

# PARENT HANDBOOK

AMHERST SCHOOL (ACADEMY) TRUST



Witches Lane, Riverhead, Sevenoaks, Kent, TN13 2AX

Tel: 01732-452577

[office@amherst.kent.sch.uk](mailto:office@amherst.kent.sch.uk)

# CONTENTS

	PAGE
<b>INSPIRE EVERY PUPIL—WELCOME FROM MR REID</b>	3
<b>ABOUT AMHERST SCHOOL</b>	4
OUR SCHOOL	5
SCHOOL POLICIES	6
OFSTED INSPECTION	7
AMHERST RESULTS—KEY STAGE 2 RESULTS 2024	8
AMHERST PUPILS TO SECONDARY SCHOOLS	9
INCLUSION	10
SPORT	11-12
MUSIC	13-15
EDUCATIONAL VISITS	16
CLUBS	17-18
<b>THE SCHOOL DAY</b>	19
THE SCHOOL DAY	20
OUR RESOURCES	21
UNIFORM	22
CLASS BASED EQUIPMENT	23
MOBILE DEVICES	24
SCHOOL MEALS	25-27
MEDICAL & ABSENCE FROM SCHOOL	28
<b>STAFF STRUCTURE—MEET OUR TEAM</b>	29
AMHERST SCHOOL STAFF	30 - 31
GOVERNING BODY	32
<b>PARENT TEACHER ASSOCIATION—PTA &amp; FUNDRAISING</b>	33
PTA	34
<b>COMMUNICATION and KEY INFORMATION</b>	35
HOME SCHOOL PARTNERSHIP	36
SCHOOL ONLINE	37
COMMUNICATION & ONLINE PAYMENTS	38
TERM DATES 2025/2026	39
SUPPORT	40-41

# 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.

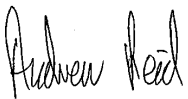
At Amherst School we encourage children to develop ownership of their learning and take pride in their work. They will experience a structured and inspiring curriculum. We want to prepare every child for the wide range of secondary schools they will attend. Our aim is 'To Inspire Every Pupil' and develop 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 teaching staff, higher level teaching assistants, teaching assistants, administrative staff, midday supervisors, 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. Where possible games lessons are taught by professional hockey, athletics and handball coaches alongside the class teacher.

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 and the reason shared.

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/medical appointment:**

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 2024



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 2024.

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 2024

Subject		Amherst School	National
Reading, Writing & Maths %	Expected Standard	80	61
	Higher standard	25	8
Reading %	Expected Standard+	88	74
	High score (110+)	48	28
Writing %	Expected Standard+	86	72
	Greater Depth	30	13
GPS %	Expected Standard+	82	72
	High score (110+)	46	32
Maths %	Expected Standard+	85	73
	High score (110+)	46	24

Subject	Amherst School	National
Reading average scaled score	108	105
GPS average scaled score	108	105
Maths average scaled score	108	105

# AMHERST PUPILS ENTERING SECONDARY SCHOOLS



SECONDARY SCHOOL

- Seventy nine Year 6 children sat the Kent Test (11+) in September 2024
- Fifty children (52% of all Year 6 children) passed the test

In September 2025 children from Amherst enter the following secondary schools:

	2025	2024		2025	2024
Bennett Memorial Diocesan School	2	5	Solefields School	1	0
Broomhill Bank School	1	0	St Gregory's Catholic School	1	0
Caterham	0	1	Sutton Valance School	1	1
Hillview School for Girls	5	2	The Judd School	10	12
Knole Academy	22	11	The Skinners' School	7	1
Leigh Academy	0	1	Tonbridge Grammar School	9	7
Lingfield College	2	0	Trinity School	9	15
Radnor House	1	1	Tunbridge Wells Girls' Grammar	3	2
Rose Hill Prep School	1	0	Tunbridge Wells Boys' Grammar	5	16
Sackville	1	0	Walthamstow Hall	0	3
Saint Olave's Grammar	0	1	Weald of Kent Grammar School	15	12
Sevenoaks Prep	0	1			
Sevenoaks School	0	1			



## 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 a thorough transition process 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 Becky Watson, a qualified teacher, who is working towards the National Professional Qualification for SENCOs. She can be contacted on 01732 452577 or by email at [senco@amherst.kent.sch.uk](mailto:senco@amherst.kent.sch.uk). More information about SEN at Amherst can be found on the [school website](#).

## Mental health and Wellbeing

At Amherst School, we are committed to promoting positive mental health and emotional wellbeing for all children, their families and members of staff. Our open culture allows children's voices to be heard, and through the use of effective policies and procedures we ensure a safe and supportive environment for all affected - both directly and indirectly - by mental health issues.

We provide a range of interventions and strategies to support wellbeing including a school counsellor, a therapy dog, a dedicated wellbeing room, quiet spaces at lunchtime and Drawing & Talking.

## 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 about the wellbeing or additional needs 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 and hockey.

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. This year has seen the addition of Lacrosse being introduced as a team sport and the team did amazing in their first season. The percentage of children, who participate in these clubs, is incredibly high. We have created clubs which offer opportunities for less confident children to get involved in such as Cross Country, Tennis and Athletics.



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, Cricket, Table Tennis, Indoor Athletics and Handball Kent School Games finals several years in a row.

## 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.
- Annually we appoint Sport Leaders to run sporting sessions at lunchtime.

**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:

<b>Brass</b>	Ian Fasham	07885 620441	<a href="mailto:ian@littleturret.co.uk">ian@littleturret.co.uk</a>
<b>Cello</b>	Catherine Brooker	07879 428135	<a href="mailto:catherinebrooker@ymail.com">catherinebrooker@ymail.com</a>
<b>Clarinet/Saxophone</b>	Andrew Harper	07912 304256	<a href="mailto:andrewharper44@hotmail.com">andrewharper44@hotmail.com</a>
<b>Drums</b>	Billy Cunningham	07751 881706	<a href="mailto:billy@sevenoaksdrumschool.com">billy@sevenoaksdrumschool.com</a>
<b>Flute/Recorder</b>	Philippa Henderson	07525 836419	<a href="mailto:philippalhenderson@gmail.com">philippalhenderson@gmail.com</a>
<b>Flute/Recorder/Piano</b>	Mark Underwood	07985 563063	<a href="mailto:mcunderwood@icloud.com">mcunderwood@icloud.com</a>
<b>Guitar</b>	Tom Murray	07702 539089	<a href="mailto:tomrmurray@hotmail.co.uk">tomrmurray@hotmail.co.uk</a>
<b>Piano/Oboe</b>	Sarah Harper	07501 332102	<a href="mailto:sarahlucyharper@yahoo.com">sarahlucyharper@yahoo.com</a>
<b>Piano</b>	Connie Brooks	01622 691212	<a href="mailto:cbrooks@kent-music.com">cbrooks@kent-music.com</a>
<b>Violin</b>	Rosalind Killpack		<a href="mailto:roshind@hotmail.com">roshind@hotmail.com</a>

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 07956026502 and further details can be obtained from his website: [www.saundersmusic.co.uk](http://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 last year 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. In 2021, 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 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 & WORKSHOPS

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

## Autumn Term

Year 4 - Battle Abbey

Whole School - Pantomime @ the Stag Theatre

Year 6 - Sevenoaks School Science

## Spring Term

Year 3 - Victrix Theatre - Roman Day

Year 4 - Science Workshop

Year 5 - Rainforest Roadshow

Year 6 - Sevenoaks School Science

Year 6 - Parliament Trip

Year 6 - Young Voices Concert at O2

## Summer Term

Year 3 - Sevenoaks Wildlife Reserve

Year 4 - Hampton Court

Year 5 - Bushcraft Trip, Penshurst Place

Year 6 - Residential to Hilltop, Norfolk

Year 6 - Kent Fire & Rescue Workshop

Year 6 - Sevenoaks School Science



# 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

Amherst Junior Football Club ('AJFC') is a parent/volunteer run club supported by but run independently from Amherst School. The aim of the club is to facilitate children of all abilities to have fun playing football in a friendly and local setting. The club was founded in 1972 and can happily claim to have had a number of players grow up to be parent-coaches themselves!



Primarily, AJFC looks to create an environment in which:

- having fun, good sporting play and teamwork are more important than scorelines;
- girls and boys of all standards participate and enjoy playing in matches every week;
- 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 around 100 children each Saturday across the junior (Y2-4) and senior (Y5-6) leagues, which are run internally between teams set early in the season. We also arrange two standalone mini-tournaments through the season and a club trip to see a professional football match!

All girls, boys, and parents joining Amherst School are warmly invited to register with AJFC and join us for the new season, which runs from September to Easter.

- **Website** - [www.amherstfc.co.uk](http://www.amherstfc.co.uk) which contains a wealth of information including details of fixtures and results as the season progresses.
- **Email** - Please contact us on [amherstfc@gmail.com](mailto:amherstfc@gmail.com) if you have any questions
- **Registration** - Registration is open [here](#)
- **Committee** - The current chairman is Tim Salmon.

**We look forward to another highly successful season at AJFC!**

Club	Yr Group	Leader	Cost	Spaces	Time	Venue
<b>Monday</b>						
Little Musketeers	All years	Andrew and James Beavers	£6.00 x 9 sessions = £54.00	24	8.00 - 8.45am	Hall
Football	Year 6	Mr Barratt and Mr Hafford-Robson		16	12.30 - 1.15pm	School Field
Minecraft	Year 3 and 4	Mrs Warne		28	12.40 - 1.15pm	ICT
Street Dance	All years	Amy Walker	£8.00 x 7 sessions = £56.00	25	3.30 - 4.15pm	Hall
Chess - All years	All years	Miss Wonnacott		30	3.30 - 4.15pm	6M
Netball	Year 5	Miss Jones and Mrs Davies		24	3.30 - 4.30pm	Playground
Athletics	Yr 3/4 - Term 6 Y 5/6 - Term 5	Mr Church		30 per half term	3.30 - 4.30pm	
<b>Tuesday</b>						
Cross Country - Year 3 & 4	Year 3 and 4	Mrs Wheeler and Mrs Davies		70	8.00am prompt	Playground meet
Lacrosse	By Invitation	Miss Watson and Mrs Hobbs			8.00 - 8.30am	Playground
French	Year 3 and 4	Fiorela Kerr (La Jolie Ronde)	£9.00 x 7 sessions + £22.00 (book) = £85.00	2	8.15 - 8.45am	Cabin
Tennis – Year 3 & 4	By Invitation	Adam Reavely	£60.00 per term	10	12.20 - 1.20pm	Chipstead Tennis Club
Guinea Pig Club	Club Full Yr3/4 - Term 5 Yr5/6 - Term 6	Mrs Archer		6 per half term	12.50 - 1.25pm	5A
<b>Wednesday</b>						
Curling	Yr 6 - Term 5 Yr 5 - Term 6	Miss Apps		20	8.10 - 8.40am	Hall
Forest School	Club Full Year 4	Miss Watson and Miss Jones		12	12.25 - 1.15pm	6W
Spanish	Year 3	Antonia Sáenz (La Jolie Ronde)	£9.00 x 8 sessions + £22.00 (book) = £94.00	3	12.25 - 12.55pm	ICT
Spanish	Year 4 to 6	Antonia Sáenz (La Jolie Ronde)	£9.00 x 8 sessions + £22.00 (book) = £94.00	5	12.55 - 1.25pm	ICT
Art Club	Year 5 and 6	Mrs Manby	£10.00 per term	20	12.45 - 1.20pm	6W
Chess Tutoring	By Invitation	Mr Laurence Ball	£6.45 x 8 sessions = £51.60	14	3.30 - 4.30pm	4T
Ju Jitsu	Club Full	Chris Doherty	£10.00 x 8 sessions = £80.00	24	3.30 - 4.30pm	Hall
Mandarin	All years	Mrs Gibbins	£8.00 x 8 sessions = £64.00	15	3.30 - 4.30pm	Cabin
Gymnastics	All years	Lightning School of Gymnastics	£12.00 x 8 sessions = £96.00	16	5.00 - 5.45pm	The G.A.P Centre
<b>Thursday</b>						
Cross Country - Year 5 & 6	Year 5 and 6	Mrs Lester and Ms Kitto		70	8.00am prompt	Playground meet
Beginner Tennis	Year 3 and 4	Adam Reavely	£7 x 8 sessions = £56.00	12	8.00am prompt	Hall
Hockey	Year 4 to 6	Mr Reid	Small fee for pitch hire	32	12.20 - 1.25pm	Astro
Cricket	Year 3 and 4	Mr Reid		20	3.30 - 4.15pm	Playground
Amherst Choir	By Invitation	Mr Clarke		56	3.30 - 4.40pm	Hall
Girls Football	All years	Mr Amott and Mrs Hobbs		32	3.30 - 4.15pm	Field
<b>Friday</b>						
Training Choir	All years	Mr Clarke		70	8.15 - 8.45am	Hall
Lego	Years 3 and 4	Miss Huntley		20	12.45 - 1.15pm	3WH
Storytime	Year 5 and 6	Mrs Archer		15	1.00 - 1.25pm	5E
Tennis - Year 5 & 6	By Invitation	Adam Reavely	£60.00 per term	10	12.20 - 1.20pm	Chipstead Tennis Club
Juggling	Year 5 and 6	Mr Clarke		20	3.30 - 4.15pm	Hall
Lacrosse Club	All years	MB Coaching and	£6.00 x 8 sessions = £48.00	20	3.30 - 4.30pm	School Field
Cricket	Year 5 and 6	Mr Reid		32	3.30 - 4.30pm	Holmesdale Cricket Club

Examples - Clubs

# THE SCHOOL DAY



# THE SCHOOL DAY



<b>Breakfast Club</b>	7.30 am to 8.30 am
<b>Morning Session</b>	8.50 am to 12.00 pm
<b>Assembly</b>	10.10 am to 10.40 am
<b>Morning Break</b>	10.40 am to 11.00 am (☺ fruit and vegetable only / no nuts)
<b>Lunch</b>	12.00 pm to 1.25 pm
<b>Afternoon Session</b>	1.25 pm to 3.30 pm
<b>Extra Curricular Clubs</b>	3.30 pm to 4.15 / 4.30 pm
<b>After School Club</b>	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: fruit or vegetable

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

We provide a Breakfast Club (for up to 56 children) and After School Club (for up to 75 children). The club is run by Amherst staff and is located in the 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.

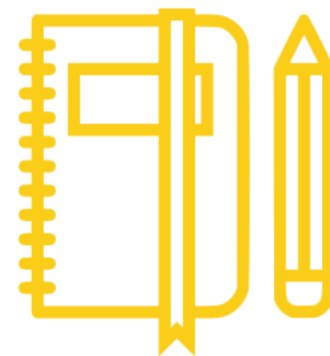
## Afternoon pick up arrangements

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 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, 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.

## Uniform Requirements

- Please ensure **all items of clothing are clearly named**
- **All uniform** is available from our **supplier Horncastles** ([www.horncastles.co.uk](http://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.

<h3>Winter Uniform</h3> <ul style="list-style-type: none"> <li>• <b>Amherst School tie</b></li> <li>• <b>Logo V-neck navy blue jumper / cardigan</b></li> <li>• Navy blue winter coat with logo - ideally dark / navy / black / blue</li> <li>• Dark grey shorts / trousers (not black / charcoal) with grey socks (ankle or knee length, not trainer socks)</li> <li>• Navy pinafore dress / skirt (no embellishments) with navy or white socks (ankle or knee length not trainer socks) or navy tights</li> <li>• Long / short sleeved white shirt</li> <li>• Black school shoes (no trainers or boots)</li> <li>• School winter hat with logo/plain navy blue</li> </ul>	<h3>Summer Uniform</h3> <ul style="list-style-type: none"> <li>• Dark grey shorts / trousers (not black / charcoal) with grey socks (ankle or knee length, not trainer socks)</li> <li>• 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)</li> <li>• Short sleeved white shirt with school tie</li> <li>• Black school shoes (not trainers or boots)</li> <li>• Ideally dark / navy / black / blue waterproof coat</li> <li>• School cap with logo / plain navy blue</li> </ul>
<h3>Games</h3> <ul style="list-style-type: none"> <li>• <b>Logo navy blue polo shirt</b></li> <li>• <b>Logo navy blue sweatshirt or</b></li> <li>• <b>Logo navy blue Team Amherst Hoodie</b> (available once per year through PTA)</li> <li>• Navy blue shorts / navy blue skirt</li> <li>• White sports socks / navy football socks</li> <li>• Navy blue tracksuit trousers</li> <li>• Trainers (for on playground and indoor use),</li> <li>• Football boots (hockey, rugby, football, lacrosse)</li> <li>• Shin pads</li> <li>• Mouth guards for hockey / rugby / lacrosse</li> <li>• School PE/swimming bag (clearly named) with logo/ plain</li> <li>• School cap with logo / plain navy blue</li> </ul>	<h3>Swimming</h3> <ul style="list-style-type: none"> <li>• Swimming trunks (not loose fitting Bermuda / surf shorts) / one piece swimsuit</li> <li>• Swim hat</li> <li>• Towel</li> </ul>  <h3>Other</h3> <ul style="list-style-type: none"> <li>• School rucksack with logo /plain</li> </ul>

- 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

# 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.**

Please buy your stationery pack by clicking on [www.schoolgateway.com](http://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

As a school we operate a Smartphone free policy for pupils.

If your child walks to school (mainly Year 6) and you feel it is necessary for them to have a phone, it is a requirement that the phone can only make calls and texts. Please remember it is school policy that the phone 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

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK beginning:</b> 2 May 22 May 19 June 10 July 18 Sep 9 Oct	<b>Main</b> Pork Sausage Roll (1) GF	<b>GF</b> Chicken Enchiladas (1,9)	<b>GF</b> Roast Gammon & Gravy (10)	<b>GF</b> Sticky Chicken (8)	<b>GF</b> Fish Fingers (1,4)
	<b>Veggie</b> Vegetable Sausage Roll (1,8)	<b>VG GF</b> Vegetable Enchiladas (1)	<b>GF</b> Spanish Omelette (7,9)	<b>VG</b> Sweet Pea & Chickpea Korma	<b>GF</b> Cheese & Tomato Puff Pastry Slice (1,9)
	<b>Pasta</b> Pasta (1) Tomato and basil sauce Cheese (9) Tuna mayo (4,7)	<b>VG GF</b> Pasta (1) Tomato and basil sauce Cheese (9) Tuna mayo (4,7)	<b>GF</b> Pasta (1) Tomato and basil sauce Cheese (9) Tuna mayo (4,7)	<b>VG</b> Pasta (1) Tomato and basil sauce Cheese (9) Tuna mayo (4,7)	<b>VG</b> Pasta (1) Tomato and basil sauce Cheese (9) Tuna mayo (4,7)
	<b>Bread</b> Baguette (1) + Side Salad Cheese (9) Tuna mayo (4,7) Egg mayo (7) Salmon & Cucumber (4)	<b>GF</b> Wraps (1) + Side Salad Cheese (9) Tuna mayo (4,7) Egg mayo (7) Salmon & Cucumber (4) Ham	<b>GF</b> Baguette (1) + Side Salad Cheese (9) Tuna mayo (4,7) Egg mayo (7)	<b>GF</b> Wraps (1) + Side Salad Cheese (9) Tuna mayo (4,7) Egg mayo (7) Ham	<b>GF</b> Baguette (1) + Side Salad Cheese (9) Tuna mayo (4,7) Egg mayo (7)
	<b>Potato</b> Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4,7) Baked Beans Coleslaw (7,11)	<b>GF</b> Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4,7) Baked Beans Coleslaw (7,11)	<b>GF</b> Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4,7) Baked Beans Coleslaw (7,11)	<b>GF</b> Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4,7) Baked Beans Coleslaw (7,11)	<b>GF</b> Jacket Potato + Side Salad Cheese (9) Tuna Mayo (4,7) Baked Beans
	<b>Side</b> Sauté Potatoes, Peas & Salad	<b>GF</b> Mixed Salad Herby Potatoes	<b>GF</b> Savoy Cabbage Carrots	<b>GF</b> Mixed Vegetable Rice	<b>GF</b> Skinny Chips Baked Beans Salad
	<b>Dessert</b> Fruit Bags, Jelly Cheese & Biscuits (1,9)	<b>GF</b> Melted Moment Biscuit (1,14)	<b>GF</b> Cherry Goodie (1,14) Custard (9)	<b>GF</b> Jam Doughnuts (1,7,8,9,14) Plain Doughnuts (1,7,8,9,14)	<b>GF</b> Rainbow Sponge (1,7,9)

**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

**AVAILABLE DAILY**

FRESH FRUIT BREAD WATER SALAD

VG Vegan option available  
 VG Puddings: Ice Cream (8), Yoghurt (8), Fruit available  
 GF Gluten Free option available  
 GF 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



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

Meal Patterns	Start Date	End Date	Mon	Tue	Wed	Thu	Fri
	18/09/2024		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](http://www.schoolgateway.com)) on the Lunch Money Tab.

Costs are as follows:

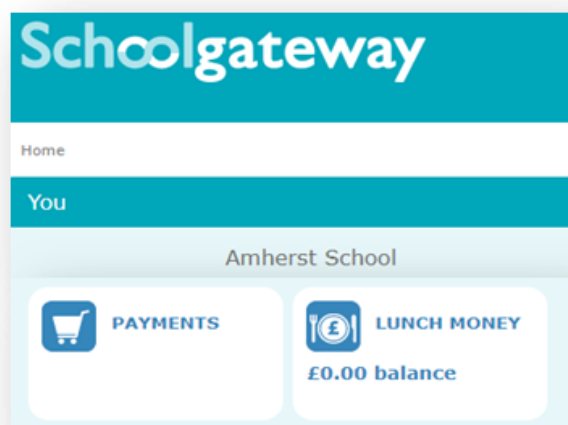
Daily - £ 2.85

Weekly - £ 14.25

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:

WEEK beginning:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
24 April	Cheese & Ham Pizza (1,7) Cheese & Tomato Pizza (1,7) Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4,7)	BBQ Chicken Pasta Bake (1,8) BBQ Mixed Vegetable Pasta Bake (1,8) Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4,7)	Roast Turkey & Gravy (10) Potato Gnocchi with Poached Egg (7) Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4,7)	Bolognese Pasta (1) Vegetable and Bean Bolognese Pasta (1) Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4,7)	Fish Fillet in Batter (1,4) Stuffed Pepper (mixed beans and rice) Pasta (1) Tomato and Basil sauce Cheese (9) Tuna Mayo (4,7)
15 May	Baguette (1) + Side Salad Cheese (9) Tuna Mayo (4,7) Egg Mayo (7)	Wrap (1) + Side Salad Cheese (9) Tuna Mayo (4,7) Egg Mayo (7)	Baguette (1) + Side Salad Cheese (9) Egg Mayo (7) Tuna Mayo (4,7)	Wraps (1) + Side Salad Cheese (9) Egg Mayo (7) Tuna Mayo (4,7)	Baguette (1) + Side Salad Cheese (9) Tuna Mayo (4,7) Egg Mayo (7)
12 June	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
3 July	Rainbow Salad, Coleslaw (7,11) and Potato Wedges	Beetroot Slices and Mixed Salad	Roast potatoes, Carrots and Broccoli	Mixed Salad	Sauté Potato, Baked Beans and Salad
11 Sep	Ice Lolly	Carrot Cup Cake (1,7)	Chocolate Brownie (1,7) Custard (9)	Fruit Bags, Jelly Cheese & Biscuits (1,9)	Oat Cookie (1,7)

### 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 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 required.

## 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.

## ABSENCE REPORTING

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



STAFF  
STRUCTURE  
Meet our team



# AMHERST SCHOOL STAFF 2025 /2026

30



**Headteacher:** Mr A Reid

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

**Year 3:** Mr T Barratt (3B) Year 3 Group Leader

Miss J Foinette (3FB)

Mrs J Barratt(3FB)

Mrs J Wheeler (3WH)

Miss M Huntley (3WH)

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

Mr S Hafford-Robson (4HR)

Mrs B Stafford (4SL)

Mrs G Lester (4SL)

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

Mrs S Carver (5CS)

Mrs T Siddorns (5CS)

**Year 6:** Mrs M Adams (6A) Year 6 Group Leader

Miss G Nicholl (6A)

Mrs L Davies (6DT)

Mrs T Fox (6DT)

Maternity cover

**Maternity Leave:** Mrs L Thomas (Teacher)

**PPA Cover:** Mrs T Fox Mrs S Carver

Mrs G Lester

**Inclusion Manager:** Miss B Watson

**Teaching Assistants:**

Mr L Brownlie

Mrs K O'Gram

Miss J Carolan

Mrs A Peel

Mrs C Cowland

Mrs C Rees

Dr E Hobbs

Mrs K Savage

Miss H Lawrence

Mrs M Sillett

Miss C Lynch

Mrs C Spear

Mrs R Loftin

Mrs A Tillman

Miss G Mladenova

Miss I Trim



Mrs K Manby	HLTA (Higher Level Teaching Assistant)
Mrs T Rawlins	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 Elliott & Mrs H Hansford

**Site Manager:** Mr N Hucks

**Cleaning Staff:**

Mrs E Sayers  
Mr D Collins

**Catering Staff:**

Miss A Smith	Catering Manager
Mrs Z Smithers	Assistant Cook
Mrs P Foreman	
Mrs E Hurlock	
Miss L Wells	

**Midday Meal Supervisors:**

Mrs T Pound - Senior Supervisor  
Mrs F Collett  
Mrs S Eastwood  
Ms A Smith  
Mrs M Crawford  
Miss P Wheeler

**Breakfast Club:**

Mrs M Maverley	Mrs M Crawford
Mr L Brownlie	Mrs S Pockett

**After School Club:**

Mrs T Pound	Miss A Smith
Miss J Carolan	Mrs M Crawford
Miss S Eastwood	Miss I Trim
Mrs L Ward	

# GOVERNING BODY 2024 /2025



**Chair** Mrs E Grier

**Vice-Chair** Mrs E Pegg

**Headteacher** Mr A Reid

**Teaching Staff** Miss P Jones

**Parent Governors** Miss A Jones Mrs X Kapos Mrs K Stoneman

**Member Appointed** Mrs L Trussler Mr J Amott Mrs N Browning  
Mrs E Bird Mrs R Alvarado-Sanchez  
Mrs A Hegarty Mrs S Arnold Mrs T Collins

**Clerk to the Governors** Mrs T Sharpe

**Ex-Officio (By Invitation)** Mr A King (Riverhead Infants' School - Headteacher)

PARENT TEACHER  
ASSOCIATION (PTA)  
&  
FUNDRAISING



# PARENT & TEACHER ASSOCIATION (PTA)<sup>34</sup>

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 get involved in organising these):

- \* Christmas Bazaar
- \* Summer BBQ

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

Quiz Nights, Cake and Ice Cream Sales, School Disco, various raffles and nearly new uniform sales.

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:

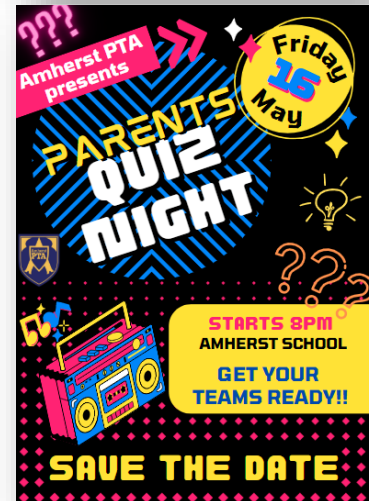
- \* The company benefits from having charitable donations written off against taxable profits.
- \* The company can receive publicity for supporting our PTA.
- \* Match Funding has the scope to perhaps double what we have raised at an event.

## WELCOME to AMHERST SCHOOL PTA's ONLINE COMMUNITY!

- ✉ Email address: [amherst-chair@outlook.com](mailto:amherst-chair@outlook.com)
- 🌐 Please register on <https://www.classlist.com/>
- 📱 Please register via the APP: <https://classlist.page.link/DpRd3n4uo9FhB7929>
- 🏠 Amherst School PTA, Witches Lane, Sevenoaks, Kent, TN13 2AX



AMHERST SCHOOL PTA



# COMMUNICATION & KEY INFORMATION



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



## **Meet Your Teacher**

Early in 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.

## **School Weekly Newsletter**

Sent out on Friday, our weekly newsletter is the source of all information. We aim to communicate all information through the newsletter so it is definitely a must read.

## **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](http://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](http://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>



# 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](http://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](http://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](mailto: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

**2025 -2026  
term dates**

## TERM 1

Staff Inset	Monday 1 <sup>st</sup> September 2025
Staff Inset	Tuesday 2 <sup>nd</sup> September 2025
<b>START:</b>	<b>Wednesday 3<sup>rd</sup> September 2025</b>
<b>FINISH:</b>	<b>Thursday 16<sup>th</sup> October 2025</b>
Staff Inset	Friday 17 <sup>th</sup> October 2025

## TERM 2

Staff Inset	Monday 27 <sup>th</sup> October 2025
<b>START:</b>	<b>Monday 28<sup>th</sup> October 2025</b>
<b>FINISH:</b>	<b>Friday 19<sup>th</sup> December 2025</b>

## TERM 3

<b>START:</b>	<b>Monday 5<sup>th</sup> January 2026</b>
<b>FINISH:</b>	<b>Friday 13<sup>th</sup> February 2026</b>

## TERM 4

<b>START:</b>	<b>Monday 23<sup>rd</sup> February 2026</b>
<b>FINISH:</b>	<b>Thursday 2<sup>nd</sup> April 2026</b>

## TERM 5

<b>START:</b>	<b>Tuesday 20<sup>th</sup> April 2026</b>
<b>FINISH:</b>	<b>Friday 22<sup>nd</sup> May 2026</b>

## TERM 6

Staff Inset	Monday 1 <sup>st</sup> June 2026
<b>START:</b>	<b>Tuesday 2<sup>nd</sup> June 2026</b>
<b>FINISH:</b>	<b>Tuesday 21<sup>st</sup> July 2026</b>

Staff Inset = no children at school

# SUPPORT

please  
support us

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](http://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](http://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](http://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.

## 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](http://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](mailto:office@amherst.kent.sch.uk)

# THANK YOU FOR YOUR SUPPORT

