

# 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.

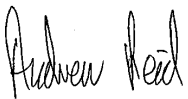
At Amherst School we encourage children to develop ownership of their learning and take pride in their work. They will experience a structured and inspiring curriculum. We want to prepare every child for the wide range of secondary schools they will attend. Our aim is 'To Inspire Every Pupil' and develop 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 teaching staff, higher level teaching assistants, teaching assistants, administrative staff, midday supervisors, catering 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. Lessons 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, cricket 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 2025



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 2025.

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

2025

Subject		School	National
Reading, Writing & Maths %	Expected Standard	78	62
	Higher standard	22	8
Reading %	Expected Standard+	84	75
	High score (110+)	47	33
Writing %	Expected Standard+	84	72
	Greater Depth	26	13
GPS %	Expected Standard+	85	73
	High score (110+)	45	30
Maths %	Expected Standard+	86	74
	High score (110+)	44	26
Reading average Scaled score		109	105
GPS average scaled score		109	105
Maths average scaled score		108	105

# AMHERST PUPILS ENTERING SECONDARY SCHOOLS



SECONDARY SCHOOL

- Eighty Year 6 children sat the Kent Test (11+) in September 2025
- Fifty six children (58% of all Year 6 children) passed the test

In September 2026 children from Amherst enter the following secondary schools:

	2026	2025		2026	2025
Bennett Memorial Diocesan School	2	2	Sevenoaks School	1	0
Broomhill Bank School	0	1	Solefields School	0	1
Caterham	1	0	St Gregory's Catholic School	0	1
Hillview School for Girls	6	5	Sutton Valance School	0	1
Knole Academy	11	22	The Judd School	11	10
Leigh Academy Hugh Christie	1	0	The Skinners' School	4	7
Lingfield College	3	2	Tonbridge Grammar School	9	9
New Beacon	1	0	Trinity School	7	9
Radnor House	4	1	Tunbridge Wells Girls' Grammar	1	3
Rose Hill Prep School	0	1	Tunbridge Wells Boys' Grammar	13	5
Sackville School	2	1	Walthamstow Hall	2	0
Saint Olave's Grammar	1	0	Weald of Kent Grammar School	12	15
Sevenoaks Preparatory School	2	0	Woldingham School	1	0
Sevenoaks 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 a thorough transition process so that all staff are aware of individual children's needs before they arrive at school.

We use adaptive teaching in class to support all children thrive and 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](#) under Inclusion.

## 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 work with a range of professionals and use a range of strategies to support wellbeing including a school counsellor, a qualified ELSA, 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.

Year 4 and 5 have swimming lessons once a week in the summer term at the Sevenoaks Leisure Centre. These sessions are taught by qualified swimming instructors and children are accompanied by their class teacher.

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

With the Headteacher being a music graduate, 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. 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.



## 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.

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.

# 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

Year 6 - Sevenoaks School Science

Whole School - Pantomime

## 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 - Lullingstone Rivers Trip

Year 4 - Hampton Court

Year 6 - Residential to Hilltop, Norfolk

Year 6 - Sevenoaks School Science





Club	Yr Group	Leader	Cost	Spaces	Time	Venue
<b>Monday</b>						
Little Musketeers	All years	Andrew & James Beevers	£6.00 x 7 sessions = £42.00	24	8.00 - 8.45am	Hall
French	Yr 3	RécréLingo	£9.90 x 6 sessions = £59.40 + £22.50 if you require the book	15	8.15 - 8.45am	Cabin
Football	Yr 6	Mr Barratt & Mr Hafford-Robson		20	12.30 - 1.15pm	Field
Trash to Treasure	Yr 3 & 4	Mrs Carver		20	12.45 - 1.20pm	5CS
Street Dance	All years	Sevenoaks School of Dance	£8.00 x 7 sessions = £56.00	20	3.30 - 4.15pm	Hall
Chess	All years	Mrs Adams		32	3.30 - 4.15pm	Year 6 Classes
Athletics	Yr 5 & 6	Mr Church & Mrs Mais		40	3.30 - 4.30pm	Field
Netball	Yr 5	Miss Jones & Mrs Manby		24	3.30 - 4.30pm	Playground
<b>Tuesday</b>						
Cross Country	All years	Mrs Wheeler & Mrs Lester	Children have to be able to run one lap of the common	70	7.55am prompt	Playground Meet
French	Yr 4 to 6	RécréLingo	£9.90 x 8 sessions = £79.20 + £22.50 if you require the book	15	8.15 - 8.45am	Cabin
Tennis By Invitation	Yr 3 & 4	Adam Reavely (ART Tennis)	£56.00 per term	10	12.20 - 1.20pm	Chipstead LTC
Mindfulness	Yr 3 & 4	Miss Nicholl		25	12.45 - 1.15pm	6N
Basketball Club	Yr 5 & 6	Sevenoaks Suns Basketball	£2.50 x 8 sessions = £20.00	20	3.30 - 4.30pm	Playground
Table Tennis Squad By Invitation	Squad	Mr & Mrs Field	£5.00 x 8 sessions = £40.00	20	3.30 - 5.00pm	Hall
<b>Wednesday</b>						
Forest School	Yr 4	Mrs Adams & Miss Watson		12	12.25 - 1.15pm	6A
Spanish	Yr 4	Antonia Sáenz (La Jolie Ronde)	Term fee £79.20 + £22.50 if you require the book	15	12.25 - 12.55pm	ICT
Spanish	Yr 5 & 6	Antonia Sáenz (La Jolie Ronde)	Term fee £79.20 + £22.50 if you require the book	15	12.55 - 1.25pm	ICT
Arts & Crafts	Yr 5 & 6	Mrs Manby	£10.00 per term	20	12.45 - 1.15pm	6A
Ju Jitsu	All years	Chris Doherty	£10.00 x 8 sessions = £80.00	24	3.30 - 4.30pm	Hall
Mandarin	All years	Mrs Gibbins	£8.50 x 8 sessions = £68.00	15	3.30 - 4.30pm	6DT
Chess Tutoring By Invitation	Squad	Mr Laurence Ball	£6.45 x 8 sessions = £51.60	14	3.30 - 4.30pm	4HR
Gymnastics	All years	Lightning School of Gymnastics	£12.00 x 8 sessions = £96.00	20	4.00 - 4.45pm	Building 10, Turvin's Farm, TN14 6HB
Netball	Yr 4	Miss Jones & Mrs Manby		16	3.30 - 4.15pm	Playground
<b>Thursday</b>						
Tennis - Beginners	Yr 3 & 4 Anyone who has not played before	Adam Reavely (ART Tennis)	£7.00 x 7 sessions = £49.00	12	8.00am prompt	Hall
Hockey	Yr 4 to 6	Mr Reid & Mrs Stafford	Small fee to cover pitch hire.	36	12.20 - 1.25pm	Hollybush Astro
Comic Club	Yr 3 & 4	Miss Huntley		20	12.45 - 1.15pm	3WH
** Crochet Club	All Years	Mrs Fox & Mrs Mais	No Register - Drop in Club	32	12.45 - 1.15pm	6DT
Amherst Choir By Invitation	Yr 4 to 6	Mr Clarke		56	3.30 - 4.40pm	Hall
Girls Football	All years	Mr Amott & Mrs Hobbs		32	3.30 - 4.15pm	Field
Cricket	Yr 3 & 4	Mr Reid		20	3.30 - 4.15pm	Playground
<b>Friday</b>						
Training Choir	All years	Mr Clarke			8.15 - 8.45am	Hall
Tennis By Invitation	Yr 5 & 6	Adam Reavely (ART Tennis)	£56.00 per term	10	12.20 - 1.20pm	Chipstead LTC
Spanish	Yr 3	Antonia Sáenz (La Jolie Ronde)	Term fee £79.20 + £22.50 if you require the book	15	12.25 - 12.55pm	ICT
Juggling	Yr 5 & 6	Mr Clarke		20	3.30 - 4.15pm	Hall
Lacrosse	All years	MB Coaching and Teaching Services UK	£6.00 x 8 sessions = £48.00	20	3.30 - 4.30pm	School Field
Cricket	Yr 5 & 6	Mr Reid & Mr Taylor		32	3.30 - 4.30pm	Holmesdale

Clubs - Example

# 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 90 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.

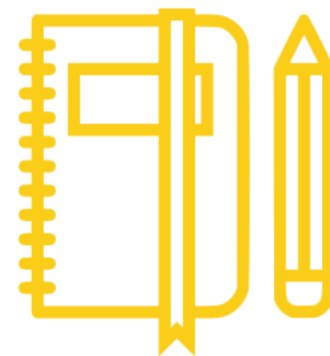
## Afternoon pick up arrangements

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

school  
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.

<p><b>Winter Uniform</b></p> <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 boots)</li> <li>• School winter hat with logo/plain navy blue</li> </ul>	<p><b>Summer Uniform</b></p> <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 (no boots)</li> <li>• Ideally dark / navy / black / blue waterproof coat</li> <li>• School cap with logo / plain navy blue</li> </ul>
<p><b>Games</b></p> <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>	<p><b>Swimming</b></p> <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> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• School rucksack with logo /plain</li> </ul> 

## **NEW: On PE / GAMES days, children should to come dressed to school in PE Kit.**

- 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.

# 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 and should not be able to access the internet. 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
<p><b>WEEK beginning:</b></p> <p>2 May</p> <p>22 May</p> <p>19 June</p> <p>10 July</p> <p>18 Sep</p> <p>9 Oct</p>	<p><b>Main</b> (Red)</p> <p>Pork Sausage Roll (1)</p> <p><b>GF</b></p> <p>Vegetable Sausage Roll (1,8)</p> <p><b>Veggie</b> (Green)</p> <p>Pasta (1)</p> <p>Tomato and basil sauce Cheese (9) Tuna mayo (4,7)</p> <p><b>Pasta</b> (Yellow)</p> <p>Baguette (1) + Side Salad</p> <p>Cheese (9) Tuna mayo (4,7) Egg mayo (7) Salmon &amp; Cucumber (4)</p> <p><b>Bread</b> (Blue)</p> <p>Jacket Potato + Side Salad</p> <p>Cheese (9) Tuna Mayo (4,7) Baked Beans Coleslaw (7,11)</p> <p><b>Potato</b> (Purple)</p> <p>Sauté Potatoes, Peas &amp; Salad</p> <p>Fruit Bags, Jelly Cheese &amp; Biscuits (1,9)</p> <p><b>GF</b></p>	<p><b>Veggie</b> (Green)</p> <p>Chicken Enchiladas (1,9)</p> <p><b>GF</b></p> <p>Vegetable Enchiladas (1)</p> <p><b>Veggie</b> (Green)</p> <p>Pasta (1)</p> <p>Tomato and basil sauce Cheese (9) Tuna mayo (4,7)</p> <p><b>Pasta</b> (Yellow)</p> <p>Wraps (1) + Side Salad</p> <p>Cheese (9) Tuna mayo (4,7) Egg mayo (7) Salmon &amp; Cucumber (4) Ham</p> <p><b>Bread</b> (Blue)</p> <p>Jacket Potato + Side Salad</p> <p>Cheese (9) Tuna Mayo (4,7) Baked Beans Coleslaw (7,11)</p> <p><b>Potato</b> (Purple)</p> <p>Mixed Salad Herby Potatoes</p> <p>Melted Moment Biscuit (1,14)</p> <p><b>GF</b></p>	<p><b>GF</b></p> <p>Roast Gammon &amp; Gravy (10)</p> <p><b>GF</b></p> <p>Spanish Omelette (7,9)</p> <p><b>GF</b></p> <p>Pasta (1)</p> <p>Tomato and basil sauce Cheese (9) Tuna mayo (4,7)</p> <p><b>Pasta</b> (Yellow)</p> <p>Baguette (1) + Side Salad</p> <p>Cheese (9) Tuna mayo (4,7) Egg mayo (7)</p> <p><b>Bread</b> (Blue)</p> <p>Jacket Potato + Side Salad</p> <p>Cheese (9) Tuna Mayo (4,7) Baked Beans Coleslaw (7,11)</p> <p><b>Potato</b> (Purple)</p> <p>Savoy Cabbage Carrots</p> <p>Cherry Goodie (1,14) Custard (9)</p>	<p><b>GF</b></p> <p>Sticky Chicken (8)</p> <p><b>GF</b></p> <p>Sweet Pea &amp; Chickpea Korma</p> <p><b>Veggie</b> (Green)</p> <p>Pasta (1)</p> <p>Tomato and basil sauce Cheese (9) Tuna mayo (4,7)</p> <p><b>Pasta</b> (Yellow)</p> <p>Wraps (1) + Side Salad</p> <p>Cheese (9) Tuna mayo (4,7) Egg mayo (7) Ham</p> <p><b>Bread</b> (Blue)</p> <p>Jacket Potato + Side Salad</p> <p>Cheese (9) Tuna Mayo (4,7) Baked Beans Coleslaw (7,11)</p> <p><b>Potato</b> (Purple)</p> <p>Mixed Vegetable Rice</p> <p>Jam Doughnuts (1,7,8,9,14) Plain Doughnuts (1,7,8,9,14)</p> <p><b>GF</b></p>	<p><b>GF</b></p> <p>Fish Fingers (1,4)</p> <p><b>GF</b></p> <p>Cheese &amp; Tomato Puff Pastry Slice (1,9)</p> <p><b>Veggie</b> (Green)</p> <p>Pasta (1)</p> <p>Tomato and basil sauce Cheese (9) Tuna mayo (4,7)</p> <p><b>Pasta</b> (Yellow)</p> <p>Baguette (1) + Side Salad</p> <p>Cheese (9) Tuna mayo (4,7) Egg mayo (7)</p> <p><b>Bread</b> (Blue)</p> <p>Jacket Potato + Side Salad</p> <p>Cheese (9) Tuna Mayo (4,7) Baked Beans</p> <p><b>Potato</b> (Purple)</p> <p>Skinny Chips Baked Beans Salad</p> <p>Rainbow Sponge (1,7,9)</p> <p><b>GF</b></p>
	<p><b>OUR KITCHEN</b></p> <p>All our food is prepared in our own fantastic kitchen, cooked fresh every day subject to availability. If you need; full ingredient lists &amp; allergen information is available on request. We are a nut free school, however some products are subject to *may</p>				
	<p><b>AVAILABLE DAILY</b></p> <p>FRESH FRUIT    BREAD    WATER    SALAD</p> <p><b>GF</b> Vegan option available  <b>VG</b> Puddings: Ice Cream (8), Yoghurt (8), Fruit available  <b>GF</b> Gluten Free option available  <b>GF</b> Puddings: Fruit, Jelly, Yoghurt available</p>				
	<p><b>ALLERGEN KEY</b></p> <p>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</p>				



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:

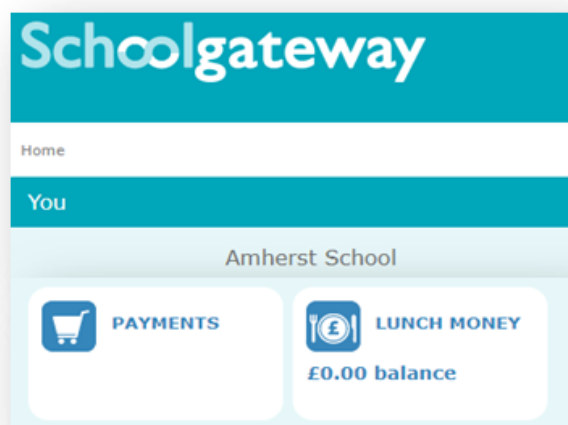
Daily - £ 2.95

Weekly - £ 14.75

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.

There are 5 colours representing meal choices:



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

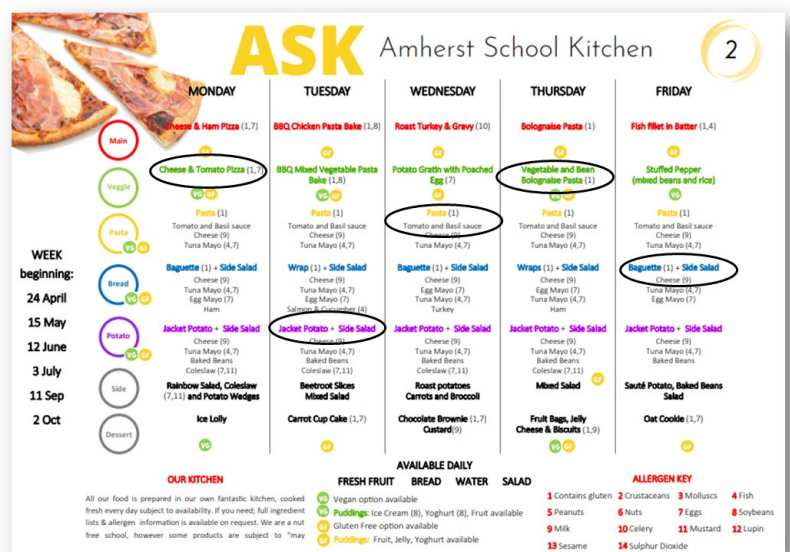
### CHILDREN with dietary requirements

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
<b>Main</b>	Cheese & Ham Pizza (1,7)	BBQ Chicken Pasta Bake (1,8)	Roast Turkey & Gravy (10)	Bolognese Pasta (1)	Fish Fillet in Batter (1,4)
<b>Veggie</b>	Cheese & Tomato Pizza (1)	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)
<b>Pasta</b>	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)
<b>Bread</b>	Baguette (1) + Side Salad	Wrap (1) + Side Salad	Baguette (1) + Side Salad	Wraps (1) + Side Salad	Baguette (1) + Side Salad
<b>Potato</b>	Jacket Potato + Side Salad	Jacket Potato + Side Salad	Jacket Potato + Side Salad	Jacket Potato + Side Salad	Jacket Potato + Side Salad
<b>Side</b>	Rainbow Salad, Coleslaw (7,11) and Potato Wedges	Beetroot Slices Mixed Salad	Roast potatoes Carrots and Broccoli	Mixed Salad	Sauté Potato, Baked Beans Salad
<b>Dessert</b>	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"

**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 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 2026 /2027



**Headteacher:** Mr A Reid

**Assistant  
Head Teacher:** Miss P Jones

**Year 3:** Miss J Foinette Oak Class Year 3 Group Leader  
Mrs J Barratt Oak Class Year 3 Group Leader

Mr D Stevens Elm Class  
Mrs E Kelly Ash Class

**Year 4:** Mr S Hafford-Robson Maple Class Year 4 Group Leader

Mrs G Lester Cedar Class  
Mrs B Stafford Cedar Class  
Miss L Holtshausen Birch Class

**Year 5:** Miss T Jones Rowan Class Year 5 Group Leader

Miss M Huntley Rowan Class  
Mrs S Carver Willow Class  
Mrs T Siddorns Willow Class  
Mr J Taylor Beech Class

**Year 6:** Mrs M Adams Sycamore Class Snr Year 6 Group Leader

Miss G Nicholl Hawthorn Class  
Mrs J Mais Chestnut Class  
Mrs T Fox Chestnut Class

**Maternity Leave:** Mrs L Davies Teacher  
Mrs A Archer Year 5 Group Leader

**PPA Cover:** Mrs T Fox Mrs S Carver  
Mrs G Lester Mrs B Stafford

**Inclusion Manager:** Miss B Watson

**Teaching Assistants:** Mrs H Bashford Dr E Hobbs Mrs A Peel  
Miss S Bell Mrs N Lowe Mrs C Rees  
Mr L Brownlie Mrs R Loftin Mrs M Sillett  
Miss J Carolan Miss C Lynch Mrs C Spear  
Mrs C Cowland Mrs N Moseley Mrs A Tillman  
Mrs S Ewen Mrs K O'Gram Mrs A Walker  
Mrs C Hansen Mrs J Osbaldeston



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)

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

<b>Reception:</b>	Mrs S Elliott
	Mrs H Hansford

<b>Site Manager:</b>	Mr N Hucks
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<b>Cleaning Staff:</b>	Mr D Collins
	Mrs E Sayers

<b>Catering Staff:</b>	Miss A Smith	Catering Manager
	Mrs Z Smithers	Assistant Cook
	Mrs P Foreman	
	Mrs E Hurlock	
	Miss L Wells	

<b>Midday Meal</b>	Mrs T Pound	Senior Supervisor
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<b>Supervisors:</b>	Mrs F Collett
	Mrs S Eastwood

<b>Breakfast Club:</b>	Mrs M Maverley	Mrs M Crawford
	Mr L Brownlie	Mrs T Faingold

<b>After School Club:</b>	Mrs T Pound	Miss A Smith	Miss J Carolan
	Mrs M Crawford	Miss S Eastwood	Mrs L Ward
	Mrs T Faingold		

# TRUSTEES 2026 /2027



**Chair** Mrs E Grier

**Vice-Chair** Mrs E Pegg

**Headteacher** Mr A Reid

**Parent Trustees**

Mr D Barker

Mrs X Kapos

Mrs L Priestley

Mrs K Stoneman

Mrs Wilkens

Dr Homer

**Member Appointed**

Dr I Karimi

Mrs R Alvarado-Sanchez

Mrs A Hegarty

Mrs S Arnold

Mrs T Collins

Mrs L Austin

Mrs K Wilson

**Clerk to the Trustees**

Mrs T Sharpe



PARENT TEACHER  
ASSOCIATION (PTA)  
&  
FUNDRAISING



# PARENT & TEACHER ASSOCIATION (PTA)<sup>33</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, Crazy Hair Day, Water Fun Run, Easter Treasure Hunt 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 volunteers
- 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://classlist.page.link/DpRd3n4uo9FhB7929>



# 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

**2026 -2027  
term dates**

## TERM 1

Staff Inset	Tuesday 1 <sup>st</sup> September 2026
Staff Inset	Wednesday 2 <sup>nd</sup> September 2026
<b>START:</b>	<b>Thursday 3<sup>rd</sup> September 2026</b>
<b>FINISH:</b>	<b>Thursday 22<sup>nd</sup> October 2026</b>
Staff Inset	Friday 23 <sup>rd</sup> October 2026

## TERM 2

Staff Inset	Monday 2 <sup>nd</sup> November 2026
<b>START:</b>	<b>Tuesday 3<sup>rd</sup> November 2026</b>
<b>FINISH:</b>	<b>Friday 18<sup>th</sup> December 2026</b>

## TERM 3

<b>START:</b>	<b>Monday 4<sup>th</sup> January 2027</b>
<b>FINISH:</b>	<b>Friday 12<sup>th</sup> February 2027</b>

## TERM 4

<b>START:</b>	<b>Monday 22<sup>nd</sup> February 2027</b>
<b>FINISH:</b>	<b>Thursday 25<sup>th</sup> March 2027</b>

## TERM 5

<b>START:</b>	<b>Monday 12<sup>th</sup> April 2027</b>
<b>FINISH:</b>	<b>Friday 28<sup>th</sup> May 2027</b>

## TERM 6

Staff Inset	Monday 7 <sup>th</sup> June 2027
<b>START:</b>	<b>Tuesday 8<sup>th</sup> June 2027</b>
<b>FINISH:</b>	<b>Wednesday 21<sup>st</sup> July 2027</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

