



'At the Heart of the Community'

Goat Lees Primary School

School Prospectus
2024-25



2024-25 PROSPECTUS

Dear Parents & Carers

On behalf of the Governing Board, I would like to warmly welcome you to Goat Lees Primary School.

Our one form entry primary school is situated on the Goat Lees estate and aims to serve the community in which it is located. 2024 sees us enter our twelfth year and we are very proud of the way the school has become established. The Chair and members of the Governing Board bring a wealth of experience and expertise and truly represent local community views and interests. From the very beginning, the ethos has always been to work closely with other local schools as many of them were instrumental in ensuring that Goat Lees came to exist as a Foundation School in 2013. Over the last few years, that relationship has continued to evolve and we are now formally linked as part of the CARE Foundation Trust which is a partnership of ten primary schools across the Ashford District. The Trust is arranged under the Co-Operative model and this ensures that Goat Lees retains its own Governing Board and autonomy whilst establishing a supportive network across all the schools.

Entering a school for the first time at the start of or at any time during an academic career is a very big step in a child's life. At Goat Lees Primary School our priority is to make this step as smooth and as easy as possible.

We hope your child will be extremely happy with us and we look forward to working with you and your family over the coming years.



Ms T A Adams
Headteacher

CONTACT DETAILS

Address	Goat Lees Primary School Hurst Road Kennington Ashford Kent TN24 9RR
Telephone School Mobile Number	01233 630201 077543 664527
Email	office@goatlees.kent.sch.uk
Headteacher	Ms Teresa Adams BA (Hons) PGCE NPQH
Chair of the Governing Board	Mrs Nicola Bellman
Clerk to Governors	Mrs Jacqui Wapshott
Website	www.goatlees.kent.sch.uk

Our Vision:

To Inspire, Ignite, Engage, Nurture and Challenge

Our Values:

Responsibility, Respect, Honesty, Pride

Every school is unique but this is what makes ours special:

- Pride and achievement
- Quality teaching and learning
- Inspiring environment
- Warm and welcoming
- Safe and secure
- Mutual trust and respect
- Happy, family atmosphere
- Memorable experiences
- Collaborative partnerships

It is a primary aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. The school's behaviour and relationship policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. We aim to promote an environment in which everyone feels happy, safe and secure.

Through our policy we aim:

- To ensure a whole school approach
- To ensure that teaching and learning can take place in a safe and happy environment
- To promote responsible behaviour, encourage self-discipline and encourage in children a respect for themselves, for other people and for property
- To provide a system of rewards and consequences to encourage good behaviour
- To provide support in a caring and sympathetic manner in order to achieve an improvement in behaviour

We want to help children grow in a safe and secure environment, and to become positive, responsible and increasingly independent members of the school and wider community.

ADMISSIONS

As a Primary School we serve the needs of primary aged children from the age of four through to eleven. Thereafter the children transfer to one of the secondary schools largely within the Ashford area. Goat Lees Primary School is a one form entry Primary School that has a Pupil Admission Number (PAN) of 30 children in Year R for September 2025.

The school policy reflects the Local Authority (KCC) Admissions Policy. Parents/Carers will complete an online application process, for entry into Year R. This form will invite parents to express their preferences in priority order. Whenever this school is oversubscribed, the following admissions criteria will be applied:

1. Children in, or previously in, the care of the Local Authority
2. Children Previously in Care outside of England
3. Children with siblings in school at the time of entry (unless the sibling link is broken by the family *moving* more than 2 miles away from the school)
4. Health and Special Access Reasons - children whose health or physical impairment means they have to attend a particular school
5. Nearness of the child's home address to the school, with those living nearer having higher priority

The full Admissions Policy is available on the School website.

There are further classes in the Primary School for other year groups. For each new year group entering the school, they will progress through the school as a single class for a one form entry primary school.

For casual admissions to year groups other than Year R, parents are obliged to complete an In Year Admission Form (IYAF). If places are available these will be allocated according to our admissions criteria. The Governors review the admissions policy each year and work in consultation with the Local Authority.

STAFF AT SEPTEMBER 2024

LEADERSHIP TEAM

Ms T A Adams	BA (Hons), PGCE, NPQH	Headteacher
Mrs A de Roeck	B Ed (Hons)	Deputy Headteacher & Year 6 Teacher

TEACHING STAFF

Ms J Barcham	BA(Hons) PGCE	Mr A Harlow	BA PGCE
Miss J Caddy	BA(Hons) PGCE	Mr J Harrison	BA (Hons)
Miss E Chapman	BSc PGCE	Mr A Leone	BA PGCE
Mrs L Cooper	B Ed (Hons)	Mrs K Pronger	BA (Hons)
Mrs S Corrigan-Southward	BA	Mrs L Woodbridge	BA(Hons) PGCE

TEACHING ASSISTANTS

Miss L Baldock	Mrs S Mehta	
Miss N Cox	Mrs H Morphitis	
Mrs J Denny	Mrs E Paggett	HLTA
Mrs E Dowsett	Mrs V Phillips	
Miss J Gore	Mrs C Pilbeam	HLTA
Mrs K Green	Mrs Z Robinson	
Mrs S Hemphill	Mrs K Smal	
	Miss C Thompson	
	Mrs L Wildish	

ASSOCIATE STAFF

Ms C Renwick	Admissions, HR & Finance Officer, PA to the Headteacher
Mrs C Fischer-Tsang	Office Manager
Mrs F Martinho	Family Liaison Officer (FLO)
Miss B Coles	SENCo
Miss A Crockford	SENCo

PREMISES STAFF

Mr J Pearce	Site Manager
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LUNCHTIME STAFF

Mrs H Baker	Lunchtime Host
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CATERING PROVIDER

Aspens

INFORMATION FOR PARENTS/CARERS

TERM DATES

Term dates are agreed in advance with the Governing Board and broadly follow the agreed term dates as set out by KCC. In addition, five additional days are also agreed and these are to allow for Staff Training and Development. Details of Term Times are available on our website.

SCHOOL HOURS

All Children	8:50am	-	3:20pm
Assembly Time	10:15am	-	10:30am
Morning Break KS1	10:00am	-	10:15am
Morning Break KS2	10:30am	-	10:45am
Lunchtime Break (EYFS & KS1)	12:00noon	-	1:05pm
Lunchtime Break (KS2)	12:15pm	-	1:15pm

Afternoon Break for Foundation & KS1 is based on needs of the children and at the discretion of the Class Teacher.

Children should not arrive at school before 8:40am. If children arrive after 8:50am they must report to the school office where they will be registered as late and their meal choice will be recorded.

SCHOOL ENVIRONMENT

The school site is safeguarded by a perimeter fence which is locked during the school day and provides as secure an environment as possible.

There are 7 classrooms within a single storey building. All classrooms open onto a spacious corridor area which also acts as a cloakroom area in Key Stage 2. The school hall is a magnificent space with a high ceiling that provides accommodation for daily assembly, whole class activities and PE. It benefits from a large drop-down screen and purpose-built sound system. The hall is also used as a serving area for school lunches and is where the school Breakfast Club is located.

The reception classroom has the benefit of its own outside play area which allows for free flow between activities and all classrooms have a sheltered canopy area leading onto the playground. In addition, we have an ICT suite, small group rooms and a range of areas that can be used as offices and meeting rooms. During the summer of 2016 we built a performing arts studio on the school grounds which the children use for music lessons and other creative activities. We have a full care suite for pupils who may need specialist medical and hygiene facilities. There is also an administration area which includes a main school office, medical room and a well-appointed staffroom.

The school grounds provide the children with areas for a wide range of sports and recreational activities. There are seating areas for the children and a flat sports pitch which is partially fenced and allows for a variety of games. In addition, we have a purpose built garden area which children use to experiment with growing a wide range of plants, fruits and vegetables. With the support of the Friends of Goat Lees, we designed and built a secure pond area which the children are allowed to visit under supervision. The surrounding wildlife area is still under development and we look forward to further improvements throughout the year as our trees grow!



SCHOOL LIBRARY

The School Library is situated at the heart of the building, positioned between the teaching classrooms and the offices by the main reception.



Pupils have access to the library at designated times and are able to sit and enjoy their choice of book using the soft seating or small tables and chairs. The library is arranged into fiction and non-fiction books and there is also a section devoted to poetry. Pupils are able to read a wider range of literature in curriculum time and when reading for pleasure. The resources available in the library help to promote our inclusive ethos and books providing a wide range of interests and cultures are encouraged.

SCHOOL RELATIONSHIPS AND RULES

The aim of our school community is to provide a stable, ordered and balanced organisation which encourages children to exercise independence, self-reliance and self-control, whilst at the same time understanding and acknowledging the need for respect. We believe the ethos of the school should encourage mutual respect and consideration in the social relationships between children and the interaction between children and adults. Written school rules displayed in the classrooms and around the school allow children to appreciate the need for acceptable behaviour and act as a visual reminder. Where necessary, the disciplining of children may most often be undertaken by the class teacher or member of staff involved. More serious or regular misconduct will be dealt with by a senior member of staff. Parents/carers may be consulted as to the most appropriate course of action should the necessity arise. Our Behaviour and Discipline Policy is available on the school website.

SAFEGUARDING STATEMENT

Goat Lees Primary School is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. Goat Lees Primary School recognises our moral and statutory responsibility to safeguard and promote the welfare of all children. We recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support and protection. All staff receive training to ensure that they are aware of their responsibilities with regard to Child Protection and Safeguarding and understand their role in promoting the well-being of all our pupils. Further details of our Child Protection and Safeguarding Policy can be found in the policy section on the school website.

ATTENDANCE

Regular attendance in school is the responsibility of parents/carers, in partnership with the school and the Local Authority. Research shows that poor attendance has a *direct impact on pupil progress*. Any child whose attendance falls below 95% will be investigated to consider if any other agencies need to be involved to support the child or family. Requests for absence during term time must be made in writing in advance and it should be noted that under Government recommendations, **holidays are not able to be authorised**. However, we accept that there may be exceptional circumstances and all cases are treated on an individual basis. Further details are available in the Absence Policy which is available on the school website.

SECONDARY ALLOCATION

Children normally begin their course in Secondary Education in the September following their eleventh birthday. Allocation should be considered in terms of suitability for the child rather than in terms of any particular type of school. During the child's time at our school the keeping of records, the administration of tests and regular consultations with progress reports will give both the teacher and parents/carers a good indication of ability, aptitude and attainment. This process supports parents/carers in making the appropriate choices for secondary education for their child.



YEARS 5 & 6

To help them prepare for transition to secondary school, if it is appropriate, and with written permission from parents/carers, children in Years 5 & 6 are allowed to walk home from school on their own. These children at the top end of the school are also permitted to bring their mobile phones to school if deemed necessary but the devices must be handed in for safekeeping during the day.

SCHOOL MEALS

All the children eat together in the school hall under the supervision of our staff. There is a fully equipped kitchen on site that allows for the preparation of school meals. We are committed to providing quality meals at a reasonable price that encourage the use of fresh produce and offer a choice for the children. Our contracted catering supplier is Aspens and they provide a menu in advance which is reviewed on a regular basis. In September 2014, the Government introduced Universal Free Schools Meal for all children in Year R through to Year 2. This means that all children in these year groups may have a school meal at no cost if they wish to. The caterer is able to be flexible and this allows children to have a school meal on different days if parents wish. Any child not choosing to take up a school meal will need to bring in their own packed lunch but we have found that most children do take advantage of the offer of a school meal for most or all of the week. We use an online payment system for parents where payment can be made for school meals, class trips, music lessons and the Breakfast Club. Registration details are automatically sent to parents of new pupils as this system is used for all payments to the school.

Any parent/carer who thinks that their child may be eligible for benefits related Free School Meals is advised to enquire at the school office where help may be given with the online application process. Even if you do not wish to take up the option of your child having a meal, you are advised to register your child as being eligible as this can make a significant difference to the funding that your child may receive to support them in school. It also allows us to offer other financial support to your child including subsidised trips and additional opportunities.

Facilities are provided for children whose parents/carers wish them to have a packed lunch. This food must be brought to school in a suitable container that is marked on the lid and side with the owner's name and placed on one of the trolleys or shelves provided. No glass containers, or fizzy drinks should be brought to school and all drinks should be in a non-breakable plastic drinks bottle. Food that is not eaten during the mealtime should be packed away and taken home.

We also request that parents/carers support the school in its promotion of healthy eating by providing a balanced selection of food in the packed lunch. Children are taught about healthy eating from an early age and we encourage them to try new foods whenever possible. Fruit and other healthy snacks are encouraged and we would request that children do not bring sweets to school as these are not allowed during the school day. In addition, children may not bring in either snacks or packed lunches which might contain nuts as we may have pupils who have nut allergies.

DRINKS AND SNACKS

The children are encouraged to drink *water* regularly to encourage them to maintain good levels of hydration. Children are provided with a named, plastic bottle in the classroom and this is cleaned and replenished with fresh water on a daily basis. For those pupils in Year R, milk is available daily as part of the Cool Milk scheme. This free milk is also available to all children eligible for Free School Meals. As part of the fruit and vegetable scheme, Children from Year R through to Year 2 all receive a daily snack which is usually given at the mid-morning break. Children in other year groups are allowed to bring their own *healthy* snacks but this should be an additional item to any packed lunch they may bring. Children are not allowed to share food with others as there may be children in the school with food allergies or intolerances.

SCHOOL MINIBUS

We are very fortunate to have the facility of a school minibus for our use at Goat Lees. We also have use of an additional minibus owned by Phoenix Community Primary School and this allows us to transport children to a variety of events and visits. It is particularly helpful in creating wider opportunities and experiences for our children and also gives us the chance to get out more into our local community and benefit from additional resources.



CARS AND PARKING

There are two entrance routes into Goat Lees and wherever possible we encourage children to walk to school. The school has a travel plan which is reviewed during the year. This is evaluated to consider the impact on reducing traffic congestion and in encouraging children to walk, cycle or scoot to school. Many children and families use the cycle paths and walkways to travel to and from school which reduces congestion.

There is generally no parking available on the school site for parents/carers. However, individuals with blue badges may use the disabled parking bays but are asked to liaise with the school about appropriate times to drive on and off the school site and must provide details of their blue badge. We are mindful of our local residents and we work in partnership with the local community to minimise the impact that the school has on parking and traffic within the area in the morning. We have a "drop-off" facility at the front of the school for the older children - however, this is not suitable for children of Reception age or those in KS1 as they need to be accompanied to the classroom by an adult.

SCHOOL UNIFORM

It is our policy that all children should wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. We believe that parents and carers have a duty to send their children to school correctly dressed and ready for their daily school activities. Parents and carers should ensure that their child has the correct uniform, and that it is clean and in good repair. We ask that parents name **all** items individually by using a suitable label or permanent marker. It is inevitable that children will misplace items of clothing and they are difficult to trace without a clearly displayed name. If your child's clothing IS named, we make every effort to locate missing items and return them.



UNIFORM LIST

Available from the Uniform Supplier:

School Jumper or Fleece
School Cardigan (worn as alternative to jumper or fleece)
Green & Purple Tie
School Book Bag (optional)
School Zipped Fleece/Waterproof (optional)
Purple Check Dress (Summer Terms only)

Available from large supermarket chains or High Street stores:

White Shirt
Charcoal Grey Trousers
Charcoal Grey Shorts
Charcoal Grey Skirt
Black Shoes/Trainers (no boots, open-toed sandals or heels higher than 2cm)

PE Kit:

School PE T-Shirt (available from Uniform Supplier)
Black PE Shorts
Track Suit bottoms or similar for winter outdoor lessons
Plimsolls for indoor PE
Trainers for outdoor PE

PE Kit is worn into school on PE days and Wellington boots may be needed for outdoor learning

Socks or tights should be in a suitable plain colour such as black, grey or white

Cool lunch bag/box if taking packed lunch

Please ensure **all** uniform, shoes, PE kit, book bags, lunch boxes and coats are clearly named

JEWELLERY

On health and safety grounds, children should not wear jewellery to school with the exception of watches or stud earrings. We ask the children either to remove these objects during PE and games, or to cover them with appropriate tape. We would request that if you are considering having your child's ears pierced, you do so **at the beginning** of one of the longer holidays as staff are not able to remove earrings. Smart watches should not be worn as children should not be able to take photos on personal devices in school.

HAIRSTYLES

We encourage children to take pride in their appearance. Long hair should be tied back and we would ask that any hair accessories are small and simple in keeping with the school uniform colours. Headlice can be an issue in schools and we ask that all parents remain vigilant to the signs and check their children's hair regularly. Any cases should be reported to the school office and/or the class teacher.

DOGS/ANIMALS

Parents/Carers are requested not to bring dogs or other pets onto the school grounds. This is a health and safety matter and the only exception is when we have a pre-arranged visit for assistance dogs.

SMOKING

Goat Lees Primary School does not permit smoking including the use of e-cigarettes on the school grounds. We also strongly discourage smoking of any form in and around the school gates as we wish to promote healthy lifestyles to all of our children. We ask that all members of our school community respect this.

HOME AND SCHOOL COMMUNICATIONS

In the education of children, teachers and parents/carers are involved in a co-operative partnership and we promote a friendly and professional working relationship between home and school. It is always possible to make an appointment to speak to class teachers. Parent Consultation Meetings are held twice a year to enable parents/carers to discuss their children's progress with the class teacher and, where necessary, the Headteacher or SENCo. We hope that this helps to foster a relationship in which parents/carers and teachers feel able to discuss frankly each child's progress. In order for you to see your child's work, we also hold an Open Afternoon each year where we welcome families into school so your child can share their learning and progress with you. In addition, there may be further opportunities to visit the class from time to time when children have undertaken projects or want to share their learning experience. A full report is written in the summer term.

Apart from consultations and invitations to special events, newsletters and e-bulletins are sent to parents/carers on a regular basis and on occasion there are additional specific letters if the need arises. We endeavour to send communications via our text and email service, and the information is always uploaded to our website, but paper copies are available on request from the school office.

The class teacher undertakes pastoral care for each child. The Headteacher assumes overall responsibility for the welfare for children throughout the school but they may be supported in this by the involvement by other members of staff or adults working in the School such as the Family Liaison Officer (FLO).

COMPLAINTS

If parents/carers have a concern they should contact the class teacher in the first instance, followed by an appointment with the Senior Leadership Team or Headteacher if necessary. It is hoped that all general concerns will be satisfactorily resolved in this way and we always encourage parents to come in and see us or contact the school if you have a concern. Goat Lees Primary School does have an agreed complaints procedure and this is available at the school office and on the school website. In this instance the Chair of Governors will be informed.

PARENTAL/CARER INVOLVEMENT

The help and practical assistance received from Parents and Friends in such areas as fundraising, sporting activities, the listening to reading and educational visits is greatly appreciated. All offers of help, which are so beneficial to the school community, will also be very much appreciated. Any adult who is to volunteer in school will be subject to a check from the Disclosure and Barring Service (formally known as CRB). The school has a Volunteer in School policy which is available from the school office.

EARLY MORNING SCHOOL FACILITIES

At Goat Lees Primary School, we provide a daily Breakfast Club facility on site. This is run in the school hall by our own staff where children are provided with a varied healthy breakfast for a cost of £2.50 per day. Children must be registered for Breakfast Club in advance as numbers are limited. Further details are available from the school office and payment should be made via the online payment system.

TINY TOTS AFTER SCHOOL CLUB

After school childcare facilities are provided through a partnership with Tiny Tots Pre School. This excellent facility allows children to be cared for after school in the Goat Lees Community Hall opposite the school site. All age groups are catered for from Year R through to Year 6 and a range of activities are provided. Further details are available from the school office or by contacting the manager directly on 01233 647608.

GOAT LEES PRIMARY SCHOOL WEBSITE

Our school website is an essential source of information and it is updated on a regular basis to allow everyone in and beyond our school community to be kept informed of the latest news and events. The address is: www.goatlees.kent.sch.uk

SCHOOL ORGANISATION

Children progress through the school according to age, not ability. Teaching and learning activities are a combination of whole class, group and individual. All pupils follow the National Curriculum at appropriate levels for their age, ability and stage of development. We adapt our teaching and learning to allow the activities to be delivered at an appropriate level to ensure that each child makes progress.

THE SCHOOL CURRICULUM

The school curriculum comprises of all learning and other experiences that each school plans for its pupils. At Goat Lees Primary School our wider curriculum is constantly evolving to incorporate many of the essential experiences that we believe our children will need for their future. The curriculum is much more than a collection of subjects and we promote activities that allow our children to succeed in a rapidly changing world. In order that our children become lifelong learners, we recognise that they need a wide range of knowledge and skills whilst also experiencing a sense of awe and wonder.



The National Curriculum forms one part of the school curriculum. The revised National Curriculum was published in September 2014:

Key Stage	Ages	Phase
1	5 - 7	Primary
2	8 - 11	Primary
3	12 - 14	Secondary
4	15 - 16	Secondary

The Foundation Stage is the Reception Class. Key Stage 1 will begin in Year 1. The National Curriculum is made up of core and foundation subjects that must be taught to all pupils of compulsory school age.

The National Curriculum incorporates the following subjects:

English
Mathematics
Science
Art & Design
Computing
Design & Technology
Geography
History
Music
Physical Education
Foreign Language (French will be studied at Goat Lees Primary School)

All schools are also required to teach Religious Education at all key stages and we will follow the Revised RE Schemes of Work by the Diocese of Canterbury. These are all based on the Kent Agreed Syllabus for Religious Education. In addition we teach Personal, Social, Health Education and Citizenship. Further details of our curriculum are published on our website and are updated periodically as we evaluate its intent, implementation and impact across the school.

HOMEWORK

As the children enter Goat Lees Primary School into the Reception Class, a limited amount of homework may be provided but only when the children have become established. This will increase in amount as they reach Year 6 in preparation for the demands of the transfer to secondary education.

The precise amount of time set for homework will vary according to age and ability and should serve to consolidate or enhance work that is taking place in school. However, as a broad guideline the school recommends for each week:

- In Year R - Up to 1 hour reading and activities per week
- In Years 1&2 - 10 minutes for reading daily and 20 minutes for other activities per week
- In Years 3&4 - Daily reading and 1 hour for other activities per week
- In Years 5&6 - Daily reading and 2 hours for other activities per week

The key purpose of homework is to develop an effective partnership between school and home in order to achieve the school's aims as well as to consolidate and reinforce skills and understanding, particularly in numeracy and literacy. Parents/Carers are invited to make an appointment with their child's class teacher to discuss ways in which they can help their child.

EXTRA CURRICULAR ACTIVITIES

At Goat Lees Primary School we run a wide range of activities throughout the year. This is dependent on availability of staffing, interests, and resources but our incredible team has managed to offer a significant number of after school activity clubs for all age groups. The range of clubs will vary from year to year but in the past have included:

- Multi Sports
- Cartoon Drawing
- Construction/Lego
- Arts & Craft
- Roots & Shoots
- Cooking
- Outdoor Games
- Musical Theatre
- Gardening
- Film
- Colouring
- Mindfulness
- Football



MUSIC PROVISION

We are keen to promote music at our school and we do have children who are learning to play musical instruments at school. We are able to offer subsidised lessons in a range of instruments which has included: piano, drums and guitar. These lessons are subject to availability and children can participate from KS2 onwards. Where there is availability this opportunity may be offered to Year 2.

ADDITIONAL EDUCATIONAL NEEDS

Some pupils may have additional educational needs for part or all of their time at Goat Lees Primary School. Each child has an individual range of abilities and progresses at a different rate from their peers. Consequently, they may require the provision of support that enables them to make more progress or provide the chance to consolidate and revise at a more appropriate level. They will be given suitable learning materials and teaching strategies or programmes. Where it is thought that a child has Special Educational Needs, then extra support will be provided and if necessary advice sought from our partner agencies.

We follow the regulations laid out in the SEN Code of Practice 2014 and our Special Educational Needs & Disabilities (SEND) policy and information guidance is available on our school website or on request from the school office. Pupils needing additional support may be included in a class provision map which identifies the interventions being delivered to groups or individuals within the class. We are constantly reviewing the needs of all our children and staff are trained in a range of intervention programmes to support our children to make progress.

DISCLAIMER

The information given in this prospectus relates to the school year 2024-25 and was valid at the time of printing. It should not be assumed that there would not be any changes affecting either the arrangements generally described in this prospectus or in any particular part of them before the start of the school year or in subsequent years.

Parents and carers are kept informed of any changes following consultation with the Governing Board.

