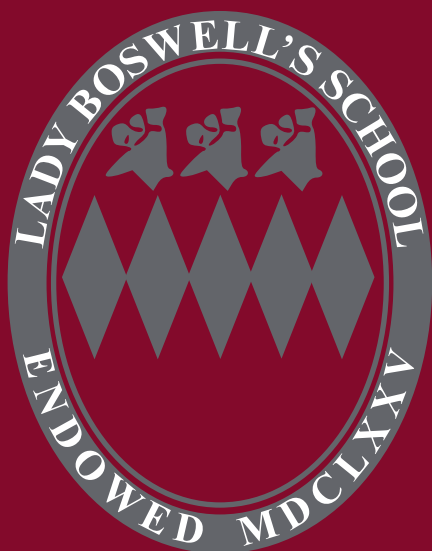




Lady Boswell's

Church of England
Primary School



Founded 1675

Our Vision Statement

We value every member of our community as a unique child of God and seek to demonstrate His love through our words and actions. We enable every child to achieve their full potential so that they leave us with their heads inspired and their hearts enriched.

As a result our children will:

- Develop a positive sense of self and well-being; confident to make the right choices and keep themselves safe in an ever-changing society.
- Strive for academic excellence, developing a thirst for knowledge and a love of learning.
- Become effective communicators, collaborators and leaders.
- Be resilient, resourceful and courageous.
- Be curious, creative individuals and confident problem solvers.
- Grow in spiritual awareness and develop a strong moral compass and a deepening understanding of the Christian faith in a multi-faith British society.
- Become responsible and tolerant global citizens who value diversity, forgive readily, and have concern for the needs of each other, the school, the wider community, and the planet.

Learning Together, Christ at the Centre, Learning for Life Christian Values underpin and surround our vision which places Christ at the centre of all our decisions, policy and practice. Each Month, we focus on a different Christian Value. This is done explicitly through our Collective Worship time but also throughout our curriculum. Children have regular opportunities to reflect on each value and to develop an understanding of the Value in action and how it reflects on the teachings of the Gospel.

Values, integral to our Ethos, are:

LOVE Let us not love with words or speech but with actions and in truth. **1 John 3 v16-18**

RESPECT Show proper respect to everyone, love the family of believers. **1 Peter 2 v17**

FAITH Now faith is confidence on what we hope for and assurance about what we do not see. **Hebrews 11 v1**

KINDNESS But the fruit of the spirit is kindness. **Galatians 5 v22** **FORGIVENESS** Be kind and compassionate to one another, forgive each other, just as in Christ God forgave you. **Ephesians 4 v 32**

HONESTY Full of grace and truth. **John 1 v 14**

The Headteachers' Welcome

We are delighted to welcome your child to Lady Boswell's School and thank you for entrusting your child to our care.

We pride ourselves in being a warm, welcoming school where we hold Christ at our centre and where we put our children and our families at the heart of everything we do. We value every member of our community as a unique child of God and work to provide personalised academic, emotional, social and spiritual support for each one. We want every child to leave us with their heads inspired and their hearts enriched.

We value the role of parents and carers as a child's first educator and look forward to working in partnership with you. Positive engagement with our families plays an enormous part in helping to establish a strong foundation to the success that the children experience here at Lady Boswell's.

For those of you who are completely new to the School, we look forward not only to welcoming your child, but also to welcoming your entire family to the Lady Boswell's community.

This brochure, together with our website, offers a lot of key information in preparation for your child's start at Lady Boswell's. If you have any further queries, however, please do not hesitate to get in touch with the School.



**Hannah Pullen and
Sharon Saunders,
Co-Headteachers**





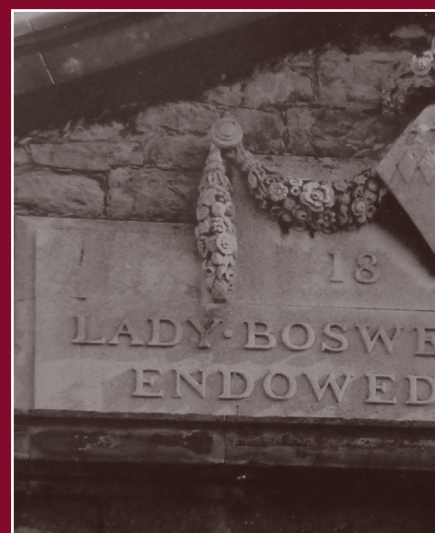
A Church of England Foundation

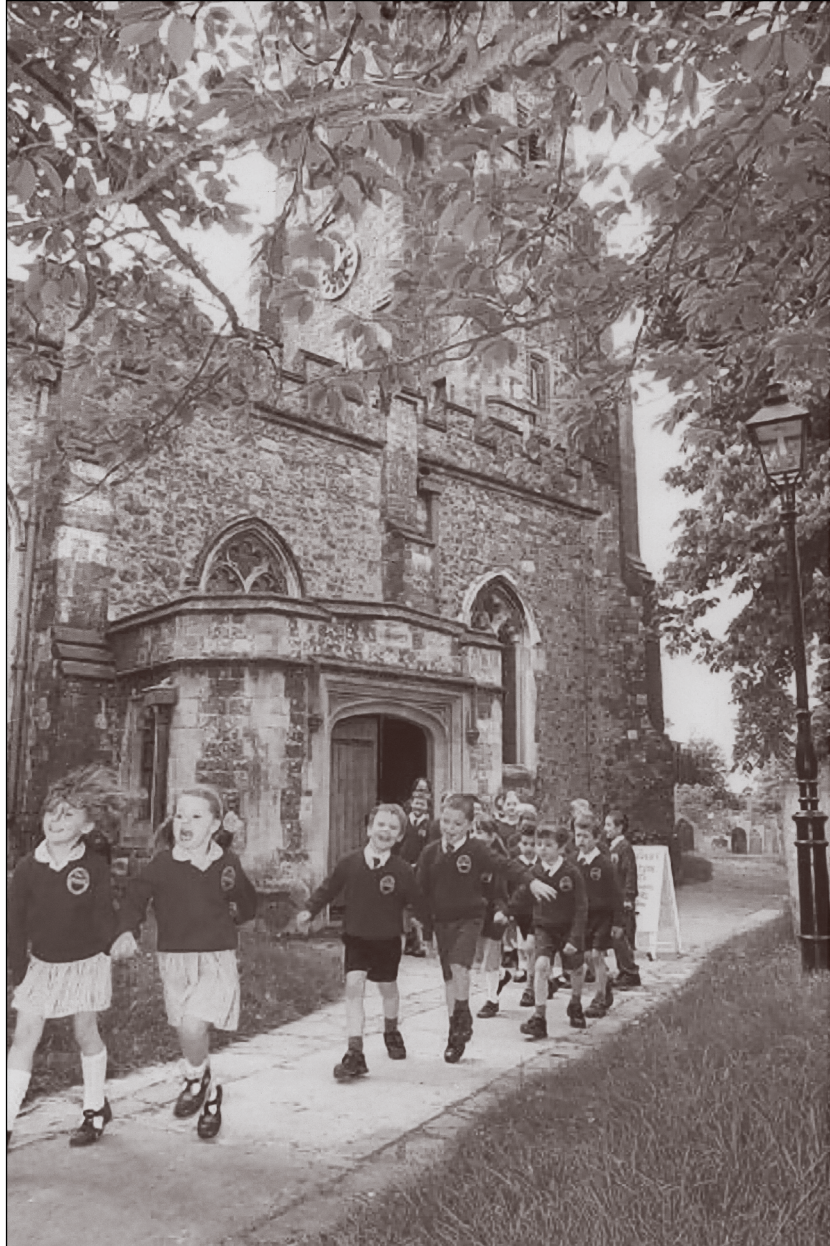
Lady Boswell's is a Church of England school. Christian principles and beliefs are fundamental to the aims, values and attitudes fostered throughout the school and the school's mission statement reflects its Christian family ethos.

We are proud to have such strong links with St Nicholas' Church, the Parish Church of Sevenoaks, and this helps to underpin our ethos, aims and vision for learning. The Associate Rector of St Nicholas is a Foundation Governor of the school.

Our school dates back to 1675 and is reputedly the oldest state primary school in England. Lady Margaret Boswell, a great benefactress of Sevenoaks, left a bequest to pay a schoolmaster to educate 12 poor scholars of the town. This continued until, almost 150 years later, the first school building was erected in London Road. In the ensuing years, after a series of amalgamations, the school became a mixed infant and junior school and moved to a brand new building, our current site, in 1972.

As a result of the foundation of the school, in addition to the Board of Governors, there is also a Board of Trustees, chaired by the Rector of St Nicholas. Their remit is the management of Margaret Boswell's trust fund, responsibility for the school buildings and the overseeing of the Christian ethos of the school.





Overview

Lady Boswell's is a two-form entry Primary school graded Outstanding by SIAMs in July 2018 and Ofsted in May 2022. The classes range from 30 pupils per class in Key Stage 1 up to a maximum of 32 per class in Key Stage 2. The teaching staff comprises our Co-Headteachers, Assistant Headteachers and class teachers. There are a number of Teaching Assistants (TAs) and Higher Level Teaching Assistants (HLTAs) and an Inclusion manager.

The Senior Leadership Team (SLT) assists the Headteachers with the smooth running of the school and meets on a weekly basis. They discuss strategic elements such as curriculum planning, monitoring and delivery, analysis of assessment data, school organisation, the School Improvement plan, policies and up to date pedagogical approaches. The SLT is committed to promoting high standards of teaching, learning and discipline throughout the school.

The National Curriculum requirements are followed throughout and teachers plan to ensure that each child receives a broad and balanced curriculum. High expectations are key if every child is to fulfil their potential.

Our school is housed in a modern, single storey building which comprises of two spacious halls, two well stocked libraries, an ICT suite, 3 class sets of Ipads and VR Headsets. There are two playgrounds (one for KS1 and one for KS2) both with large activity apparatus. We have extensive and beautiful playing fields backing onto Knole Park on one side and Raley's Field on another side. We have a woodland nature walk and a fully developed Forest School, an enclosed pond, a vegetable area, living willow structures, outdoor gym and a sensory courtyard garden.





Information

The following information is intended to give clear guidance about both major and minor matters relating to school life. It contains essential and useful details to hopefully answer any questions that you may have about day-to-day procedures and organisation of the school.

We do not include here any detailed information about the school curriculum or what the children are taught in school. This information comes to parents via the class pages on the school website, class teachers' annual letter and termly curriculum grids.

Day-to-day organisation

Jargon

Foundation Stage – another name for Year R or Reception Class

KS1 – Key Stage 1 – Years 1 and 2 but often includes Year R in general correspondence if Year R not named specifically elsewhere

KS2 – Key Stage 2 – Years 3-6

Timings of the school day

School day starts	8.50 am
School day finishes	3.30pm (3.20pm for Year R, 3.25pm for Years 1 & 2)
Break KS1/KS2	10.40 am – 11.00 am
Lunch	12.20 pm – 1.20 pm
Break KS1 only	2.30 pm – 2.45 pm

Drop off before school

In the morning, at 8.40am, the gates will be opened. Parents of children in Reception are invited to walk their children to the classroom gates. Parents of Years 1 – 6 children, are requested to drop their children at the school gate. A member of Senior Leadership Team will be at the gate to greet them. The gates will be closed at 8.50am.

For information on what to do if you are late please see the Lateness section below.

If it is bad weather in the morning the children can be taken straight to the classroom door, no earlier than 8.40 am, and the class teacher will be there ready to receive the class.

Collection after school

All children are collected by their



parents or carers from the KS1 playground. We like adults who are collecting to stand towards the back and edges of the playground to keep the visibility high for staff who need to see that each child goes safely to their responsible adult. KS1 teachers will bring their classes out at 3.25 pm (3.20 pm for Reception) and KS2 teachers will send their classes out at 3.30 pm. There is one teacher officially on duty each day to ensure that every child is safely collected. If somebody different from normal is going to collect your child, please advise the school office and your child's class teacher. Once again, please ensure that children (or younger siblings) are not climbing on unsuitable items such as the school gate, living willow, flower beds or play equipment. Once your child has reached you, we ask that they remain fully supervised.

Red post

If a parent is not present to collect their child at the end of the school day, the child should wait with the duty teacher by the red post located

at the start of the footpath to KS1 classrooms. If you are delayed please telephone the office. Children not collected by 3.45 pm will be taken to the school office.

Collection after clubs

Collection after clubs is the same as collection at the end of the school day. We would respectfully ask for prompt collection after clubs. For all clubs please collect children from the KS1 playground, unless advised otherwise. At least one adult will remain outside until all the children have been collected. If a child has not been collected ten minutes after the finish time of the club the child will be taken to the school office.

Parking

We encourage parents to park in the Leisure Centre car park and to use this as our main entrance through the top gate. Parking permits are issued by the school, with restrictions by Sevenoaks District Council, every year to enable parents to park for up to a 15 minute period at the start and end of the day in the Suffolk Way car park.

Permits to park will be sent home to all families at the beginning of the school year and should be displayed in your car. Only members of staff are allowed to drive into the school car park.

The top gate will be open from 8.40-8.50am, and every afternoon from 3.15-3.45pm, with limited access after this time. If access to the school is needed at any other time, entry is controlled by "buzzing" the school office via the main entrance only and not the top gate.

Access to the school is also available from the Sevenoaks Town Council car park next to the rugby club. Dropping off the children in the turning circle or on the zig-zag lines by the main school gate is not allowed under any circumstances as this is hazardous to children on foot.

Lateness

The schools guideline to parents on lateness is that any child not in their classroom by 8.50am will be marked late in the register. The class register closes at 9.00 am, if your child arrives



after this time it will be recorded as a 'late after register closed'. Lateness will be monitored on a termly basis. If your child is late for school please enter the school via the front entrance and sign the Late Book stating the reason for the lateness and time. It is essential that you sign your child in if you are late so that we know exactly who is present in school every day. In addition, coming in through the front entrance lessens the disruption to teachers who like to focus their early morning work with the class. We appreciate your co-operation in being punctual for school – after all, 10 minutes late per day is nearly an hour of school a week. Entering the classroom late affects your child's readiness for learning, an effect that can last for activities that may come later in the day.

Absence due to illness

On the first day that your child is ill please contact the school office by 9am, either by telephone or email, with details of illness. The reason for absence will be noted.

Absence due to holiday/ other circumstances

Absence for holidays will not be authorised unless in very exceptional circumstances (which are outlined in our Attendance Policy which can be found on the School website). You must request, in writing, at least four weeks prior to absence. A leave of absence form is available on the website. Each request will be considered by the Headteachers. The School Liaison Officer monitors all absences from school and a penalty notice may have to be issued if unauthorised absence is taken in term time.

Absence due to appointments

The school understands that it may be necessary to take a child out of school for an appointment e.g. GP, paediatrician, orthodontist etc. during the school day. We would ask parents to try to minimise the number of appointments and to write informing the school of the appointment in advance. This means that when a parent arrives to collect a child, all staff have prior warning that the appointment is taking place.

Internal school organisation

Houses

All children are allocated to one of four houses. House points are given to children during the course of the year as a reward for good work and/or behaviour. The winning house receives a trophy at the end of the year. In addition Sports Day, Swimming Galas, and the Football, Cricket, Tag Rugby and Netball Tournaments are organised as house events. The houses and house colours are detailed below.

Mont Blanc	Red
K2	Green
Everst	Blue
Denaki	Yellow

The colours are linked in to our school uniform and parents should purchase the relevant colour T-shirt for their child to wear as their PE shirt in school. Siblings are allocated to the same house.

Behaviour – Rewards & Sanctions

Raising the profile of good behaviour is important to us and we do this in a variety of ways in line



with our Christian ethos. We believe a system based on forgiveness and empathy will encourage children to behave thoughtfully and respectfully towards others. We also have "Peer Mediators" where children help each other to resolve conflict without adult intervention.

Rewards

- positive comments
- house points
- Stickers from teachers, Assistant Head teachers & Headteachers

Sanctions

- Amber – warning
- Red – final warning
- Red 1 – removed for 5 minutes within classroom
- Red 2 – sent to another teacher for 5 minutes
- Red 3 – sent to a member of the Senior Leadership Team
- Red 4 – sent to the Headteachers and parents contacted if appropriate
- Red 5 – exclusion

The Buddy System

Every child who starts in Reception is given a Year 6 buddy who will

endeavour to be a special friend to the new entrant. In the first few days of school a picnic is held where the new Reception children come and visit the school. Here the children are introduced to their Year 6 buddy. This seems to provide a relaxed introduction for the older children to meet their younger school friend.

Children in Year 6 can apply to be playground prefects to support KS1 children at lunch-time. Children who apply are given training to fulfil this role.

School Council

We have a School Council which allows the children in school to have a voice. The council discusses changes and developments that the body of pupils might like to have discussed in a suitable forum. Currently each class has two school council members and these are voted in by their class mates, except for Year R where the class teacher co-opts two volunteers.

Eco Council

Each class additionally votes for two representatives on the Green Council. The Green Council discusses eco-issues and has a voice in improving the school's green status.

Celebration of work

Certificates for exceptional work or behaviour are read to the whole school during assembly on Friday, the children are given these to take home.

School uniform

Our school uniform is worn by all pupils and we ask parents to follow the school uniform policy. Smart uniform helps our pupils to foster a pride in their personal appearance, pride in the school and is easily recognisable on school visits.

The school uniform supplier is Horncastles, 66 High Street, Sevenoaks, 01732 453574. Those items marked * below can only be bought from Horncastles. All other items eg white shirts, grey trousers, pinafores etc can be bought from any high street supplier.

Second-hand uniform sales are run periodically by the Parent Teacher Association (PTA).

Items from Horncastles can be bought in person from their shop or online at www.horncastles.co.uk. They normally offer a 5% discount on all items purchased in July.



Shoes

Children wear smart black school shoes to and from school and in the school building. We ask each child to bring in a separate pair of shoes eg trainers, wellies, boots to wear outside at break and lunchtime play.

Bags

It is recommended but optional that Children in KS1 have a book bag for daily use. This has the school crest and can be purchased from Horncastles.

Year-round uniform

Grey trousers/shorts/skirt/pinafore dress

White Shirt (with collar, not a polo shirt)

*School jumper or cardigan

*School Tie (elasticated ties are available for the younger children) Plain grey socks (long or short)/grey tights Black school shoes (not trainers or boots. Heels no higher than 1.5 inches) *Fleece – optional as a light-weight coat/outdoor PE

Winter coats (ideally in a dark colour)

*Maroon swimming trunks/one-piece swimming costume (from Year 4)

School Swimming cap (available to purchase from the School Office)

Summer uniform

Red and white striped dress (not gingham or checked) – Marks and Spencer, John Lewis and other suppliers all supply appropriate dresses/grey shorts

White socks (long or short)

Sun hat

PE kit

*Maroon shorts or skort

*PE shirt (*different colours depending on your child's school House*)

Black plimsolls

White sports socks

Jogging trousers, Black or Maroon (*optional and not needed at all in year R*) *Fleece – optional as a lightweight coat/outdoor PE

*PE Hoodie - optional

**denotes item that can only be bought from Horncastles*

Uniform tips

- Please ensure that every item of uniform is clearly marked with your child's name.
- Children often come back in September in summer uniform as the weather is often still good.
- Children often wear the school fleece as a lightweight coat.

Winter coats should be plain and warm, ideally a dark colour.

Communication

We recognise that the education that we offer will be strengthened by strong home-school communication. We offer a range of different routes for communication both informal and formal as detailed below.

Communication channels for an individual child listed from informal to formal

- Short notes in contact books either written by teachers for parents to read or vice versa
- Short notes written by parents that the child hands in
- Short discussions between parents and class teacher at the termly open classroom session
- Formal appointment with the class teacher (outside Parents' Evening)
- Parents' Consultation appointments
- Appointments with the Special Educational Needs Co-ordinator (SENCO)
- Letter and/or telephone calls to the Headteachers (if you choose to email, please email the office: office@ladyboswells.kent.sch.uk)
- Appointments with the



as well as brief chats at the start and end of the day

Here are some questions that may illustrate how our communication system might work in practice.

What do I do if I have a concern about my child at school?

The first step is always to discuss your concerns with your child's class teacher.

If this is not possible please write the class teacher a note saying that you have some concerns and you would like to discuss them. It is helpful to staff if you could give some idea of the nature of your concerns in the initial communication e.g. worried about reading or friendship problem or doesn't understand homework. Your child's teacher will offer you an appointment as soon as possible. Please book these appointments through the school office.

We expect that your discussions with the class teacher will resolve any issues. If however you still have concerns, we would urge you to please make an appointment to see the Headteachers.

How do I tell the teacher that my child is sad because....

If a parent feels the class teacher needs to know something *at the start* of the school day a parent can either: write a short note in a contact book (best for Year R and 1), write a short note which the child hands to the teacher (this does rely on the child remembering to hand the letter in!), leave a message at the school office or for KS1 parents, have a brief conversation with the class teacher as the children line up at the start of the school day.

Communication to all families

Arbor – an electronic system which enables the school to send letters and messages to parents via e-mail and text and allows parents to make payments for school trips etc. All new families will receive a letter giving information on how to access the Arbor parent portal.

School weekly newsletter – sent via email.

Open classrooms – teachers available in their classroom at 3.30-3.45 on one afternoon per term – see individual class letters for details.

of the day for a specific class.

Annual letter – class teacher welcome letter.

Curriculum Guidelines – three times a year including hints for home support.

Website

www.ladyboswells.kent.sch.uk – for general information about the school.

Parents' Consultations – all parents are invited to make an appointment to see your child's teacher(s) twice yearly. The Headteachers are also available for appointments.

Annual Report/Record of Achievement – these are sent out every July.

Contact books.

Other forms of communication

Governors – if there is a matter you wish to discuss with the governors please write a note in the first instance to the Parent Governor and hand it in to the school office. The Chair of Governors can be contacted in the same way.

Parent class representatives – each class in the school has one or two parent class reps. These parents



volunteer to stand for an academic year at a time. It is lovely to have different parents volunteering over the years as it spreads the load and everyone has slightly different ideas which bring breadth to the role. The job description includes organising and planning social events for parents e.g. a Christmas meal or organising a class stall for the Christmas Fair.

Financial matters

Monies coming into school

The school office staff take responsibility for all money coming into school, *except* school dinner money. Please ensure that all money/cheques coming into school are in a clearly-labelled envelope, stating the child's name, class and what the payment is for. If the payment is for more than one child, please write each child's name clearly on the envelope. All cheques should be payable to *Lady Boswell's School*. See below for payment for school meals.

Charitable Trust (incorporating school fund)

The purpose of the Charitable Trust is to provide additional resources over and above those provided by

Kent County Council and other Government Sources.

We ask for an annual donation of £20 per child for our School Fund, which is collected via our Charitable Trust, a Charity registered by the Charities Commission.

In addition, parents and friends can also donate money to the School, through the Charitable Trust.

We are able to claim back gift aid on any donations made by UK tax payers.

Funds are used to enhance provision that Government funding would not allow.

If your family or friends would like to donate, please ask them to email our Business Manager at finance@ladyboswells.kent.sch.uk

School meals

Payment for school lunches should be made in advance.

Lunch orders and payment can be made via Caterlink/Parentpay.

Food and drink in school

We encourage all the children to eat healthily and set up good eating habits for later life. The five-a-day

message is reinforced by the fruit and vegetable scheme in KS1.

Lunch

The children have a choice of having a school dinner (free for KS1, paid for in advance by KS2) or bring in a packed lunch from home. Parents must decide at the beginning of the term whether their child would like a school dinner for the term or a packed lunch.

Some children may be entitled to Free School Meals. Please see the office if you think that this applies to you and be assured that any enquiries will be confidential.

School meals

School meals are cooked on site by the catering company Caterlink. We encourage children to have school meals right from the beginning of Year R. We have a number of midday supervisors on hand to help the small children until they become familiar with the system of queuing up, choosing their meal, carrying their tray etc. The midday supervisors also help children to cut food, finish their meal etc. Caterlink provide a choice of two main courses each day, one of which is vegetarian, plus a



Jacket potato option, vegetables, salad bar and a dessert. Sample menus can be found on our website.

Packed lunch

Children can bring in a packed lunch to school. The lunch needs to be provided in a suitable lunch box/bag with no glass bottles please. In terms of contents we would ask parents to include as healthy a range as possible with no sweets or fizzy drinks. In the light of the increasing number of children with peanut/nut allergies we would ask that nut products are not included in lunch boxes as even the smell or a trace can be enough to trigger an allergic reaction for some children. In terms of packaging, the children do need to be able to open whatever items are provided for them although obviously help is always at hand should your child need it.

Break-time

Children in KS1 receive a free piece of fruit or a vegetable via the Government's Fruit and Vegetable scheme. There is no need for the children to bring in their own break-time snack.

We ask that KS2 bring in a healthy snack – fruit, vegetable or a cereal bar

(without nuts) are permitted.

Birthday treats

We recognise that it is a lovely gesture to celebrate a child's birthday. Parents sometimes like to do this by bringing in a small *treat* for the rest of the class. We ask that whatever is provided is wrapped and we will ask the children to eat it at home.

Water in school

Children benefit from good hydration levels throughout the day and we have a water-in-school policy. Children are allowed to bring in a water bottle (with a sports top) which can be kept in class. All bottles must be clearly named. So that the bottle stays hygienic, the children are asked to take the bottles home each night and bring them back in with fresh water the next day. Class teachers will have specific places that these bottles are stored within the classroom depending on the age of the class.

Health and safety

Trips

A decision to take a trip to a certain venue or event is taken after careful consideration. All trips are

thoroughly risk-assessed and recommended adult/child ratios are observed. You will be informed with as much notice as possible about any trips. To ensure correct ratios we may ask for parent volunteers to accompany us. Any volunteer on a school trip must be DBS-checked. Trips are arranged on the basis of specified voluntary contributions from parents. There is the understanding that if insufficient funds are collected, the trip will not be able to take place. If you are unable to pay for a trip, please see the Headteachers in the case of a request for financial assistance. All enquiries will be treated in confidence.

The school takes the children on a range of trips in their years at Lady Boswell's, including residential trips. Payments for these trips can be paid in instalments.

Transport

Any volunteer who drives another parent's child to an event, must have adequate insurance as many policies do not cover this. Under Government legislation, any child under the age of 12 or under 135cm tall must sit on a booster seat in a car.

Coaches and trains are sometimes



used. Risk assessments are carried out for both of these modes of transport. Any coach that the school uses will be fitted with seat-belts.

Jewellery

No jewellery is allowed in school except a wrist watch (Fitbits can be worn provided they do not have internet access) and stud earrings. All earrings must be removed before PE/games (or earrings taped using the child's own tape). If you wish to have your child's ears pierced, please do so at the start of the summer holidays so enabling the child to remove the earrings safely for PE on their return to school in the September.

Hair and Headlice

We insist that long hair is tied back at all times. Headlice are a perennial problem in all schools. Please regularly check your child's hair for headlice with a fine tooth 'nit' comb available from chemists, especially if you see the tell-tale scratching. Treatment advice still varies – there are treatments available from chemists or more natural remedies from Health Food shops. Alternatively, washing

and using conditioner and then combing with a fine tooth comb can also be very effective. If all parents could check their child's hair every week then the issue of headlice would be eliminated. If you do find headlice in your child's hair please inform

the school office so that a general note can be passed on to parents in that class.

Sun Protection

In sunny weather we ask that parents and carers put sun screen/cream on their children before school if they so wish. The school is not permitted to put cream on any child in line with Child Protection guidelines. We do not want children putting on their own cream at school as the younger children especially find it difficult to put it on safely.

Sunglasses are not permitted in school unless we have a written letter from a doctor or optician.

Sun hats or caps should be worn for protection. A school sunhat can be purchased from the school supplier.

Health needs

If your child has a specific health need e.g. asthma, allergy, diabetes etc. please contact the school office straightaway to complete the relevant medical forms. This ensures that the school can take the very best care of your child.

When your child starts school it is particularly helpful if you can inform the school of any relevant health needs, concerns or special educational needs prior to the start date.

If your child has an asthma inhaler it should be clearly named and he or she should keep it in the classroom for easy access.

Medicine in school

The school will aim to give a child a dose of medicine at a parent's request, on the following basis:

- The medicine has been prescribed by a doctor or dentist
- The medicine needs to be taken 4 times a day.
- The medicine is in the original named container.
- The medicine is handed in to the school office staff where you will



be asked to sign a form.

- If your child requires medicine which is not prescribed, please speak to the school office.

We cannot guarantee, in a busy school environment, that the medicine will be given at a specific time.

We are happy for parents to come in and give the child the medicine themselves to ensure consistent medication.

Sickness

If your child has vomited or had diarrhoea your child should remain off school for a minimum of 48 hours since the last sickness.

Curriculum matters

PPA

Teachers' contracts require that 10 per cent of the teaching week be set aside for Planning, Preparation and Assessment (PPA). This means that a class teacher will spend half a day each week away from their class.

We are fortunate to have Higher Level Teaching Assistants (HLTAs) who liaise very closely with the class teachers to ensure continuity of learning and teaching.

Reading

Library

Children visit the school library once a week. They can select from fiction, non-fiction and videos, and are encouraged to change their items each week.

A donation is requested if a book is lost or damaged.

Reading books

Children in Key Stage 1 take home a reading book each night. We encourage parents to share these books with their children. In Key Stage 2 children are expected to read each night and this may form part of their homework.

Global Links

As part of our curriculum we like to develop the children's sense of their place in the wider world. We have a partnership with FOM (Farming for Orphans in Mozambique) with whom the school Worship Council are in regular communication and are actively involved in fund raising ideas to support them. Staff members visited the school in October 2008. The school council are actively involved in fund-raising ideas to support our partner school.

Music

We believe in a broad and balanced curriculum. We provide individual and small group music lessons and group activities such as choir and orchestra. Many parents are involved in music at school and we are grateful for this help in providing group music-making opportunities outside the classroom. Individual tuition is offered for the piano, violin, cello, flute, guitar, clarinet, trumpet, cornet and drums. Further details and information about waiting lists is available from the school office.

We have a Key Stage 1 and Key Stage 2 choir which meet weekly. They lead the singing of some hymns in assembly and perform at school functions and outside events such as the Young Voices concerts at the O2 Arena.

Sport

Think of a sport and there's a good chance we play it at Lady Boswell's, both during school PE lessons and at our after school clubs!

At the end of each school year, there is an inter-house sports day. Children also have the opportunity to compete in a number of annual



inter-house tournaments. There is also an inter-house cross country event.

With our location so close to the Sevenoaks Leisure Centre we now have swimming for all KS2 across the school at a reasonable rate. Full information about swimming is sent home to all families at the start of a new school year. The school employs two coaches from Pool Schools to ensure appropriate ratios. We offer parents the opportunity to purchase recognised swimming awards with badges and certificates after assessment by our coaches at the pool.

Collective Worship

In our school, collective worship is a highly valued time in the school day when the whole school community can gather together to honour God. Worship forms the “heartbeat” of our school, signalling the life, energy and Christian spirit of our school community. We strive to make our collective worship inclusive, invitational and inspiring, involving meaningful contributions from the whole school community and enabling pupils and adults to ask big questions

and to reflect on their, and the wider community's, behaviour and actions. They should be inspired to become courageous advocates of causes and encouraged to reflect deeply on their faith, beliefs and/or philosophical convictions.

Our worship follows the Rochester diocese guidelines for the weekly themes and take various forms, including whole school, key stage, class-led and pupil-led worship. The school Worship Council also plan and lead worship across the year. We are fortunate to have the support of St. Nicholas church and other local churches.

Religious Education

All the children are taught Religious Education (RE). This is an educational subject. Our syllabus reflects our context as a Voluntary Aided Church of England school with the majority of teaching being about Christianity and following the Rochester Diocese Syllabus. Any parent has the right to withdraw their child from Religious Education. Please speak to the Headteachers if you have any questions about this.

The Orchard

The Orchard provides a breakfast and after school club facility.

Breakfast club runs from 7.50 am – 8.45 am, and includes breakfast.

After school club runs from 3.30 pm – 6.00 pm and includes a hot meal.

Full details, including registration and application forms, can be found on the school's website.

Getting involved in school life

Volunteering in school

We welcome parents, carers and friends to volunteer in school.

Volunteering

in school covers three areas:

- hearing individual children read
- helping generally in the class and
- occasional help such as accompanying a school trip.

All volunteers must attend a training session before working in school and must have a DBS check. We are grateful to the people who currently volunteer and would like to encourage further involvement to give the children greater opportunities. Please speak to the office for any enquiries about helping in school.



Joining us at school events

We have a range of whole-school annual events to which parents are invited including:

Harvest festival – usually early October

Christmas Services – KS1 Nativity Service held in school and KS2 Carol Service at St Nicholas' Church

Swimming – KS2 Gala

Easter Service – at St Nicholas Church for KS2

Sports Day – July

Summer Production

Curriculum Enrichment

opportunities – as these arise over the year

We try to give parents as much notice of these events and timings as possible.

When the children are performing, these events come as the culmination of a lot of preparatory work. In addition, for some of our younger children, performing in public is a new and daunting experience for them. We would ask that background noise in the form of younger non-school-age children be kept to a minimum at these events. If your child is starting to become restless or

Extra – Curricular Activities

We are proud of the huge range of extra-curricular activities at Lady Boswell's. Clubs vary from term to term. Here are some of the wide and varied selection of before/after-school and lunchtime clubs that we offer:

Chess	Ecology	Art and Craft	Orchestra
Knitting	Choir	Story Zone	Cricket
Computer	Sewing	Dance	Rugby
Drama	Hockey	Glass Painting	Tennis
Cooking	Forest School	Gardening	Athletics
Football	Netball	Cross Country	Lego
Coding	Cooking	Language	STEM(Science)

These clubs are run on a term-by-term basis for children from Year 1 upwards. We do ask children to make a commitment to attend before or after-school clubs for those they have elected to attend. If a child is absent for any reason other than illness we do ask the children to apologise for their absence in advance of the club to the adult who is running their club. For any enquiries about clubs please see the office.

noisy, we respectfully ask that you slip out until they are calm.

We also have a number of events that apply to specific year groups/groups of children including:

Teddy Bears' picnic – for new Reception children and their Year 6 buddy

New Parents welcome evening – for parents of new entrants

District swimming gala – some KS2

children

District sports – some KS2 children

Inter-school team sports matches – football, netball, cricket, rugby, lacrosse, cross country, tennis etc

Orchestra concerts

Choir concerts

Instrumental assemblies

Supporting the PTA

The school greatly benefits from an



active and very successful Parent Teacher Association. The PTA organises social events including Christmas bazaars and summer fairs and also quiz nights, summer balls, auctions, children's discos etc to raise money for the school. We welcome your support at these events as funds are used to enhance school life for all our children. In recent years the PTA has donated sports kit for the school football, netball, cricket, rugby, cross country, swimming, lacrosse and athletics teams, the sensory courtyard garden, classroom white boards and projectors, computer network cabling around the school, hall curtains and decoration, art display screens, £7,500 of library books, the nature walk, non-glare UV window film on all classroom windows, a giant chess set and valuable playground equipment, to mention just a few. If you would like to join the PTA or become a 'Friend of the PTA' please email ladyboswellspta@googlemail.com for more information.



Lady Boswell's School Song

Our Father God we come to thank you for Lady Boswell's School,
For the way that you have guided us and for your sovereign rule,
We praise you for your goodness throughout the years gone by.
Please help us now in word and deed your name to glorify.

We praise your name our Father God,
For all your love and care,
May we serve you in all we do,
Your love with those around us share.

Our Father God we come to ask you to bless our school today.
Help us each one to seek to learn in both our work and play.
May all of us be loyal and stand for what is right
So in years to come our lives may be pleasing in your sight.

We praise your name our Father God
For all your love and care,
May we serve you in all we do,
Your love with those around us share.

Lady Boswell's School Prayer

Dear Heavenly Father

This is our school.

Let it be filled with LOVE: love of one another, love of the world, love of ourselves and love of God.

Give us the confidence and FAITH that you know what is in our hearts even when we can't say the words.

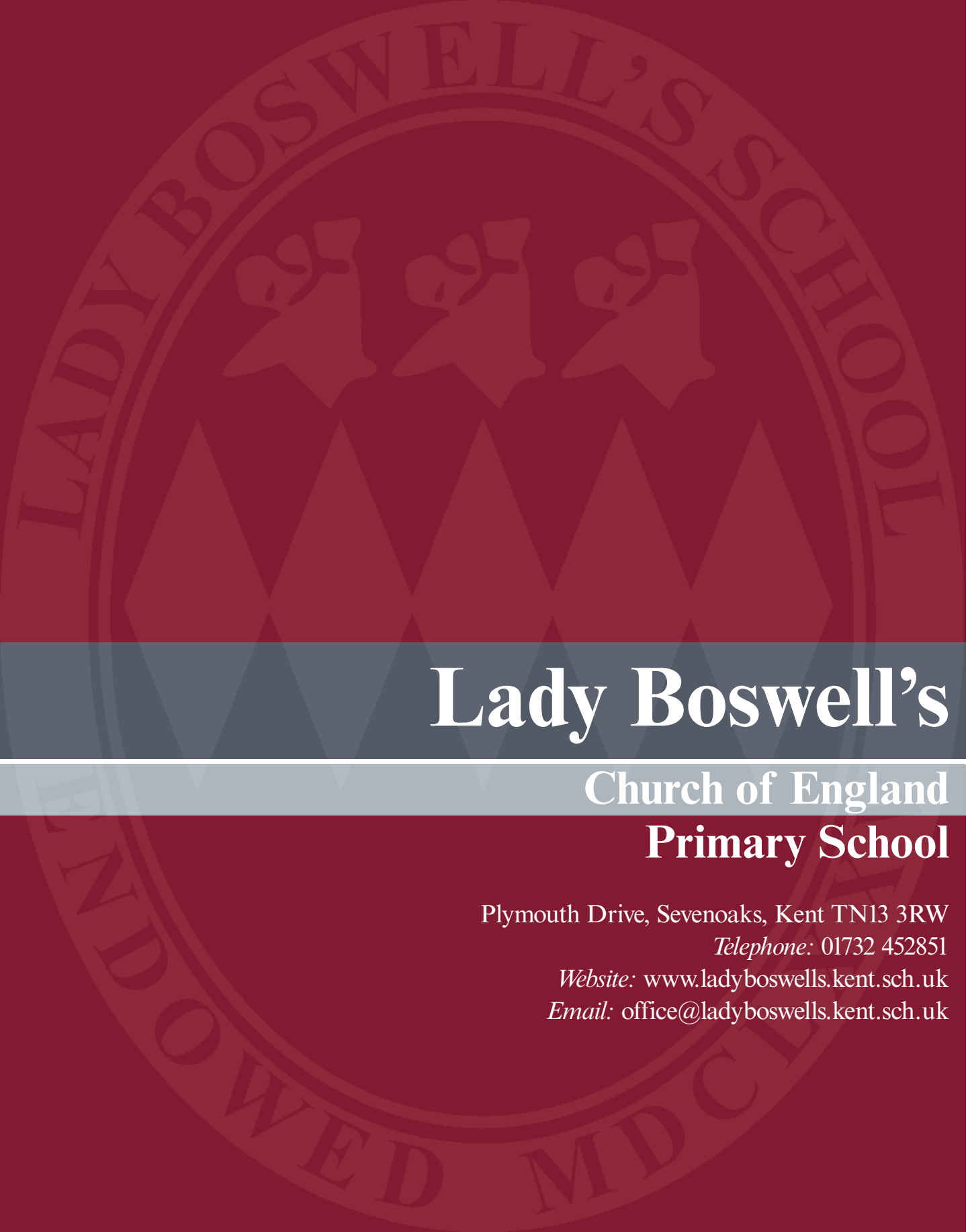
May we always treat ourselves and others with KINDNESS and RESPECT and make our school and our world a place of peace and happiness.

When we make mistakes, help us, Lord, to have the courage and power to apologise and the grace to FORGIVE both ourselves and others.

Help us to live our lives in your light and be HONEST and speak the truth.

Please let us always remember that we are unique children of God.

Amen



Lady Boswell's

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