



St. Anthony's  
SPECIALIST SCHOOL ●●●

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# Parents Handbook 2024





**St. Anthony's**  
SPECIALIST SCHOOL ●●●

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# St. Anthony's

SPECIALIST SCHOOL ●●●

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## Headteacher's Welcome

On behalf of the staff of St. Anthony's School, I warmly welcome you to another school year at St Anthonys. As a school community we look forward to working with you over the coming terms.

It is essential, from our point of view, that you feel fully informed, and confident that your child is attending a school, which has the capacity to educate them to the maximum potential and to maintain consistent care and supervision.

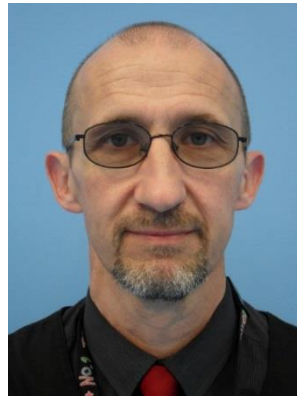
The documentation within will increase your knowledge of the school, but if you do require further information please contact the school office and you will be directed to the appropriate member of the St Anthony's team.

Mr Antony Curry  
Headteacher

[Antony.Curry@st-anthonys.kent.sch.uk](mailto:Antony.Curry@st-anthonys.kent.sch.uk)



## **Who's Who/Staffing Senior Leadership Team**



**Mr Antony Curry**  
Headteacher



**Mrs Abi Cranson**  
Deputy Headteacher  
SEMH & Pastoral



**Gemma Dear**  
Assistant Headteacher



**Miss Kirstie Phippin**  
DSL -Pastoral Manager



**Mrs Jordan Mott**  
Inclusion Manager



**Mrs Kate Ford**  
Business Manager



**Who's Who/Staffing  
Office Staff/Admin Team**



**Kimmy Marks**  
Admin Assistant



**Danielle Bowles**  
Admin Assistant



**Nancy Foad**  
Admin Assistant



**Steve Borda**  
Site Manager



**John Fermor**  
IT Systems Manager



**Who's Who/Staffing  
Teachers**

**Key Stage 2**



Rachel Cox  
Pegwell Class



Abbie Fogg  
Joss Class



Kate Farrer  
Louisa Class



Kate Wathey  
Stone Class





## **Who's Who/Staffing Teachers**

### **Key Stage 3**



Natalie Stapley  
Kingsgate Class



Chelsea Webb  
Palm Class



Jodie Whittle  
Walpole Class



Amy Tye  
Botany Class



Adela Nicholson  
Epple Class

### **Key Stage 4**



Claire Foley  
Grenham Class



Katy Wren  
Minnis Class



## Specialist Teachers



Kevin Martin  
Design Tech



Kyle Adams  
Physical Education



Matt Pegg  
Food Technology



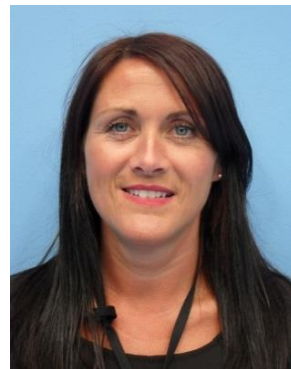
Holly Muxworthy  
Art Teacher



Genevieve Saunders  
Physical Education  
(Maternity leave)



Nicola Shaylar  
Art Technician



Alison Clarke  
FT Technician



## **Who's Who/Staffing Learning Support Assistants**



Naz Ali



Jackie Benson



Katie Champion



Jacqui Edwards



Emma Glicksman



Mike Hensby



Liz Hollies



Gavin Jones



Amy Johnson



Pam Joy



## **Who's Who/Staffing Learning Support Assistants**



Heather Leal



Elizabeth Lee



Alex Martin-Bennett



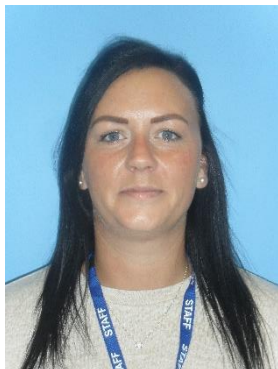
Nikki Mullender



Sara Musselwhite



Hayley Parker



Danielle Partleton



Trevor Pickett



Claire Price



## **Who's Who/Staffing Learning Support Assistants**



**Mollie Robertson**  
(Maternity leave)



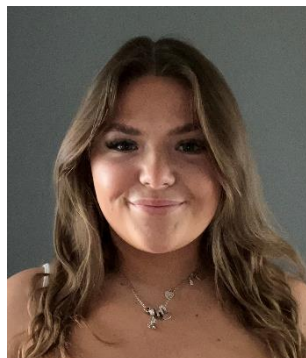
**Jane Rous**



**Nargis Syed**



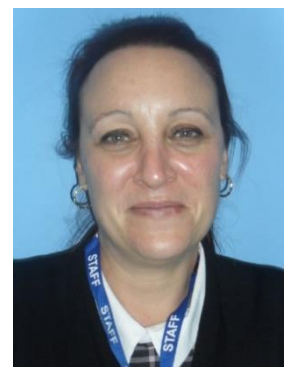
**Liza Todd**



**Honey Walters**



**Paula Ward**



**Amy Young**

## **Pastoral Support Team**



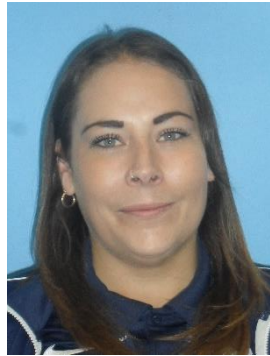
**Ame Friend**  
Forest School Lead



## **Pastoral Support & Additional Support**



Kat Aquini



Donna Crump



Mike Tilley



Kerry Weller



Colin Lawton  
Enrichment



John Buckley  
Enrichment



Katy Wren  
Designated Teacher  
for Children in care



Katie Wood  
Outreach Manager

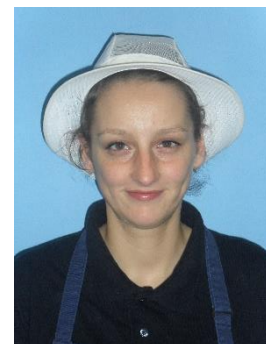
## **Kitchen Team**



Liz Martin  
School Cook



Andrew Bicknell  
Kitchen Support



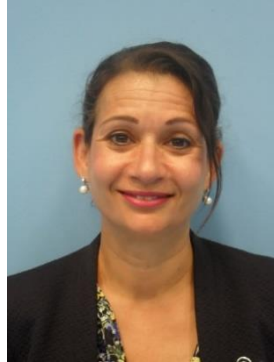
Imogen Reynolds  
Kitchen Support



## **Other Support Staff**



**Zoe Bonell**  
Play Therapist



**Nikki Smith**  
Counsellor



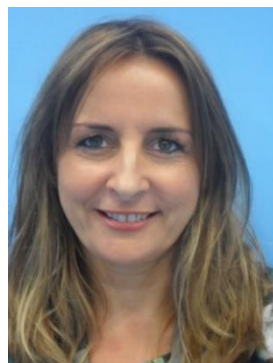
**Zoe Walters**  
Counsellor



**Kate Jackson**  
SALT Associate Practitioner



**Clara Neville**  
Speech and language  
Therapist



**Deborah Salsbury**  
Reading Doctor



**Cath Tollfery**  
Reading Doctor



## The School Code

The School Code is a way of reminding pupils what is expected throughout their school day. The five points are linked with the five British Values.  
The School Code is positively phrased, short and simple.

Ready for Learning

On Task

Follow Instructions

Be Polite

Respect Equipment







## School Expectations - Student

**Attend School Every Day** – Pupils are expected to attend school on a daily basis.

**Be Punctual** – Pupils are expected to be punctual to all activities throughout the school.

**Complete Work** – To ensure that pupils make the progress they need to reach their full potential, it is expected that they will complete all their work to the best of their ability.

**Allow Others to Learn** – It is essential that **all** pupils are given the opportunity to reach their full potential. In order for this to happen pupils must ensure that their behaviour does not prevent a positive learning environment or disrupt the learning of others.

**Respect** – It is really important that we respect each and every person with School. Respecting that others can have different views and opinions to our own.

**Behave Responsibly** – Pupils are expected to take responsibility for their own behaviour and act responsibly throughout the day. Pupils are required to follow "The School Code" at all times.

**Behave Responsibly Outside School** – Pupils are required to act responsibly whilst outside the school premises; this includes travelling to and from school, school trips and sporting activities.

**Wear Correct School Uniform** – Pupils will be required to wear an unbranded white polo shirt and a school sweatshirt or fleece. Non-uniform items such as caps, jackets, coats and hoodies will need to be removed at the start of every lesson.

**Leave Personal Possessions at Home** – As the school cannot accept any responsibility for personal property, pupils are requested not to bring in any personal possessions to school. St Anthony's will not be responsible for items that are lost or stolen.

**Mobile Phones** – Mobile phones are not permitted on school premises. Please see the Mobile Phone Code of Conduct on page 18.

**Staff and pupils need to be clear about the standard of behaviour expected of all pupils throughout the school day. The expectations need to remain constant although the level of support needed by each pupil to reach these expectations will vary depending on the individual needs of each pupil.**



## Parent Code of Conduct

### 1. Purpose and scope

At St Anthony's we believe it's important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

### 2. Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of school staff to help resolve any issues of concern

### 3. Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening **any** member of the school community
- Sending abusive messages to **any** member of the school community, including via text, email or social media



- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs) on or near the school premises
- Bringing dogs onto the school premises (other than guide dogs)

#### **4. Breaching the code of conduct**

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent
- Invite the parent into school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the local authority's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will consult the chair of governors before banning a parent from the school site.



## Class DOJO



# CLASS DOJO



## Parents and Carers Guide



### What is Class Dojo?

Class Dojo is a **school communication platform** that enables teachers, students and families to connect securely by sharing classroom learning at home through photographs, videos and messages!

Class Dojo can be accessed on any device; free mobile app for IOS and Android, or from a computer at [www.classdojo.com](http://www.classdojo.com).

Your child will come home with a unique code, you will need to sign up with an email address and a password before you are able to select your child from the class list. When connected, you will be able to view your own child's online portfolio, messages and homework tasks.

We will **not** be using Class Dojo to report an Absence. If your child is absent you **must** call the School Office on 01843 292015 and select **Option 1**.



# Features



#### Portfolios

Class Dojo has digital student portfolios which allows students to share classwork with their teachers and family. Teachers can assign projects directly, view and approve students work. Students can create and upload photographs, videos, drawings and files from their devices. Parents and teachers can leave positive feedback in the form of a like or a comment.

#### Stories

School Story enables the school to share with all families connected to the school for instance, the sharing of school events such as Sports Day or School Fayres.

Class Story allows the class teacher to connect with the families connected to their class, sharing events of the school day specific to that class.

#### Messages

The message feature allows teachers and parents to connect directly. As a school we value our staffs well-being and therefore whilst we value this communication tool, our staff's well-being is our first priority. We do not expect our Staff Members to access, acknowledge or respond to messages before 8 am and after 5 pm or whilst they are teaching.



#### Dojo Points

Teachers use Class Dojo to promote positive behaviours in the classroom. Each child is assigned a monster avatar and the teacher awards Dojo Points for things such as meeting targets, handing in homework or being kind.

#### Parent Help:

There are YouTube tutorials on using Class Dojo: *How families log into Class Dojo* and *How families can post to their child's portfolio*



## Attendance

### Attendance really matters

Attending school regularly is the key to your child reaching their full education potential. We recognize that pupils joining St Anthony's come with mixed experiences of school which has resulted in the need for a range of attendance patterns. As pupils settle into St. Anthony's we will work with parents and carers on an individual basis to develop an appropriate placement pattern that supports the young person to have positive experiences of school. Our aim is for pupils to attend full time where they can successfully access the curriculum on offer at St. Anthony's School.

### Information

- Pupils to arrive at school for registration between 8.50am - 9.10am.  
**Pupils should not be on school grounds unattended before 8:30am.**
- Pupils arriving after 9.10am but before 9.20am must report to the school office and will receive a late mark in the register (L).
- Pupils who arrive after the close of register at 9.20am will be marked as unauthorised absence for the morning session (U).  
A text message is sent to parents/ carers of children who arrive after 9:10am, with the time they arrive and what attendance code they have been awarded.
- In the event a child accumulates more than 25 minutes of late arrivals (this can be in a single session or over a school week, a letter will be sent to the parents/ carers responsible highlighting our concerns. Please see appendix 1 overleaf.
- Parents/carers have the **responsibility** of contacting the school on the first day of a child's absence this is a safeguarding issue and will ensure all parties know the child is safe. This can be done by calling the school number and pressing **option 1** for the attendance voicemail. School will endeavour to make contact during the day of absence if contact has not been received from home.
- Penalty notices for poor attendance and unauthorised holiday absence will be implemented.
- St. Anthony's Attendance Policy is available on the school website.

### Examples of the kind of absences that will not be authorised

- Persistent non-specific illness e.g. unwell/poorly.
- Absence due to a sibling being home unwell
- Oversleeping.
- Uniform not available.
- Confusion over school dates i.e. return date after a holiday.
- Medical/dental appointments of more than half a day without good reason i.e. attending hospital out of area.
- Child or family member's birthday.



## Attendance Policy - September 2024

At St Anthony's we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our pupils. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

### Why regular attendance matters

Consistent school attendance allows your child to:

- › Fully engage in learning and make academic progress
- › Develop critical social skills by interacting with their friends and teachers
- › Grow in confidence in a supportive and nurturing school environment
- › Build a sense of routine and responsibility, essential for future success

### Attendance support

We understand that some pupils may face challenges that impact their attendance. Our school's attendance team is here to provide support and guidance to pupils and families in such situations. If you encounter any difficulties related to attendance, please do reach out to Kirstie Phippin.

### Acceptable reasons for absence

We recognise that there are circumstances where a pupil's absence can't be avoided.

Acceptable reasons for being absent from school include:

- › **Illness:** when your child is too unwell, either physically or mentally, and unable to attend school
- › **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card)
- › **Religious observance:** we respect the diverse cultural and religious backgrounds of our pupils. If your child needs to be absent for religious observance, please submit a request and the headteacher will review and approve the absence
- › **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence

### How to report unplanned absences

In the event of an unplanned absence, we request you follow these steps:

1. **Contact the school:** on the day of the absence, please call the school office before 9am to inform us about your child's absence. This can be done by calling 01843 292015 and select option 1 for the absence voicemail.
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records
3. **Send a written note upon return:** when your child is ready to return to school after an absence, please send a written note explaining the reason for the absence. This note should be given to the school office.
4. **Please do not use DOJO to report an absence:** Whilst we encourage you to use DOJO to communicate with your child's teacher, this is not an acceptable way to inform the school that your child is absent. Teachers are not always able to access their DOJO messages or may even be absent themselves from school or class. School registers are taken at 08:50 am and 12:55 pm, and all absences should be reported to the school office as described in Stage 1.



### **Term-time holidays**

Term-time holidays are not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

### **Fines for unauthorised absence**

The headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence. If issued with one, you'll need to pay this directly to the local authority – £80 within 21 days, or £130 within 28 days.

Your local council can give **each** parent a fine of £80, which rises to £130 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school.

A fine can be issued to **each** legal guardian for **each** child absent from school. Therefore, each parent with legal responsibility to 2 children can be issued a fine per child. The decision whether to issue a fine may consider factors such as the number of unauthorised absences within a rolling academic year and one-off instances of irregular attendance.

### **Rewards for good attendance**

We value and recognise good attendance at St Anthony's. Pupils who maintain excellent attendance records throughout the academic year are eligible for special rewards and recognition.

### **Weekly Attendance:**

On a weekly basis (Fridays-Thursdays) we reward attendance in 3 stages:

- 100% Attendance – Certificate and 5 Reward Shop Tokens
- 90% + Attendance – 3 Reward Shop Tokens
- Personal Learning Plans 100% Attendance – Certificate and 1 Reward Shop Token.

### **Termly Attendance:**

Before the Christmas, Easter and Summer Holidays we reward attendance as follows:

- Gift Card Reward Draw – All students which have achieved an attendance of 95% or more and the child with the most improved attendance compared to the previous term are entered to a draw for the chance to win one of 3 gift cards worth £20, £10 and £5.
- 100% Attendance Badges: Children who obtain 100% attendance for 1 out of 3 Terms receive a Bronze Pin Badge, children who obtain 100% attendance for 2 out of 3 Terms receive a Silver Pin Badge, Children who obtain 100% for 3 out of 3 Terms receive a Gold Pin Badge.

### **Yearly Attendance:**

- 95% or more Attendance: children are reward with a trophy or medal for their attendance achievement for the entire school year.
- 100% Attendance: Children are rewarded with their name etched onto the Attendance Plaque. Let's work together to celebrate and encourage regular attendance.

### **My question hasn't been answered here**

Please get in touch with Kirstie Phippin – Designated Safeguarding Lead by contacting the school office on 01843 292015 with any further questions, and we'll be happy to discuss them with you.



### Attendance Facts

*\*figures calculated over an academic year*

# ★ ATTENDANCE ★ EVERY MINUTE COUNTS!

School starts  
at 08:50



After 09:10  
you are Late



Registers Close  
at 09:20



**5 MINUTES LATE = 3 DAYS MISSED**  
**10 MINUTES LATE = 6.5 DAYS MISSED**  
**15 MINUTES LATE = 10 DAYS MISSED**  
**20 MINUTES LATE = 13 DAYS MISSED**  
**30 MINUTES LATE = 19 DAYS MISSED**

**100%** 😄  
**99%** 😁  
**97%** 😊  
**95%** 🤔  
**90%** 😞  
**85%** 😭  
**OR LESS**

## ★ WEEKLY REWARDS ★

**100% ATTENDANCE = 5 TOKENS + CERTIFICATE**  
**90% ATTENDANCE = 3 TOKENS**  
**PLP 100% ATTENDANCE = 1 TOKEN**  
**BELOW 90% ATTENDANCE = 0 TOKENS**



**TOGETHER LETS MAKE 2024/25 THE YEAR FOR AS MANY PUPILS AS POSSIBLE TO ACHIEVE 95% + ATTENDANCE**





## Behaviour

St. Anthony's is a school which caters for children who have a range of social, emotional, mental health difficulties (SEMH). Our class sizes are usually around nine in order to help give the pupils more personal attention. Some classes may be slightly less or slightly more depending on the needs of children in the group. This will help us to modify any challenging behaviour thereby preparing the child for a life in society.

Our policy in the school is to develop good behaviour by praise and reward as well as targeted sanctions and we intend to continue with this approach, which is clearly stated in our behaviour policy. We understand that the rules that have been agreed with students and staff clearly outline what is acceptable but at the same time knowing that from time to time, these rules can be broken for one reason or another. We aim to uphold these rules by rewards and tackle misdemeanours through sanctions. Some students will need greater input to modify their behaviours and this will require more targeted work through personalised plans. When problems persist we will work in partnership with parents and carers to overcome these difficulties and to achieve a desirable outcome.

To help our children learn to modify their behaviour, we expect **all** adults linked with the school to model the same expected positive behaviours and show respect towards each other. We also need to show children that occasionally people have difference of opinions but can still treat each other with respect and kindness.

It is clear from experience that working in collaboration to tackle these behavioural issues is far more effective than working in isolation. In this way, we can ensure that we can manage to tackle challenging behaviour. We ask Parents to support us however, we suspend students when behaviours become dangerous or continually disruptive.

The school expectations and rules are included within this pack (page 13) for your reference. If you have any issues about these then please make an appointment to see me to reduce any misunderstanding.

When there are incidents of aggression towards Pupils or Staff, we will look at the reasons and make a plan on how to move forward. This will sometimes lead to a suspension. We ask Parents support their child and school at the return meeting. If someone is hurt we use restorative meeting to help moving forward.

There are occasions when as a last resort, we will use a physical intervention, this will only be to prevent a child getting hurt, causing damage or when situations are escalating out of control. Again, we ask for your support and understanding.

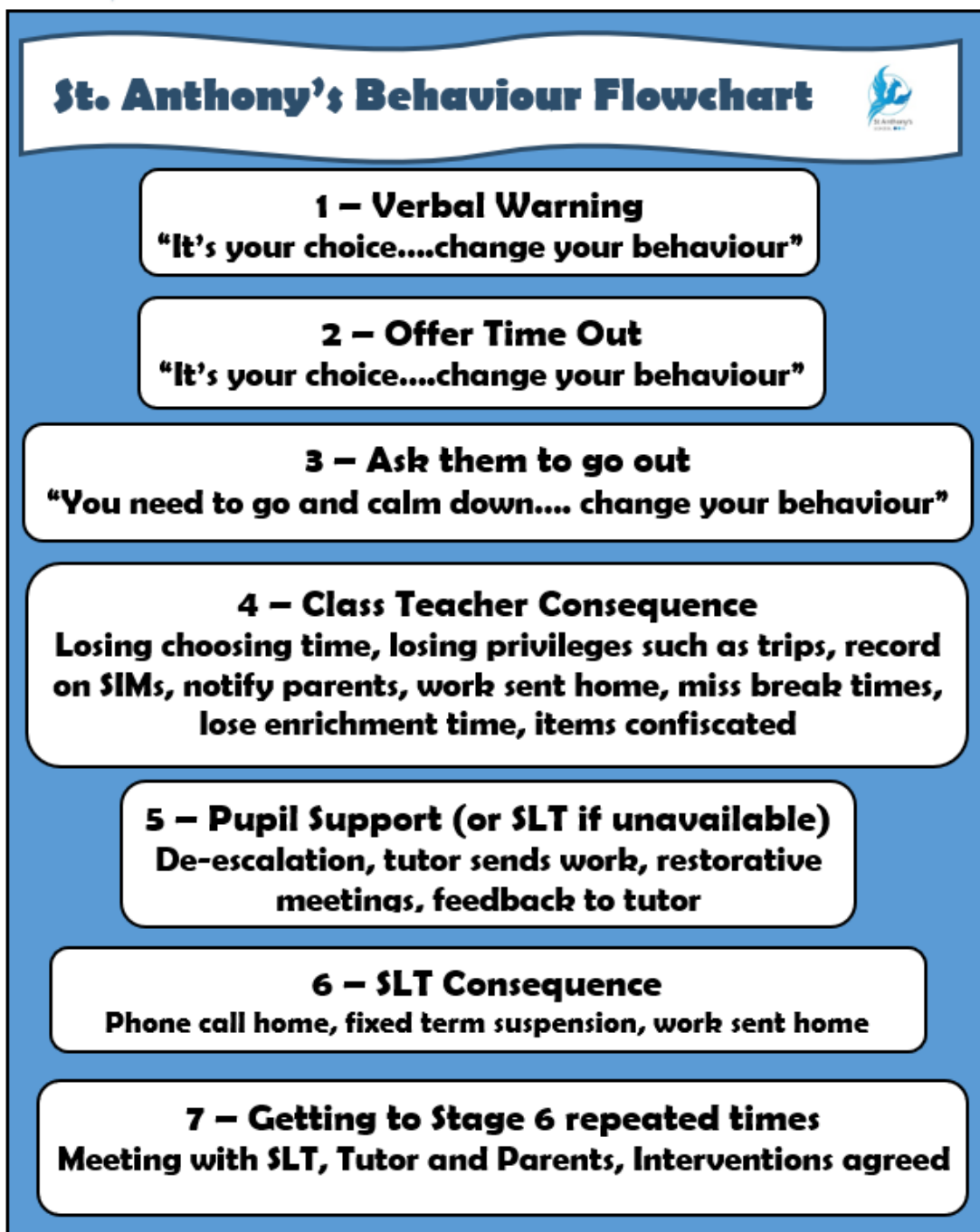
The full Behaviour Policy can be viewed on our school website.

School Information > School Policies > No 7 – Behaviour Management



## CONSEQUENCES IF EXPECTATIONS ARE NOT BEING MET

1. In school sanctions e.g. missed break time or reward trip
2. Discussion pupil tutor/teacher
3. Discussion pupil, parent & tutor
4. SLT involved
5. Suspension
6. Persistent Exclusion





## **Damage to School Resources/Property**

It is school policy to fully investigate any incident of damage to school property. This will include vandalism of school resources or buildings.

Any damage incurred will be assessed by a member of the school senior leadership team and photographed as evidence when required. A copy of the photograph will be sent to parents/carers together with a request for a contribution towards the cost of repair or replacement of the object that has been damaged or vandalized. If parents/carers are unable to make a contribution, as requested, there will be no discrimination towards them or their child.

This, unless excessive damage, will not result in an exclusion from school. However, if repeated acts of damage/vandalism occur, parents/carers will be informed and the pupil will face a fixed term exclusion of a period of up to 5 days. This may also be brought to the attention of the Police and possibly legal action taken.

Any repeated acts of damage/vandalism during evening activities will result in the child being excluded from the said activity for a fixed period.



## Online Safety Rules for Students

**These rules help us to be fair to others and keep everyone safe.**

The computer system is owned by the school. These rules help to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- I will use only my own network login and password, which I will keep safe.
- I will only view, change or delete my own files.
- I understand that I must ask before using memory sticks or disks in school.
- I will only e-mail people I know or that my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give out my home address, phone number or any personal details, or arrange to meet anyone.
- I understand that I must never broadcast personal information including pictures and video of myself, my friends, my fellow pupils or my school.
- Copyright and intellectual property rights must be respected.
- Anonymous messages and chain letters are not permitted.
- I will not use chat rooms, social networking or instant messaging sites of any kind, even if they are available as part of another site, for non-educational purposes.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.
- Use for personal financial gain, gambling, political, criminal purposes or advertising is not permitted.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.



## **Mobile Phone Code of Conduct Summary for Parents/ Carers and Visitors**

### **Use of mobile phones in our school**

#### **PUPILS ARE NOT PERMITTED TO HAVE MOBILE PHONES ON SCHOOL PREMISES**

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, please ask a staff member to take you somewhere where children are not present.
- Do not take photos or recordings of pupils or staff (unless it is your own child).
- Do not use your phone in lessons, or when working with pupils.
- The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.
- A full copy of our mobile phone code of conduct is available from the school office.

**A copy of the Mobile Phone Code of conduct is available at the office if requested.**



## **St. Anthony's Mobile Phone Code of Conduct**

**1 – Mobile Phones are not allowed**  
**Phones/ Devices are not allowed on the school site.**

**2 – Hand your Phone in**  
**If you bring a Mobile Phone or device in, you will be expected to hand it in immediately at the school gate. It will be kept in a locked box.**

**3 – Searching and Confiscation**  
**Any member of staff can take away a mobile phone found in school. If it is suspected that you have a phone in school, you will be searched by SLT or Pupil Support staff. It will be given to reception and your parent/ carer will be phoned and asked to come and collect it.**

**4 – Parent Meeting with SLT**  
**If you don't hand your phone to staff, parents will be called into school for a meeting. An adult will stay with you at all times and you will not be allowed to move around school to ensure the safety of other children.**



## **Parent and Carer Privacy Notice**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

### **Who are we?**

St Anthony's collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation, which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is SPS DPO Services

### **The personal information we collect and use.**

#### **Information collected by us:**

In the course of providing education we collect the following personal information when you provide it to us:

- Personal information (such as name, unique pupil number, contact details language, nationality, country of birth, and free school meal eligibility)
- Special category characteristics
  - Ethnicity
  - Special educational needs (SEN) information
  - Relevant medical information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results

We also obtain personal information from other sources as follows:

- Personal information, special category information, assessment results and SEN information from schools that you previously attended
- Service support and involvement information from KCC teams working to improve outcomes for children and young people (such as SEND, Early Help, Free School Meals, Admissions)



## **How we use your personal information**

We use your personal information to:

- Support pupil learning
- Monitor and report on pupil progress
- Moderate teacher assessment judgements
- Provide appropriate pastoral care and support services
- Assess the quality of our services
- Comply with the law regarding data sharing
- Support you to decide what to do after you leave school
- Support or improve educational provision
- Ensure no children are missing education
- Support children at risk of permanent exclusion
- Support the primary, secondary and in-year admissions process
- Safeguard children and young people
- Improve the education and services we provide

## **How long your personal data will be kept**

We will hold your personal information securely and retain it from the child/young person's date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

## **Reasons we can collect and use your personal information**

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent.

## **Who we share your personal information with**

- Department for Education (DfE) (statutory for school funding and educational attainment policy and monitoring) and other government agencies and local authorities as required (e.g. to resolve funding queries)
- Kent County Council teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Schools or colleges that you attend after leaving us





- Local forums with schools and KCC representatives which support in-year fair access processes and support managed moves between schools
- Local multi-agency forums which provide SEND advice, support and guidance (such as Local Inclusion Forum Team (LIFT))
- Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust
- Schools in our local collaboration, to enable the moderation of pupil assessment outcomes, to support collaborative working through joint analysis, and ensure children continue to receive appropriate education provision
- KCC has to share information with external moderators (teachers with recent relevant experience) of end of key stage assessments, to meet statutory requirements from the Standards & Testing Agency (STA)
- Third-party providers of information services (such as student apps) where consent has been given.
- Contracted providers of services (such as school photographers and catering providers) where consent has been given.

We will share personal information with law enforcement or other authorities if required by applicable law.

We are required to share information about our pupils with KCC and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Aged 14+ qualifications**

For pupils enrolling for post-14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

### **Our pupils in Year 11**

We also provide additional pupil information to KCC to fulfil their responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996:

- Intended destinations of pupils in Year 11 moving into Year 12
- Course offers for pupils in Year 11 moving into Year 12 (September Guarantee)
- Information for Kent Choices4U (careers advice and course application website)

### **Our pupils aged 16+**

We will share information about pupils aged 16+ with our local authority as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.



KCC has a legal responsibility to track all young people up to the age of 19 (and young adults with learning difficulties or disabilities up to the age of 25). The purpose of collecting this information is to assist the planning of education and training for young people and the support services they require. KCC will inform us of your current activity once you have left the school. This is in relation to education, training, employment with training you may be undertaking and whether you are NEET (not in Education, Employment or Training). Some of this information is then shared with the DfE who use the information to plan at a national level.

This information enables KCC to provide and arrange:

- post-16 education and training provision
- youth support services
- careers advice and guidance

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms



and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

## **Your Rights**

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however, we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Abi Cranson, Deputy Headteacher

## **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.



We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

**Who to Contact and Where to go for Further Information**

Please contact Abi Cranson, Deputy Headteacher to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or post-16 providers or how they use your information, please contact the Information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk).

For more information about services for children and young people, please go to: <http://www.kent.gov.uk/education-and-children> or the KCC website at [www.kent.gov.uk](http://www.kent.gov.uk)

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>



## Administration of Medication at School

In line with KCC guidelines and school policy, it is necessary for us to have your consent before we administer any medication.

We keep at school Paracetamol in tablet and liquid form for the relief of pain such as: headache, sore throat etc. We will phone you to gain consent and notify you in writing on each occasion when this has been administered.

**Your consent is required. Please sign and return the slip in the forms pack.**

There may be occasions when you would like staff to administer medication prescribed for your child. In this case the medication should be handed in by you to reception staff in its original, named pharmacy container. You will be asked to provide details of the medication and sign a consent form at that time therefore **please do not send it in with your child or via an escort.** Without the consent we will be unable to give your child the medication, which will be returned to you.

Some pupils take regular medication during the school day. We are happy to administer this on your behalf if this has been discussed and the consent form completed. For pupils with specific medical conditions who require medication either regularly or in emergency, we will devise a Health Care Plan in conjunction with parents and school nurse.

If your child is taken ill at school we will do our best to make them comfortable and attend to their needs, however if the illness is such that they are unable to return to lessons after a suitable time we will contact you and request that you collect them.

If you have any concerns regarding your child's health or welfare, please do not hesitate to contact the Pastoral Manager.



## Safeguarding Team

### St. Anthony's School Child Safeguarding Policy:

All of the adults at St Anthony's School care about you and think that your health, safety and welfare are so very important.

- We will do our best to help you make good educational progress.
- We want to give you a safe place to learn in.
- We will help keep you safe, at home as well as at school.



It is important that you know where to get help if you are worried or unhappy about something.

### If you need to talk - we will always listen to you

- You can talk to any adult at school
- You need to know that Abi Cranson, Kirstie Phippin, Jordan Mott and Antony Curry are responsible for making sure you are well cared for.
- If you need a friend to go with you to tell a grown up something that is worrying you, that is fine.



Antony



Abi



Kirstie

### Do not keep it a secret if someone is:

- Bullying you.
- Saying things you do not like or upsets you.
- Sending unkind messages on the internet or phone.
- Touching you in a way you do not like, for example,
- touching your private parts.
- Making you look at things which make you feel uncomfortable, ashamed, guilty or embarrassed.
- Hitting you or hurting you.
- Trying to give you cigarettes, drugs or alcohol.
- Making you feel sad or scared.
- Giving you presents. Receiving presents is usually ok but sometimes people try and trick children into doing something that is wrong by giving them presents like sweets, money or phones



Jordan

### It is important that you know:

- All children have the right to feel happy and safe.
- It is never your fault if someone is hurting or abusing you.
- There is always an adult at school who will help you.



**Useful Number and Websites: Childline-0800 11 11**  
[www.childline.org.uk](http://www.childline.org.uk), [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)



## Encompass



Dear Parents/ Carers

Our school is part of Operation Encompass which is a national scheme that operates jointly between schools and police forces.

Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse.

As a school we have ensured that a member of our staff, (Designated Safeguarding Lead) known as a Key Adult, has been trained in the Operation Encompass procedures allowing us to then use the information that has been shared, in confidence, to support the child/ren in our care.

The Domestic Abuse Act 2021 identifies children who experience domestic abuse as victims of domestic abuse in their own right.

We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved.

Mr Antony Curry  
Head Teacher





## Lunches, Snacks and Drinks

Good nutrition is an important part of a healthy lifestyle. Combined with physical activity, your diet can help you to reach and maintain a healthy weight, reduce your risk of chronic diseases (like heart and cancer) and promote your overall health. If you would like support with the fundamentals of healthy eating, please contact us.

### School dinner

Cost = **£2.50** per day.

**Paid to school office by cash on weekly basis**



### Packed Lunch

We insist that parents provide their child with a healthy packed lunch. e.g. sandwich on brown bread with cheese and ham, vegetable sticks, tomatoes, raisins, fruit, yoghurt and fruit juice.

All pupils require a plastic water bottle. **Please do not send in metal bottles.**

### Snacks & Drinks

The following items are not to be consumed **at/brought into** school:

- Fizzy Drinks of any description including Caffeine based (or similar)  
Energy Drinks
- Chocolate Bars
- Sweets of any description
- Nuts



Please try and stick to a healthy lunch as it can become unfair to other children if you do not. Thank you.

**We encourage parents to apply for Free School Meals to check whether you are eligible. Please complete an application form and return to the school office or complete the online application form at <https://www.cloudforedu.org.uk/ofsm/kent/apply>. If you are eligible but your child has a packed lunch, please still apply so that we have a record of eligibility.**





## Free school meals

Your child might be able to get free school meals if you get any of the following:

- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit.



Some schools in Kent manage their own Free Schools Meals application process. For more information, go to:

***[kent.gov.uk/freeschoolmeals](https://kent.gov.uk/freeschoolmeals)***





## **Uniform**

Pupils are expected to wear correct school uniform:-

- Navy School Sweatshirt/fleece
- Plain white school shirt/blouse or polo shirt.
- Black or Dark Grey Trousers/Skirt.
- Dark coloured/white socks.
- Plain black school shoes or trainer type shoes.
- In the summer girls may wear a blue check dress and boys may wear black or grey school shorts.

P.E. Kit: Plain navy polo shirt or T shirt, black or navy shorts and trainers.

Swimming Kit: Swimming trunks/shorts, swimming costume and a towel.

### Jewellery

Pupils are allowed to wear:

- One pair of ear studs but NO loop earrings.
- No other studs or piercings are to be worn.
- A wristwatch
- No necklaces/bracelets unless for medical reasons.
- No make-up to be worn including nail varnish.

All clothing should be clearly labelled with your child's first and surname.






Uniform is available from:

**The Schoolwear Centre**  
**- 56 Addington Street, Margate CT9 1QS –**  
**01843 293555**

<http://www.schoolwearcentre.net>



## Student uniform

Item	Name	Size Guide	2024 Price*
	Navy cotton sweatshirt with St Anthony's school logo	24, 26, 28, 30, 32, 34 XS S, M, L, XL	£10.75 (inc logo) £12.75 (inc logo) <i>See shop for pricing</i>
	Navy cotton cardigan with St Anthony's school logo	24, 26, 28, 30, 32, 34 XS S, M, L, XL	£12.00 (inc logo) £14.00 (inc logo) <i>See shop for pricing</i>
	Navy zip up fleece with St Anthony's school logo	24, 26, 28, 30, 32, 34 XS S, M, L, XL	£13.50 (inc logo) £16.95 (inc logo)
	White polo shirt with St Anthony's school logo (Day shirt)	24, 26, 28, 30, 32, 34 XS S, M, L, XL	£8.95 (inc logo) £9.50 (inc logo) <i>See shop for pricing</i>
	Navy polo shirt with St Anthony's school logo (PE shirt)	24, 26, 28, 30, 32, 34 XS S, M, L, XL	£8.95 (inc logo) £9.50 (inc logo) <i>See shop for pricing</i>

\*Price correct at the time of printing 05/24





## School Uniform Flowchart



### EXCELLENT UNIFORM = REWARD

Black school shoes or plain black trainers, black or dark grey school trousers, black or grey appropriate length skirt, white cotton school shirt or white polo shirt, navy blue zipped fleece or navy blue sweatshirt with school logo

### UNIFORM COULD BE BETTER

Dark trainers with coloured logo, light joggers, plain white t-shirt,  
Plain dark jumper

### UNIFORM NEEDS ACTION

Wearing a cap, coloured trainers, jeans, hoodie, coloured joggers,  
coloured t-shirt,

#### 1. **Class Teacher** FIRST ACTION

Phone home on given day to notify parents that student needs correct uniform for agreed day.

**Points lost (2 per day)**

#### 2. **AHT Pastoral** FURTHER ACTION after agreed day

Phone home and note on Sims

A privilege is now lost for student

i.e. Loss of trip or Friday afternoon reward.

#### 3. **SLT** FURTHER ACTION

Parental meeting or repeated calls home



## **Term Dates 2024/25**

<b>Term 1</b> (40 days)	<p>Monday 2<sup>nd</sup> September (Inset Day) students not to attend Tuesday 3<sup>rd</sup> September (Inset Day) students not to attend First day of Term 1: Wednesday 4<sup>th</sup> September 2024</p> <p>Monday 7<sup>th</sup> October (Inset Day) students not to attend</p> <p>Last Day of Term 1: Friday 25<sup>th</sup> October 2023</p>
<b>Term 2</b> (35 days)	<p>First Day of Term 2: Monday 4<sup>th</sup> November 2024</p> <p>Monday 25<sup>th</sup> November (Inset Day) students not to attend</p> <p>Last Day of Term 2: Friday 20<sup>th</sup> December 2024</p>
<b>Term 3</b> (30 days)	<p>First Day of Term 3: Monday 6<sup>th</sup> January 2025</p> <p>Monday 27<sup>th</sup> January (Inset Day) students not to attend</p> <p>Last Day of Term 3 : Friday 14<sup>th</sup> February 2025</p>
<b>Term 4</b> (30 days)	<p>First Day of Term 4: Monday 24<sup>th</sup> February 2025</p> <p>Last Day of Term 4: Friday 4<sup>th</sup> April 2025</p>
<b>Term 5</b> (23 days)	<p>First Day of Term 5: Monday 22<sup>nd</sup> April 2025</p> <p>Monday 5<sup>th</sup> May Bank Holiday</p> <p>Last Day of Term 5: Friday 23<sup>rd</sup> May 2025</p>
<b>Term 6</b> (37 days)	<p>First Day of Term 6: Monday 2<sup>nd</sup> June 2025</p> <p>Last Day of Term 6: Tuesday 22<sup>nd</sup> July 2025</p>