pasta (**Yellow**), Bread (**Blue**) or Jacket Potato (**Purple**) option.

SIDES:

All of the above will be served with a side dish – consisting mainly of fresh cooked vegetables and/or salad.

DESSERT:

Daily dessert as shown on the menu.

ALSO AVAILABLE DAILY:

Bread, salad, fruit and water.



ASK Amherst School Kitchen					
3					
WEEK beginning:					
2 May					
22 May					
19 June					
10 July					
18 Sep					
9 Oct					
OUR KITCHEN					
FRESH FRUIT BREAD WATER SALAD					
ALLERGEN KEY					
1 Contains gluten 2 Crustaceans 3 Molluscs 4 Fish 5 Peanuts 6 Nuts 7 Eggs 8 Soybeans 9 Milk 10 Celery 11 Mustard 12 Lupin 13 Sesame 14 Sulphur Dioxide					



We hope to make this **as easy as possible for you:**

1. Meal patterns:

- All meal patterns will still be set for the whole term – according to your and your child's choice.
- Initially, we will ask for your child's meal pattern via our enrolment form.
- A typical meal pattern can look as follows:

SM – School Meal

PL – Packed Lunch

Dietary							
Meal Patterns							
Start Date	End Date	Mon	Tue	Wed	Thu	Fri	
03/09/2018		SM	PL	SM	PL	SM	

2. Payment should be made in **ADVANCE**.

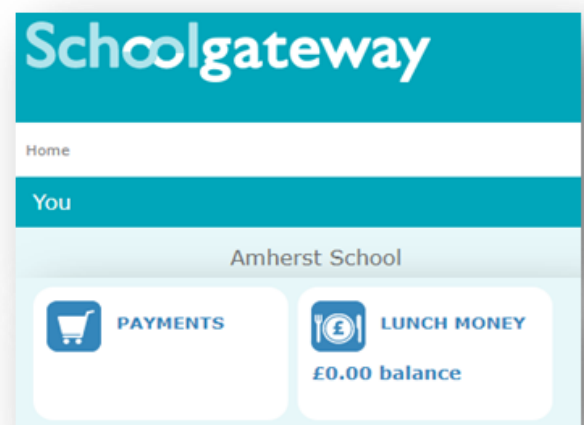
You should pay for your school meals via SCHOOL GATEWAY(www.schoolgateway.com) on the Lunch Money Tab.

Costs are as follows:

Daily - £ 2.55

Weekly - £ 12.75

Termly amounts will be advised by letter.



If you meet the criteria for **free school meals**, please ensure you complete the application form by clicking on the link below and naming Amherst School.

<https://www.kent.gov.uk/education-and-children/schools/free-school-meals>

3. Changes to meal patterns:

You are most welcome to email the school office with requests for meal pattern changes at the beginning of each term.

As we are a Junior School promoting independence, we would very much like children to make their choice of meal during registration each morning.

We will ensure that the current menu is visible in all classes.

We use a wrist band system for school lunches. Most children are familiar with this as it is the same system that Riverhead Infants' School uses.

There are 5 coloured bands representing meal choices:



These bands stay in class and should NOT come home.

All of this will be explained to children by their class teacher on the first morning.

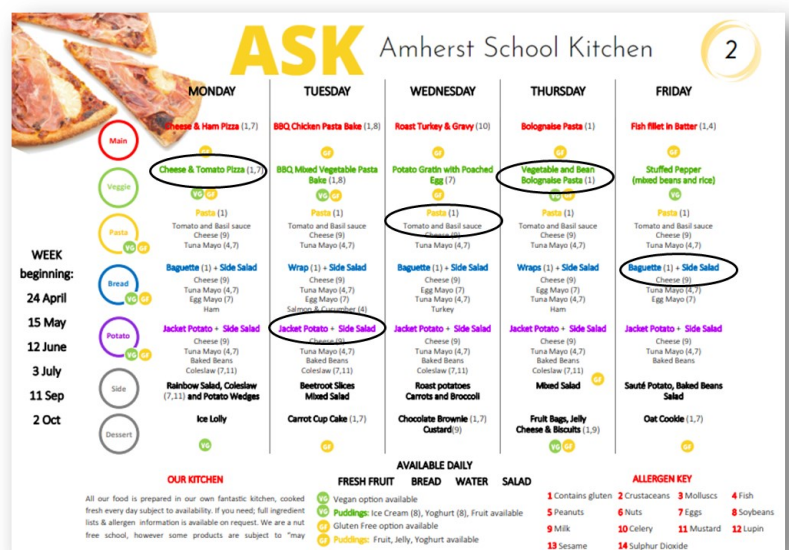
CHILDREN with dietary requirements

If your child has a dietary requirement (e.g. Gluten Free / Dairy Free / Vegan) they will be given a black wrist band to wear with their meal choice band in order to alert the kitchen staff.

We will be asking parents who have children with specific dietary needs, to **book meals in advance** via a hard copy print out of the menu.

Your child will keep a copy of this in their desk to remind them of their meal choices.

Example:



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Main	Cheese & Ham Pizza (1.7)	BBQ Chicken Pasta Bake (1.8)	Roast Turkey & Gravy (1.0)	Bolognese Pasta (1)	Fish Fillet in Batter (1.4)
Veggie	Cheese & Tomato Pizza (1.7)	BBQ Mixed Vegetable Pasta Bake (1.8)	Potato Gratin with Poached Egg (7)	Vegetable and Bean Bolognese Pasta (1)	Stuffed Pepper (mixed beans and rice)
Pasta	Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4.7)	Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4.7)	Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4.7)	Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4.7)	Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4.7)
Bread	Baguette (1) + Side Salad Cheese (9) Tuna Mayo (4.7) Egg Mayo (7) Ham	Wrap (1) + Side Salad Cheese (9) Tuna Mayo (4.7) Egg Mayo (7) Salmon & Cucumber (8)	Baguette (1) + Side Salad Cheese (9) Egg Mayo (7) Tuna Mayo (4.7) Turkey	Wraps (1) + Side Salad Cheese (9) Egg Mayo (7) Tuna Mayo (4.7) Ham	Baguette (1) + Side Salad Cheese (9) Tuna Mayo (4.7) Egg Mayo (7)
Potato	Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4.7) Baked Beans Coleslaw (7.11)	Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4.7) Baked Beans Coleslaw (7.11)	Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4.7) Baked Beans Coleslaw (7.11)	Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4.7) Baked Beans Coleslaw (7.11)	Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4.7) Baked Beans
Side	Rainbow Salad, Coleslaw (7.11) and Potato Wedges	Beetroot Slices Mixed Salad	Roast potatoes Carrots and Broccoli	Mixed Salad	Sauté Potato, Baked Beans Salad
Dessert	Ice Lolly	Carrot Cup Cake (1.7)	Chocolate Brownie (1.7) Custard (9)	Fruit Bags, Jelly Cheese & Biscuits (1.9)	Oat Cookie (1.7)

OUR KITCHEN
All our food is prepared in our own fantastic kitchen, cooked fresh every day subject to availability. If you need, full ingredient lists & allergen information is available on request. We are a nut free school, however some products are subject to "may" be contaminated.

AVAILABLE DAILY
FRESH FRUIT BREAD WATER SALAD
Vegan option available
Puddings: Ice Cream (8), Yoghurt (8), Fruit available
Gluten Free option available
Puddings: Fruit, Jelly, Yoghurt available

ALLERGEN KEY
1 Contains gluten 2 Crustaceans 3 Molluscs 4 Fish
5 Peanuts 6 Nuts 7 Eggs 8 Soybeans
9 Milk 10 Celery 11 Mustard 12 Lupin
13 Sesame 14 Sulphur Dioxide

Please note:

- We have a rotating 3 week menu.
- Current menus can be found on the school website under the PARENTS section.

If you have any questions please do NOT hesitate to contact the school office.

FIRST AID

The school has a medical room where children can be treated by a First Aider if they are hurt or become unwell in school.

- First Aiders in school all hold current First Aid Qualifications and can provide care for children with a minor injury.
- Arrangements will be made directly with parents (or nominated emergency contact) for children who are clearly unwell, to be collected from school.
- While we fully encourage 100% attendance, please do not send your child into school if they are obviously unwell, have a fever or have suffered from sickness.
- You will always be notified by phone call if your child receives a bump to the head.

HEALTH CARE PLAN

Please note all children with known medical conditions will be required to have a Health Care Plan – This must be completed through the school website by going to Parents > Health & Medication > [Health Care Plan for Pupils with Medical Needs](#).

Health Care Plans for asthma are only required if the pupil is on medication.

ADMINISTRATION OF MEDICATION

Our medical policy allows us to administer medicine prescribed by your child's doctor. We are not able to administer over-the-counter medication.

An Administration of Medicine Form must be completed for any medicines held in school – This must be completed through the school website by going to Parents > Health & Medication > Administration of Medication Form. All medication is held in the office and administered at an agreed time.

ALLERGIES

Parents should advise the school if their child suffers from any allergies, including food allergies, or from any other medical condition. We are a nut-free school.

INFECTIOUS ILLNESS

Parents are required to notify the school office immediately if their child has an infectious illness such as German measles, conjunctivitis, head lice, impetigo, measles, mumps, chicken pox, ringworm, Strep A, scarlet fever or respiratory infections including coronavirus.

ABSENCE REPORTING

Please report your child's absence via our website: **ATTENDANCE** section / [Absence form](#)

STAFF STRUCTURE

Meet our team



AMHERST SCHOOL STAFF 2023 /2024

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Headteacher: **Mr A Reid**

Assistant Head Teacher: **Miss P Jones (5J)**

Year 3: **Miss M Wonnacott (3W) Year 3 Group Leader**

Mrs S Carver (3CL)

Mrs G Lester (3CL)

Miss L Harvey (3H)

Year 4: **Mr Clarke (4C) Year 4 Group Leader**

Miss J Foinette (4SF)

Mrs T Siddons (4SF)

Mrs R Stafford (4S)

Year 5: **Mrs A Archer (5A) Year 5 Group Leader**

Mr S Hafford-Robson (5HR)

Miss P Jones (5J)

Year 6: **Mr T Barratt (6B) Year 6 Group Leader**

Miss S Apps (6A)

Miss R Watson (6W)

Maternity Leave: Mrs L Davies

PPA Cover/ Paired teaching: Mrs Fox Mrs Rawlins Mrs J Barratt Miss Huntley

Inclusion Manager: Mrs L Billing

Student Teacher: Mrs J Mais

Teaching Assistants:

Miss A Cable

Ms A Kitto

Mrs C Cowland

Miss M Parish

Mrs J Ekambaram

Mrs G Tallboy

Mrs C Gilbert-Trask

Mr J Taylor

Mrs S Guinan

Mrs C Rees

Dr E Hobbs

Mrs T Rogers

Miss A Jakab

Miss S Runting

Miss H Lawrence

Mrs K Savage

Miss C Lynch

Miss M Smithers

Mrs R Loftin

Mrs C Spear

Miss G Mladenova

Mrs A Tillman

Mrs R Morrish



Mrs K Manby	HLTA (Higher Level Teaching Assistant)
Mrs J Warne	HLTA (Higher Level Teaching Assistant)
Mrs S Way	HLTA (Higher Level Teaching Assistant)

School Office:	Mrs K Wicks	School Business Manager
	Mrs A Skein	Finance Officer
	Mrs N Grobbelaar	Administration Officer
	Mrs V Palmer	Finance Assistant

Reception:	Mrs S Talliss, Mrs S Elliott & Mrs H Hansford
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Site Manager:	Mr N Hucks
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Cleaning Staff:	Mrs E Sayers
	Mr D Collins

Catering Staff:	Mrs S Roy	Catering Manager
	Mrs Z Smithers	Assistant Cook
	Miss A Smith	Assistant Cook
	Mrs P Foreman	
	Mrs R Tracy	

Midday Meal Supervisors:	Mrs T Pound - Senior Supervisor
	Mrs F Collett
	Mrs J Kavanagh
	Mrs M Maverley
	Mrs S Eastwood
	Ms A Smith
	Mrs M Crawford

Breakfast Club:	Mrs M Maverley	Mrs M Crawford
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After School Club:	Mrs T Pound	Miss A Smith
	Mrs L Ward	Miss S Eastwood
	Mrs J Kavanagh	Mrs M Crawford
	Ms A Smith	

GOVERNING BODY 2023 /2024



Chair	Mrs L Austin		
Vice-Chair	Mrs E Grier		
Headteacher	Mr A Reid		
Teaching Staff	Miss P Jones Miss L Harvey		
Non Teaching Staff	Mrs S Arnold		
Parent Governors	Mrs T Collins Mrs X Kapos	Mrs E Adair Miss A Jones	Mrs E Pegg Mrs K Stoneman
Member Appointed	Mrs L Trussler Mrs E Bird	Mr J Amott Mrs R Alvarado-Sanchez	Mrs N Browning
Clerk to the Governors	Mrs K Baillache		
Ex-Officio (By Invitation)	Mr A King (Riverhead Infants' School - Headteacher September 2022)		



PARENT TEACHER
ASSOCIATION (PTA)
&
FUNDRAISING



We are fortunate at Amherst to have a PTA that has been an integral part of the school community for many years, raising thousands of pounds, which has been spent on equipment, a new building and resources to enhance our children's education experience and the school's facilities.

Our PTA has two goals in mind ... **FUN and FUNDRAISING!**

The committee has a lead team in the form of a Chair, Vice Chair, Treasurer and Secretary and +/- 30 class representatives

Like most PTAs, the majority of our funds are raised through the **EVENTS** that we put on. We have **2 annual whole school events** (all parents involved):

- * Christmas Bazaar
- * Summer BBQ

Fun events for the children are scheduled for each term and include

Bangers & Bingo, Quiz Night, Cake and Ice Cream Sales, School Disco, Photography competition, various raffles

We raise money in other ways too. Donations from parents are extremely important - you can donate: time – money – items for sale – raffle prizes or offers of services and skills

We want to introduce you to the fundraising scheme called: **'MATCH FUNDING'**

Company match funding is a very simple way of raising additional money for the school. Employers (normally corporations / businesses) pledge to donate to a charity such as ourselves an amount of money relating to the amount that an employee donates or fundraises for us. There are several benefits to both ourselves and the company involved:

- *the company benefits from having charitable donations written off against taxable profits
- *the company can receive publicity for supporting our PTA
- *Match Funding has the scope to perhaps double what we have raised at an event

WELCOME to AMHERST SCHOOL PTA's online community!

- ✉ Email address: amherst-chair@outlook.com
- 🌐 Please register on <https://www.pta-events.co.uk/amherstpta>
- 📍 Website: Amherst School PTA
- 👤 Amherst School PTA, Witches Lane, Sevenoaks, Sevenoaks, Kent, TN13 2AX



COMMUNICATION & KEY INFORMATION



We know schools work best when parents are engaged with their child's education.



Meet your Teacher

Early in of the academic year, we welcome parents to come and meet their child's new teacher. This provides an opportunity to meet the team, learn about the year ahead and ask questions.

School Planner

We provide each child with a school planner at the beginning of the year.

We require parents to read and sign the Home School Agreement and IT acceptable user policy at the front of your child's planner.

Year Group Newsletters

At the beginning of each term you will receive a year group newsletter sharing details of what your child can expect to learn in the various aspects of the curriculum.

Parent Consultations

Parents of children in year 5 have three parent-teacher consultations per year; parents of children in Years 3, 4 and 6 have two per year. Parents are also invited to a 'meet the teacher' session at the beginning of the year. There is an opportunity to meet the Inclusion Manager at weekly drop-in sessions. We are also happy to arrange meetings outside these times. Parents receive a full school report at the end of the summer term.

Open Afternoons

Twice a year we invite parents to visit their child's classroom to share the wonderful work they have been doing.

Homework

The school promotes a balanced approach to homework and encourages parents to support children through weekly homework tasks, which mainly consists of a Maths and/or English task. We do not set homework over holidays or for children absent from school due to illness.

Volunteering

We welcome the help of parent volunteers and will write to you at the beginning of the year requesting help for:

- Reading parents
- Parent drivers
- Parent Teacher Association (PTA) class representatives

Website

The school website www.amherst.kent.sch.uk is an excellent source of information and is updated regularly.

There is a wide range of information available to support parents and celebrate children's achievements.

Online Payments

We are a cashless school.

All online payments are greatly received via www.schoolgateway.com

School Communication

We use **Schoolcomms** - an excellent way of communicating information to parents via **email** and **text**.

Our **weekly newsletter** is sent via Schoolcomms email and added to the website every Friday.

School Calendar

Please subscribe to our school calendar via our website.

Go to: PARENTS, [SCHOOL CALENDAR](#) and click the **subscribe button**.

Parent Teacher Association (PTA) Website

The PTA website will give a wide range of information on events for both parents and children.

<https://www.pta-events.co.uk/amherstpta>



Amherst
School

[HOME](#)[ABOUT US](#)[PARENTS](#)[YEAR GROUPS](#)[STATUTORY INFO](#)[GRAND DESIGN](#)[CONTACT US](#)

Inspire every pupil

COLOURLAND

COMMUNICATION & ONLINE PAYMENTS

At Amherst School, we use a payment system called 'School Gateway'.

This means that you will be able to make online payments via the following website:
www.schoolgateway.com

You will also be able to:

- view school meal balances and pay for them at any time
- book clubs (once notified to do so)
- pay for trips and visits.

We will notify you by letter or email when new items such as school trips or tickets for events are available for payment on School Gateway. School Gateway makes it easier for parents to pay any time and ensures our **no cash policy**.

What you need to do now:

Activate your School Gateway account - it's quick and easy to do.

All you need is the **email address** and **mobile number** that the **school holds on record for you**.

- Please go to www.schoolgateway.com
- Click on '**New User**'.
- Enter your **email address and mobile number**
- You will receive a text message with a **PIN** number.
- Use this **PIN to log into** School Gateway.

Please call the school or contact us on office@amherst.kent.sch.uk if you have any trouble logging in and we will update the details we have for you on our system.



Schoolgateway

Stay fully connected to your child's
life at school, wherever you are.

TERM DATES

2023 -2024
term dates

TERM 1

Staff Inset	Friday 1st September 2023
START:	Monday 4th September 2023
FINISH:	Thursday 19th October 2023
Staff Inset	Friday 20th October 2023

TERM 2

START:	Monday 30th October 2023
FINISH:	Friday 15th December 2023

TERM 3

Staff Inset	Tuesday 2nd January 2024
Staff Inset	Wednesday 3rd January 2024
START:	Thursday 4th January 2024
FINISH:	Friday 9th February 2024

TERM 4

START:	Monday 19th February 2024
FINISH:	Thursday 28th March 2024

TERM 5

START:	Monday 15th April 2024
FINISH:	Thursday 23rd May 2024
Staff Inset	Friday 24th May 2024

TERM 6

START:	Monday 3rd June 2024
FINISH:	Tuesday 23rd July 2024

* Staff Inset = no children at school

We would like to extend our thanks to the wider school community of parents, staff, friends and neighbours for the generous support you give to Amherst School. Support comes in many forms, and includes time, expertise, match funding and financial donations to the school.

This helps us tremendously in fulfilling the school's aim to '**Inspire every pupil**'.

Find out how you can get involved:

PAYROLL GIVING

If your employer, company or personal pension provider runs a Payroll Giving scheme, you can donate straight from your wages or pension. This happens before tax is deducted from your income meaning the tax you would otherwise pay is instead gifted to Amherst. For example, for Amherst to receive £20 per month, the deduction from your net pay would only be £16 for a basic rate taxpayer, £12 for a higher rate tax payer and £11 for an additional rate taxpayer.

Find out more at:

www.gov.uk/donating-to-charity/donating-straight-from-your-wages-or-pension

Your employer will probably use one of the following Payroll Scheme Agents to do this:

- Charities Aid Foundation
- Charities Trust
- Charitable Giving

Please contact your HR department / employer to set up payroll giving.

They will need the following information:

- Charity: Amherst School (Academy) Trust
- Charity Number: EW09428

For us to keep track of this, please go to www.schoolgateway.com and indicate if you have set Payroll Giving up through your employer.

OTHER WAYS TO CONTRIBUTE

Additional ways to contribute are detailed below. Some of these methods of contribution may also allow **Gift Aid** to be claimed by Amherst School as it is an exempt charity.

Donating through Gift Aid means that the school can claim an extra 25p for every £1 a UK taxpayer donates and if you pay tax above the basic rate, you may also be able to claim extra tax relief for yourself. A Gift Aid declaration will need to be completed. Please refer to <https://www.gov.uk/donating-to-charity/gift-aid> for further details.

Please log on to: www.schoolgateway.com

- **SCHOOL ENRICHMENT FUND DONATION (to provide enrichment opportunities)**

On your School Gateway account you will notice an item called **School Enrichment Fund Donation** from September.

- **VOLUNTARY DONATION**

This item will always be available for parents throughout the year to make contributions as and when you want to.

- **POOL FUND DONATION (maintaining our school swimming pool)**

We would be grateful for a voluntary donation of £25 per child towards the swimming pool fund.

[The option to indicate a wish to use Gift Aid will be offered where appropriate.](#)

VIA STANDING ORDER / BANK TRANSFER

The Bank account to use for this is:

Account Name:	Amherst School (Academy) Trust
Account number	23108961
Sort Code	20-76-55

For us to keep track of this, please go to www.schoolgateway.com and let us know your commitment and whether you wish to use Gift Aid.

A CAPITAL DONATION (School Building Development Fund)

Should you wish to make a **GIFT AIDED** donation towards the development of the school grounds and buildings, please contact the School Office.

AMHERST SCHOOL PTA

The PTA raise invaluable funds for the school. These funds have in the past bought interactive white boards, ipads, new computers and maths equipment.

More recently, the PTA funded our wonderful new building providing much needed space for our breakfast and after school club, and an additional space during the day.

If you would like to make a donation,

please contact the school office: office@amherst.kent.sch.uk

THANK YOU FOR YOUR SUPPORT