



# Leeds & Broomfield Church of England Primary School



***“As many hands build a house,  
so many hearts make a school.”***

## Prospectus 2024/25

. Parents are advised of any revisions to information via our weekly Newsletter and emails from the school office.

# Our School

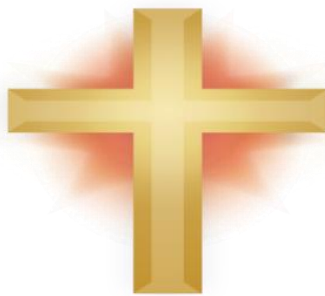
Leeds and Broomfield Church of England Primary School is a small Christian school, set in the beautiful countryside of Leeds village, near Maidstone, Kent.

Leeds & Broomfield is a mixed community primary school admitting pupils aged four to eleven years from the village of Leeds and neighbouring hamlets. We are currently a three-class school with a maximum of 105 pupils on roll.

As part of the ASPIRE Federation, we aim to be an outstanding school at the heart of our culturally diverse communities. Across the school, we strive for excellence, enabling our children to achieve their highest potential in all areas of the curriculum.

We are passionate about our school and about bringing out the best in the pupils as well as the staff. Through our dedicated team of teachers and support staff, we provide the children with as many opportunities as possible to learn in a fun and exciting way. Our pupils are equipped with the skills they need to make good progress through their primary education so they can confidently make the transition to secondary school.

# Our Christian Vision and Values



Our school Christian Vision and Values

**“As many hands build a house, so many hearts make a school.”**

*(Matthew Chapter 7 verses 24-27)*

**Respect Resilience Empathy Curiosity Honesty**

At Leeds and Broomfield, we build strong foundations for the children, staff, and all stakeholders to learn, flourish and fill their hearts with God’s love. We recognise that everyone is important, valued and needed to make Leeds and Broomfield grow. We give a quality, all round education which develops the whole child; if the rain came, we would not fall. Our school Christian values support the development of the children and all within the school and local community.

We have explored the story of Matthew (Ch 7 24-27) showing **curiosity**, and the children felt **empathy** for the builder of the house on the sand but said the builder must be **resilient** to try again. Jesus was **honest** with his followers and people followed and trusted him. The story continues showing how Jesus **respected** all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of ‘many hearts make a school’.

## Our Nurture Principles

- Children's learning is understood developmentally. **‘Strong foundations for all, flourish’**.
- The classroom offers a safe base. **‘Everyone important, valued, ‘God’s love’**
- The importance of **nurture** for the development of wellbeing. **‘Nurturing education’**
- Language is a vital means of communication. **‘Develop whole child’**
- All behaviour is communication. **‘Develop whole child’**
- The importance of transition in children’s lives. **‘Whole child - not fall down’**

## Our Mission Statement

As part of the ASPIRE Federation, we will nurture curiosity and creativity through an inspiring, broad, and engaging curriculum, where learning is at the heart of all that we do.

Our children learn to become resilient and self-assured in environments where pastoral care is excellent.

Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring citizens in modern Britain.

**Respect**   **Resilience**   **Empathy**   **Curiosity**   **Honesty**

## **Timings of our School Day\***

Our school day starts from 8.30am. If your child needs an earlier start, we have a Breakfast Club from 7.30am (see Wrap Around Care for more details).

The Head of School or another member of staff will be waiting to welcome your child into school and be available to parents should they have any questions.

Any child arriving after 8:50am will need to enter via our secure access to the school office where a member of the office team will meet you and take your child through to class. You will need to give a reason for their lateness as part of our attendance monitoring.

**Our school day starts at 8:30am.**

**Breaktime** is at **10:15-10:30 for EYFS and KS1** and **10:30am to 10.45am for KS2.**

**Lunchtime** is from **12.00pm to 1:00pm.**

We hold a daily **Worship** each morning at 8:50am.

**Celebratory Worship** (which includes Worship) is held on a Friday, starting at **8:50am** where parents and carers are warmly welcomed to join us to celebrate the achievements of our children.

**Our school day finishes at 3:15pm.** The gates to our playground open at **3:15pm – 3:35pm** for parents to walk round and collect their child from outside their classroom. If your child needs to stay in school longer, we have an After School Club which finishes at 6.00pm (see Wrap Around Care for more details).

## **Foundation Stage: EYFS/1**

For the youngest children, we have a large self-contained teaching area with a fenced outside learning environment to allow free flow between inside and outside learning. This is a valuable resource for our youngest children and always in use daily to give opportunities for a range of learning.

## **Key stage 1 & 2**

We currently have a separate Year 2 class called Foxes and in our new build we have a Year 3 / 4 Class called Squirrels and a Year 5 / 6 class called Badgers. The split of the year groups changes each year depending on the needs and number of pupils.

## **Activity/Play Areas**

Our outside space consists of a colourfully marked out playground, together with a fenced area named 'Joe's Playground', consisting of various wooden climbing apparatus, such as a climbing frame, slide, adventure trail and a large table tennis table. In addition, the children have a large field which can be accessed all year round if children wear their wellington boots on wet days.

## **Behaviour**

We have a clear behaviour policy which is followed across all our schools in our Aspire Federation. We seek to emphasise positive social behaviour which fosters the development of self-discipline.

Self-discipline is about learning acceptable codes of behaviour within the school community.

Aspire rules are:

Be ready

Be respectful

Be safe

These are guided by our school Christian vision and values. If a child is finding the rule difficult a restorative conversation will take place to discuss how we can move forward together.

If needed the Head of School will get involved and talk to parents to discuss a plan.

Our responsibility will be to ensure that children from the school adhere to the principles detailed in our policy which will apply when:

- they are within the school boundaries
- under school control on outside trips
- they are not on the premises of the school and under the lawful control of a member of staff but are identifiable as pupils of our school.

## Parental Responsibility

Behaviour of the children before 8:30am and after 3:15pm is the responsibility of their parent even if they are still on school grounds.

The care of the children is handed from parent to school at 8.30am and back again at 3.15pm.

The only exception to this is if the child is attending a before school or after school extra-curricular activity or under our wrap around care facility.

The school will upon request support parents in discussing incidents of poor behaviour that occurred out of school hours but within school grounds.

## Admissions

### Reception Admissions

Children start school in the September of the academic year when they will turn five years old.

Children in Reception start school on a part-time basis for the first week or so of the term. This enables the staff to get to know the children and their parents/carers, establishing those all-important relationships. It also helps the children adjust to a new environment, feel secure and settle quickly. All our Early Years staff strive to ensure that every child's needs are met using a personalised learning approach.

Children from other settings are also given the opportunity to visit our Hedgehogs Class prior to starting in September.

During the term prior to your child starting in Hedgehogs, all parents are invited to a 'Starting School' meeting and stay and play sessions, where you and your child will have the opportunity to meet the Early Years staff, play in their classroom and ask any questions.

The 'stay and play' sessions offer your child the chance to spend time in their learning environment with their new classmates and the teaching staff.

### In Year Admissions

If you have a child in another school and wish to consider transferring to our school, please contact the school office.

We always welcome applications from pupils and families wishing to join us.

When you get in touch, we can check the availability of places in your child's school year. Visits to our school can be easily arranged for families to come and look around via the school office.

To apply for an in-year school place, you need to complete the Council's In Year Application Form (IYAF) and return directly to the school office.



# Working Together

## Newsletter

Emailed out weekly, our Newsletter is an excellent way of telling you what is happening at school. It tells of our children's achievements, notices, learning links, and news from the staff.

This is also available on our website.

## Parent/Teacher Consultations

These are held during Term 2 and Term 6. This enables parents and teachers, to keep a close eye on children's progress.

## Annual Reports

Annual reports are sent to parents in Term 4.

## Attendance and Absence

We hope that our children will want to come to school and we expect children to be at school every day. We aim for 97% minimum attendance for all children. We follow the KCC Attendance Policy which is available on our website.

If a child's attendance falls below 90%, parents will be contacted if there is not a reasonable explanation for this. We work closely with an Educational Welfare Officer who also monitors attendance at the school.

If for any reason your child is unwell, please contact the school office to let us know as soon as possible. If we do not hear from you, we will telephone you that morning to find out why your child is absent. On their return, please write a brief note explaining the reason for their absence, and any details the class teacher may need to know.

## Health, Safety and Welfare

Health and Safety at the school is very important to us. The school has Governors who are assigned the task of checking the school thoroughly on a regular basis. To ensure that the office always knows who is in school, all visitors are requested to enter through the main front entrance and sign in the visitor's book. The front door always remains secure. Here a member of staff will present you with a Safeguarding leaflet and provide you with visitor's badge.

## Extra-Curricular Activities

We offer several additional activities for children to take part in. These change from term to term but can include cooking club, athletics, football, and gardening club. Please check our website for the latest after-school clubs.

## Educational Visits

Parents are given full details of any planned visit prior to the event. Detailed procedures are in place for the organisation of any off-site visit and the use of coaches, private transport and the level of supervision is closely monitored. In the past, visits have included Forest School at Howe Court Woods, Kent Life, Leeds Castle, Godstone Farm, and a residential trip for our Year 5&6 children.



## Wrap Around Care

We offer a **Morning Club** from 7.30 each morning for a nominal charge, this will include breakfast for £4.

Also we have an **After School Club** which will run every day until 6.00pm: snacks will be provided.

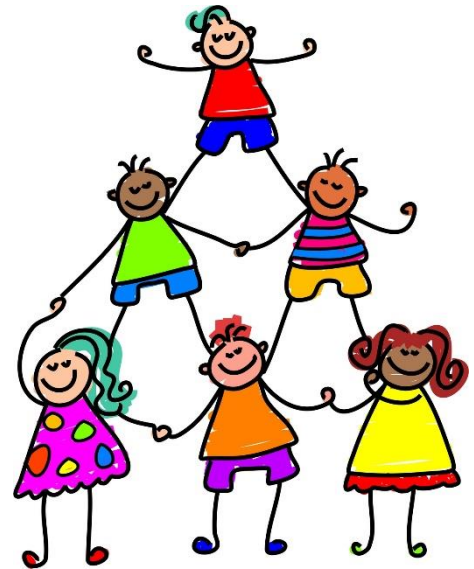
The prices are:

Early session - 3:30 - 4:15pm - £4:00

Late Session - 4:15 - 6pm - £7.50

Both sessions - £11:50

We are pleased to offer this extra help to parents, staffed by members of the ASPIRE team.



Places for Wrap Around Care must be booked and paid for in advance. Please contact the school office for more information.

## Curriculum

A variety of teaching and learning styles are used to help the children to achieve the very best that they can. Children may sometimes have work set for them individually or be required to work as a group on a collaborative basis. The curriculum is creative and is based around exciting topics that will interest the children. English, Mathematics, Science, Design Technology, Computing, Humanities (Geography & History), the Arts, Religious Education, Personal Social Health & Citizenship Education and Physical Education are taught throughout the school during that week linked to the theme. Speakers are sometimes invited in or educational visits organised.

## Worship

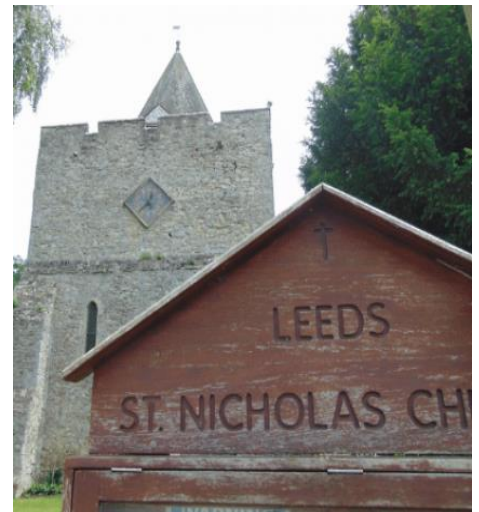
At Leeds and Broomfield Primary School we are committed to fulfilling the values of being a Church of England school.

### Our school prayer:

*Dear Lord,  
This is our school.  
Let peace dwell here.  
Let the rooms be full of contentment.  
Let love abide here.  
Love of one another, love of mankind, love of life itself and love of God.  
Let us remember that as many hands build a house, so many hearts make a school. Amen*

### St Nicholas Church

We are fortunate to have the support of St Nicholas Church, which is located opposite the school. Our children are able to use the church for a number of events and activities, such as the Harvest, Christmas, and Easter services.



## Collective Worship

The whole school takes part in a collective Worship every day. The pupils lead parts of Worship every day and are always involved.

Every other Thursday the pupils lead Worship supported by a member of the teaching staff.

Collective Worship will be:

- Inclusive – our acts of worship recognise that pupils and staff come from homes of different faith backgrounds as well as no faith backgrounds, so it will be inclusive of, and fully accessible to all. Care will be taken to ensure that language used by those facilitating worship avoids assuming faith of those participating, listening or watching.
- Invitational – in our acts of worship, there is no compulsion to “do anything”. Rather, worship will provide the opportunity to engage whilst allowing the freedom of those of different faiths and those who profess no religious faith to be present and to engage with integrity. Pupils and adults will only be invited to pray and sing if they wish to do so.
- Inspiring – by asking and discussing big questions about who we are and what we do in worship we hope to motivate pupils and adults into action. There will be opportunities to think, reflect and ponder on their and the wider community’s behaviour and actions.

Please visit our website to view our Act of Worship Policy

**Celebration Worship** is held weekly at 8:50am on a Friday and parents are invited to attend. We seek, at this time, to celebrate all that is best in achievement, whether it be the children in their work, play and/or behaviour.

# Additional Information

## Additional and Special Educational Needs

We believe that all pupils are entitled to experience all areas of the curriculum at an appropriate level irrespective of disability, gender or race through positive and structured teaching and expectations.

The early identification of children who have exceptional ability or talent or who have any difficulty is essential and as in all areas, the partnership between home and school is vitally important.

## Arrangements for Disabled Pupils

Parents of children with a disability are asked to speak to the Headteacher at the earliest opportunity as soon as they are offered a place at the school. The Headteacher will arrange a meeting at a mutually convenient time to discuss the ways in which we can make provision so that any disability does not hinder her/him from taking a full part in the life of the school.

## Liaison with Secondary Schools

During their child's final year at primary school parents receive information about the arrangements for secondary transfer. Parents have the opportunity to visit a range of secondary schools.

Meetings and individual consultations are arranged for parents of pupils during their final year at Leeds and Broomfield to help with the selection of the most appropriate secondary school for their child.

## School Meals

Dinners are prepared off site at Kingswood Primary and brought over to us. There is a choice of a main dish or a vegetarian option, with fruit available as an alternative to the second course. Free school meals are provided by the Government for children in Year R, Year 1 and Year 2. Packed lunches can be eaten in the dining hall should you prefer.

## Fruit

We encourage healthy eating and children may bring a piece of fruit to eat at break time. Fresh fruit and vegetables are provided daily for children in the infants as part of the Government's School Fruit and Vegetable Scheme. Milk is also available; please contact the School Office for details. Children are also encouraged to drink water throughout the day and can take small bottles of water into the classroom.



## What Do We Wear?

All pupils are encouraged to wear school uniform and it greatly enhances the ethos of our School.

Our Federation uniform plays a valuable role in contributing to the ethos of our federation schools. We ask you to respect and support our policy and in doing so ensure that your child comes to school wearing the correct uniform and be of clean and tidy personal appearance.

At Aspire we have thought carefully about our school uniform and have chosen it to be comfortable and practical for primary aged children whilst also being affordable for families.

The hooded sweatshirt/ hooded jacket/ sweatshirt/cardigan is the only part of the school uniform that requires the school logo, which means that many other items can be purchased in supermarkets and children's clothes shops, as well as the Brigade online shop (<http://www.brigade.uk.com>). The **school colour** for Leeds and Broomfield is **maroon**.

### Active uniform

Can be worn by all children all day every day but must be worn on PE days.

- Hooded sweatshirt or hooded jacket in school colour with Logo
- Plain white t-shirt or logoed white t-shirt
- Black jogging bottoms/ black sports leggings/ black shorts/ Black skirt - all items can be bought with the logo
- Black trainers or plimsolls
- Baseball cap in the school colour

## Traditional uniform

Can be worn on days that the children do not have PE

- Sweatshirt or cardigan in school colour with logo
- White polo shirt/ logoed white polo shirt
- Black trousers/ skirt/ pinafore/ black shorts
- Summer only - checked dress in red and white
- Black school shoes

Book bags can be purchased in the school colour.

## Other Guidance

Hats/Hair Coverings: Children may not wear hats, caps, handkerchiefs, bandanas, scarves, or other head coverings indoors at school. Exceptions can be made for religious and/or medical reasons

Hair: Hair should be neat, brushed and tied back if long –for both girls and boys. It should not have tramlines, dyed elements, Mohicans or similar.

Piercings: Earrings if worn must only be small studs and either be removed by the child or left at home on PE days. Facial piercings are not permitted.

Necklaces/Chains/Watches: Necklaces and chains are not permitted. Watches can be worn, but must be removed by the child for sporting activities.

Hands/Nails/Make up: Children may not wear bracelets, armbands, or multiple rings. Nails should be free of any artificial enhancements (varnish, acrylic, silk wraps, press-ons, rhinestones, etc.) Make up is not permitted.

## Website

Please visit our website for further information:

<https://leedsandbroomfieldkentsch.co.uk/>

## More Information

Any questions, please do not hesitate to contact our school office by telephone: 01622 861398 or email: [office@leedsandbroomfieldkentsch.co.uk](mailto:office@leedsandbroomfieldkentsch.co.uk).

Our staff will be very happy to help you.

**Head of School:** Mrs Fiona Steer  
**Executive Headteacher:** Miss Emma Hickling  
**Chair of Governors:** Mrs Annie Allum

### Leeds and Broomfield CE Primary School

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