

SCHOOL PROSPECTUS



HOLY TRINITY & ST JOHN'S CEP SCHOOL
St John's Road
Margate
Kent CT9 1LQ

Tele: 01843 223237

Email: office@htsj.school

Web Site: www.holytrinitymargate.co.uk

Facebook: [htsjcep](https://www.facebook.com/htsjcep)

Twitter: [@HTSJCEP](https://twitter.com/HTSJCEP)





SCHOOL PROSPECTUS

As a Church of England School this document is read within the context of the Christian values and teachings of our school.

CONTENTS

Page

3	Starting School in Reception Year
3-4	Moving Towards Full Time Education
4	Lunch Time Arrangements
5-7	School Uniform and Personal Property
8	School Terms and Holidays
9	Information available to Parents
9	Charging Policy
9	Complaints Procedure
10-11	Welfare-Medical
11-12	School Registration
12-13	Absence from School
13-14	School Attendance Regulations
14	The Governing Body
15	Transfer to Secondary Education

STARTING SCHOOL IN RECEPTION YEAR

Kent County Council co-ordinate the admission arrangements of all primary schools in the County. The application process is open between November and January, prior to your child starting school in the following September. Information can be found on the Kent County Council website:

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

Even if you have an older child at the school you **MUST** apply for a place for the younger child. You do not automatically receive a place because you already have a sibling at the school. Kent County Council will decide whether or not your child qualifies for a place at the school using the school's admissions criteria. Kent County Council advises parents of the place they have been offered for their child on a single date.

The admission criteria for Voluntary Controlled Schools for 2025– 2026 are: -

- children in care of Kent County Council
- current family association (a brother or sister in the school at the time of entry, where the family continues to live at the same address as when the sibling was admitted or has moved to a new property within two miles (via the shortest available working route of the school)
- health and special access reasons (written evidence may be requested to support your request)
- nearness of children's homes and ease of access to schools.

MOVING TOWARDS FULL TIME EDUCATION

All Reception Year children starting school in September begin on a part time timetable.

WEEK ONE

TUESDAY TO THURSDAY

Group A will be 9.15am – 11.15am

Group B will be 1.00pm - 3.05pm

FRIENDSHIP FRIDAY

All children to be in school 9.00am – 1.30pm

WEEK 2

MONDAY AND TUESDAY

Group A will be 8.40am – 12.15pm

Group B will be 1.00pm to 3.05pm

WEDNESDAY AND THURSDAY

Group B will be 8.40am – 12.15pm

Group A will be 1.00pm to 3.05pm

FRIENDSHIP FRIDAY

All children to be in school 8.40am – 3.05pm.

WEEK 3

ALL children to attend full time - 8.40am – 3.05pm.

However, if the EYFS team feel that your child has not settled or ready for full time school we will discuss reduced hours with you individually. This will be reviewed each week, on the Friday. This is to ensure the transition to school is successful and a positive experience for your child as they begin their journey at Holy Trinity and St John's CEP School.

Starting school for the first time brings with it new routines, social situations and experiences which can be very exhausting. It is a great help, particularly to the children's confidence, if, by the time they start school, they are able to:

- go to the toilet without assistance
- use a knife, fork and spoon
- dress and undress themselves
- understand and follow simple verbal instructions.
- recognise and write their own name

LUNCHTIME ARRANGEMENTS

Since September 2014, all children in Reception Year, Year 1 and Year 2 receive a Universal Free School Meal, irrespective of the family circumstances or income. If a parent is in receipt of certain government benefits, then we ask that you complete the Free School Meal Registration Form. By applying for Free School Meals the school can receive additional government funding. Children do not need to take the meal provided by the caterers, they can bring a packed lunch from home if they wish.

Once your child moves into Key Stage 2 (Years 3 – 6) they are no longer entitled to a Universal Free Meal. Parents will either have to pay for a school meal, provide a home packed lunch, or they may be entitled to a Free School Meal, which parents will need to apply for.

Please note that Universal Free School Meals are different from Free School Meals.

Our school meals provider is Nourish Catering. The cost of a hot meal is £3.05 per day. (From 1st September 2025) Meals are cooked daily in our school kitchen. If your child is in KS2 and you are not entitled to Free School Meals and you would like your child to have a hot meal, please enquire at the school office for details of how to make your payment. We do not accept cash at the school office for the payment of school meals.

Packed Lunches

We encourage healthy eating. Please try and include some fresh fruit. No glass bottles, fizzy drinks, chocolate, sweets, nuts or nut based products as there are pupils in school who have a severe nut allergy.

The school lunch break:

Reception Year = 11.45am – 12.45pm

Year 1 and Year 2 = 11.45am – 12.45pm

Year 3 and Year 4 = 12.15pm – 1.15pm

Year 5 and Year 6 = 12.15pm – 1.15pm

SCHOOL UNIFORM AND PERSONAL PROPERTY

We are proud of our school uniform.

Children should not bring valuables to school and the school cannot take responsibility for loss or damage to such articles.

Damage or loss of personal property should be covered under your own house contents insurance.

Parents may wish to cover their children for personal accident. The K.C.C. policy provides cover only where negligence on the part of an employee or defect in the premises can be proven.

Toys, games, guns and knives are not allowed. Pupils' mobile phones should be left at home. Visiting parents are asked to switch off phones whilst in the building.

Parents are asked to ensure that children comb their hair before they come to school. We do not support the wearing of unconventional hair styles, e.g. engraving, shaved heads, bright colours. Hair braids and beading may be worn on religious or cultural grounds.

THE FOLLOWING ITEMS ARE NOT APPROVED

High heels and platform soled shoes have been found to be dangerous on the steps and we request parents to consider this when buying shoes. Clothes bearing slogans and large pictures, beach wear and fashion sportswear are not allowed for school wear. Make up and nail polish are not permitted to be worn at school.

No jewellery, including earrings, may be worn during any P.E. activities. Those pupils with pierced ears may only wear small studs. Jewellery is best left at home for social occasions. KS2 pupils may wear watches. Watches should not be brought to school by KS1 pupils, and designer watches, those playing tunes or beeping, etc. are not allowed.

Several non-uniform days are arranged across the year where there will be opportunities for less formal clothing.

SCHOOL UNIFORM LIST 2025/2026

Girls:

Maroon Fleece
(ideally with school logo)

Maroon Sweatshirt/Cardigan (ideally with school logo)

Grey Skirt or Pinafore Dress
Smart Grey Trousers, NOT leggings

Tailored Grey or Black Shorts (Summer)

Plain White polo t-shirt (ideally with school logo)

Flat Black Shoes (not canvas or trainers)

Winter: Plain black boots
Black, grey or white socks
Grey or black tights
Red Checked Dress (Summer)

Boys:

Maroon Fleece (ideally with school logo)

Maroon Sweatshirt (ideally with school logo)

Smart Grey or Black Trousers
Plain White polo t-shirt (ideally with school logo)

Tailored Grey or Black Shorts (Summer)

Black Shoes (not canvas or trainers)

Black, grey or white socks

Black shoes (not canvas or trainers)

Top Coats/Outerwear: All pupils will require a warm/waterproof coat, preferably with a hood.

PE Kit (Girls and Boys)

PE T-shirt – (house colour) – your child will be advised what house they are in.
Black shorts
Black Jogging bottoms (winter terms)

Infants (Key Stage 1)- Black plimsolls

Juniors (Key Stage 2): Trainers (outdoor PE only). Black plimsolls (indoor PE)

Plimsolls are needed for indoor P.E. Trainers may only be used for outdoor games. It is essential that children have a full range of clothing for P.E.

PE LESSONS – *On the day that your child has their PE lesson, they will need to come to school wearing their PE kit, ready to take part in the lesson. Children will not be changing from their school uniform into their PE kit in school time. Parents will be notified which day their child has their PE lesson.*

When your child is a pupil in KS2 then he/she will be taking part in swimming lessons as part of the National Curriculum. At this time, you will be asked to provide a one-piece swimming costume and swim hat for the girls and swimming shorts for the boys, plus a towel. Goggles are optional.

School uniform is available from The School Wear Centre, 56 Addington Street, Margate. Telephone number 01843 293555. Alternatively, you can order online at Heron Workwear and Graphics and have your order delivered to your home or to school. <https://heronwg.com/>

All clothing should be clearly marked with your child's name. Items of clothing are frequently handed in as 'lost property' and their owners never traced because the clothing has not been marked. The school cannot be held responsible for any lost property.

Term Dates 2025-2026

Term 1

Monday 1st September 2025 – Friday 17th October 2025

Children return on Tuesday 2nd September 2025

Term 2

Monday 27th October 2025 – Friday 19th December 2025

(school closes at 1.45pm)

Term 3

Monday 5th January 2026 – Friday 13th February 2026

Term 4

Monday 23rd February 2026 – Thursday 2nd April 2026 (school closes at 1.45pm)

Term 5

Monday 20th April 2026 – Friday 22nd May 2026

Term 6

Monday 1st June 2026 – Tuesday 21st July 2026 (school closes at 1.45pm)

Bank holiday (school closed to pupils) Monday 4th May 2026

Staff Development Days (school closed to pupils)

Monday 1st September 2025

Friday 28th November 2025

Monday 1st June 2026

Monday 20th July 2026

Tuesday 21st July 2026

INFORMATION AVAILABLE TO PARENTS

The following documents and information are available for inspection on request:

Policy statements covering most areas of school life

The school governors' curriculum policy statement, aims and objectives

The National Curriculum documents for all subjects

The Kent County Agreed Syllabus for Religious Education

The LEA's arrangements for considering complaints about the curriculum and religious worship

Approved minutes of the school governors' meetings

Statutory instruments, Department of Education circulars and administrative memoranda relating to the National Curriculum

School policy documents including the Health and Safety policy

OFSTED report

Relationships and Health policy

Equal Opportunities Statement

Complaints Procedure

Further information is also available on the school website at www.holytrinitymargate.co.uk including newsletters, information about events and trips and term dates.

CHARGING POLICY

There are no compulsory charges for the usual curricular activities at the school.

For some activities, such as school trips, even though the school heavily subsidises such activities we occasionally have to ask for voluntary financial contributions in order for the activity to take place. No child will be excluded from an activity because the parents have not made a voluntary contribution. However, the school may have to cancel planned events if there is insufficient financial support to cover costs.

Some of the music tuition which takes place at the school is paid for by the parents direct to the tutor.

COMPLAINTS PROCEDURE

If you have any concerns about your child's education, whether it relates to the curriculum or not, please talk it over with the class teacher or a member of the Senior Leadership Team. If you have a concern or complaint about the curriculum or religious worship in a school, you should talk it over first with the Key Stage Leader. If you are not satisfied that our complaint has been settled by informal discussion, you can ask to have it considered by the governing body. In accordance with Section 29(1) of the Education Act 2002. Details are available from the school office or the Local Education Authority.

We would very much hope that any problem could be resolved through discussion with the staff at school.

WELFARE

MEDICINES IN SCHOOL

A large number of pupils are now bringing medicines to school, the most common being inhalers for asthma. If these are not cared for or administered in the correct manner, there may be a danger to the pupil for whom they are intended and to others in the school.

Advice has been sought on the administration of medicines and the following recommendations have been made:

1. Under no circumstances are children to bring medicine into school or keep medicine with them during the day without informing the school. It must be handed into the school office by an adult and kept in the medical room. (this includes Bonjella and throat sweets e.g. Soothers, Locketts)
2. All medicines must be clearly marked with the child's name, class and appropriate dosage. The use by date must also be clearly visible. We will only administer proprietary medicines.
3. Parents must complete and sign a medicine form.
4. School cannot take responsibility for the administration of medicine where:
 - a. timing of administration is crucial
 - b. where some technical or medical knowledge or expertise is required.
 - c. where intimate contact is necessary.

This will only be done where specialist training has taken place e.g. an EpiPen.

5. Spin halers etc. should be self-administered under the supervision of an adult as this helps children take control of their ailment.
6. It is the responsibility of children to remember when medicine is due – although staff will try to remind them it may not be always possible and we do not accept responsibility for this.
7. When medicines are administered a time/dosage record will be kept in the medical room.
8. Medicines should be in a bottle with the chemists label on it and have full instructions set out.
9. Parents, not school, are responsible for the administration of medicine to their children. Where we agree to help it will be in line with our guidelines and adhere strictly to the advice given by professional associations and professionals.

If your child is unwell we will make every effort to contact you. **It is very important that we have up-to-date home/work telephone numbers or other contact numbers.**

Until we have contacted you, we will take any action required in the interests of the child. If your child is ill before school begins, please do not send them to school on that day.

Although we will always care for children who become ill at school, during educational day trips and residential visits any necessary medical treatment or administering of medicines will be carried out in accordance with our Health and Safety Policy, Section C1.10. This is drawn up in line with the Department for Education document titled Supporting Pupils at School with Medical Conditions (December 2015) 'Managing Medicines in Schools and Early Years Settings' Full copies of both policies are available from school office. Parents naturally have responsibility for the care of their children, and from time to time may need to discuss medical matters with the Head teacher.

Whilst at school, school medical services give all children routine medical screening on a regular basis, including vision, height and weight.

We have trained first-aiders on our school staff and in the event of an accident, appropriate first aid will be given. In the case of more serious accidents, we will contact you as soon as possible. Every parent will be asked to sign an agreement form giving permission for appropriate medical emergency treatment to be arranged in the event of an extreme emergency or parents not available or contactable. We are only able to administer medicines prescribed by a doctor and parents must complete a dosage form at the office. If your child suffers a blow to the head, you will always be notified. Accident/illness notes are sent home with your child if they had received medical attention during the school day and also notified electronically by our system called Medical Tracker.

HEADLICE

From time to time, children suffer an outbreak of head lice. Long hair should be tied back to discourage infestation from lice and parents are encouraged to check their children's hair each evening. If your child shows symptoms of head lice infestation, please contact the school for guidance in line with advice which the school will have received from the health authority. If it is noticed that your child has head lice whilst at school, then the school will ring the child's parent/carer asking that they collect their child and treat the head lice. The child may then return to school the same day

SCHOOL REGISTRATION

The school day starts at 8.50am, when the register is marked. The school doors open at 8.40am and it is expected that all pupils will be in class by 8.50am when a bell rings and the doors are closed.

All pupils arriving after the bell will have to enter school through the main office with their parent/carer. The parent/carer must sign their child in using our electronic signing in system situated in the school foyer. We do not allow children to sign themselves into school.

All registers and late arrival reports generated by the signing in system are used by staff in the case of a fire or fire drill and will be taken out to the assembly points by office staff.

Any child entering school after 9.05am will be marked absent.

Parents are asked to contact the office before 9.10am if their child is not coming into school, and to provide a letter stating the reason for absence when the child returns to school. This is important to help school's procedures to run smoothly. It is possible that parents may be telephoned/texted to enquire about an absence if the school has not been notified.

End of day is 3.05pm for Reception Year

End of day is 3.10pm for Year 1

End of day is 3.15pm for children in Year 2, Year 3, Year 4, Year 5 and Year 6.

ABSENCE FROM SCHOOL

We believe that regular attendance at school is essential to ensure uninterrupted progress and enable children to achieve their full potential. Attendance is monitored daily and weekly and the school is committed to working actively with parents to ensure that attendance is regular and maintained at a high level. We treat non-attendance or poor attendance seriously, whilst also acknowledging that each case is different and there may be legitimate circumstances which affect attendance at school. These circumstances are considered before deciding what intervention strategies to apply. We believe that early intervention is essential to prevent the problem from getting worse. Parents need to keep the school informed about any matter which may affect attendance.

PARENTAL RESPONSIBILITY

Parents/carers bear the main responsibility for making sure their child attends regularly and also for contacting the school in case of absence. It is extremely important that parents make sure the children are in good time for school; lateness has an impact not only on the learning of the individual child but also on the class as a whole. Feedback to parents on attendance percentages is given when there is cause for concern, and on the end of year school report. An emergency contact number is needed by the school.

SCHOOL RESPONSIBILITY

The Headteacher has overall responsibility for attendance issues, but the Family Liaison Officer and the Attendance Officer have been delegated to manage attendance in day-to-day matters. The Senior Leadership Team (SLT) and class teachers will work together to raise the level of enjoyment and commitment to learning as a means of ensuring regular attendance. Class teachers are responsible for alerting the Headteacher/Attendance Officer who will monitor attendance and raise any concerns.

Where attendance problems occur, school will work closely with parents in the interest of the child to achieve a solution. The Attendance Policy (revised in September 2024) is available from the school office.

For unexplained absences a letter will normally be sent to parents, asking for clarification/reasons for absences. In the event of no response a reminder letter will be issued. If the matter is still not resolved, the parent/carer will be invited into school to meet with the Headteacher/Attendance Officer, where it is hoped that the situation can be resolved and any support from the school be put into place. If this action is not successful, then a referral will be made to the School Liaison Officer (SLO) who will work with parents/carers and school to gain a positive outcome.

When it has become necessary to make a referral to the Kent County Council School Liaison Officer (SLO), all further absences will be unauthorised pending investigation.

SCHOOL ATTENDANCE REGULATIONS

From 19th August 2024 government legislation for attendance at school will be changing and will apply in school for all parents and children from 1st September 2024.

All schools will be able to grant a leave of absence for exceptional circumstances. Each leave of absence application will be considered on an individual basis.

Holiday requests will not be considered, even if you have already booked a holiday as the Department of Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Any future requests for leave of absence in the academic year will only be considered if you feel there are exceptional circumstances.

Non-emergency medical appointments i.e. annual check-ups/routine tests will not be authorised as 'exceptional circumstances' for families travelling home to other EU and non-EU countries.

Each parent may receive a penalty notice or fine should their child not attend school regularly.

Good attendance and punctuality is high on our school improvement agenda. We are working in partnership with our families by being robust, fair and transparent about our policy, especially with regard to holiday in term-time. We would encourage doctors/medical appointments, dentist, opticians appointments be arranged outside of school hours or during school holidays where possible.

COMMUNICATION BETWEEN SCHOOL AND PARENTS

We use a system called Arbor.

Absence may be reported either by using the Arbor Parent App, or emailed to attendance@htsj.school or you may telephone the school office on 01843 223237 (option 2) and leave a message.

Please download the Arbor Parent App from your App Store to be able to receive and send messages to the school.

Arbor will also allow you to pay for trips, see which clubs your child is in and you will be able to send and receive In-App messages.

SCHOOL WEBSITE – www.holytrinitymargate.co.uk

Our school website is continuously updated with letters, information, weekly newsletter, class news, photographs. Please take a look at the website to find out lots about our school. We also have an app available for smartphone users. The app is called Primarysite. Download the app and search for our school. You will be able to get notifications sent to your phone when the school website has anything new added.

KEEP UP TO DATE ON SOCIAL MEDIA

FACEBOOK – the official school Facebook page – Holy Trinity & St John's CEP School
TWITTER @HTSJCEP

EMAIL – office@htsj.school

From time to time, we send letters, information to parents directly from our school email. Parents can also use this email address to send messages to school if they wish.

THE GOVERNING BODY

Governors usually serve a four-year term on the governing body.

The Governing Body and their role is now far reaching with a wide range of responsibilities. The Headteacher also sits on the Governing Body. The Headteacher is responsible for making day-to-day decisions about the running of the school.

The Governing Body meets six times during the academic year (once a term).

The present governing body consists of:

Mrs K Stoner	-	Chair of Governors
Mr L Posnett	-	Local Authority Governor
Mr M Hydes	-	Vice Chair of Governors and Co-Opted Governor
Vacancy	-	Foundation Governor - Ex Officio
Vacancy	-	Foundation Governor
Mrs S Mitchell	-	Co-opted Governor
Mrs S van Schalkywk	-	Parent Governor
Vacancy	-	Parent Governor
Vacancy	-	Parent Governor
Miss A McLean	-	Staff Governor
Mrs L Mayhew	-	Clerk to the Governors

The Governing Body at Holy Trinity & St John's CE (Voluntary Controlled) Primary School comprises of staff, parents and representatives from the Local Authority and the local community all of whom have volunteered their time to support the school.

As the school is a voluntary controlled school, the vicar of St John the Baptist Church, is also a member of the Governing Body. The vicar is appointed by the Canterbury Diocese of Education as they hold the post of the Principle Officiating Minister at St John the Baptist Church, Margate.

The Governing Body acts as a 'critical friend' to the school with guidance from the Senior Management team of the school and the Local Authority. They have responsibility for:

- Approving the first formal budget of the financial year and monitoring of expenditure thereafter.
- Driving strategic improvement by overseeing the implementation of the school plan.

- Overseeing how the curriculum is taught.
- Staffing and personnel
- Buildings - maintenance, health and safety.
- School policy reviews.
- Dealing with formal complaints.
- Some disciplinary matters.

In order to be effective, the governors, both corporately and individually, are participating in training sessions. They meet with staff and visit the school regularly, sitting in on lessons and working with the children.

If you would like further information about the role of Governing Bodies and their involvement with schools. This can be found on the web site of the Department of Education at

<https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>

YOUR CHILD'S NEXT SCHOOL

At the age of eleven all children transfer to secondary school. The local authority will send parents' particulars of all the options open to them in the autumn before they move. A Year 6 parents meeting is held in the autumn term to provide helpful information to parents about the transfer process. Parents will also be invited to discuss issues with the school if they wish.

In order to ease the transfer to secondary school each child's abilities and progress are discussed with the school concerned. Secondary teachers visit Holy Trinity & St. John's School and the children before they transfer. All pupils spend time in their secondary school before they start in the September.

Liaison takes place with all local secondary schools. All secondary schools hold open days/evenings where parents may visit each school and talk with staff. These evenings are coordinated to enable parents to visit as many schools as they wish and details are sent home during the Autumn Term.

The information given in this document relates to the school year (2025/2026). Although details were correct as at June 2025, it should not be assumed that there will be no change affecting these arrangements either before the start of, or during the school year in question or in relation to subsequent school years.

Courage Compassion Community