St Richard's

Catholic Primary School Prospectus 2026 - 2027

This Prospectus is designed to provide you with all the information you need about our school –but inevitably there may be other things you need to know or would like to discuss. We are always ready to meet with parents or carers. A telephone call to the office is the best way to arrange an appointment.

We welcome all new parents and children to the school and hope you enjoy your years as part of our school community.

Colin Taylor
Head teacher

Our Mission Statement

To use our gifts from God to help others and to bring joy and peace to our world.

We aim to achieve this by:

- For all members of our community to know they are loved
- Nurturing a love of learning
- Educating the whole person based on the belief that the human and divine are inseparable
- Educating all, especially those who are socially, academically, physically or emotionally disadvantaged
- Developing positive and supportive relationships
- Valuing prayer, worship and faith development
- Respecting individuals
- Working in partnership with parents, the Parish and the wider community
- Celebrating the richness of our cultural diversity

The aims of our school:

- For children to enjoy school and learning in a safe environment
- For children to develop a sense of moral responsibility and self discipline
- To work closely with children and parents in pursuit of high standards
- To develop children's own strategies for learning and improving
- To deliver a broad and balanced curriculum that reflects the needs of our children
- To encourage all members of our school to develop their personal understanding of Christian values by daily collective worship, example and teaching
- To further develop our close links with our local parishes and community

School Organisation

The school is a one-form entry primary school, which admits 30 children in each year group. From time to time, admissions do go over the Planned Admission Numbers in KS2.

- Castle Class is our Reception Class and is our Foundation Stage.
- Lighthouse Class and Connaught Class are Year 1 and Year 2 respectively and make up our Key Stage 1.
- Kearsney, Crabble, Samphire & Redoubt Classes are Years 3 to 6 respectively and make up our Key Stage 2.

Staffing is as follows:

Early Year Foundation Level		
Reception	Age 4-5 years	Mrs Collins
Key Stage 1		
Year 1	Age 5-6 years	Mrs Ayling & Mrs Quanash-Brown
Year 2	Age 6-7 years	Miss Dobbins
Key Stage 2		
Year 3	Age 7-8 years	Mrs Ciantar
Year 4	Age 8-9 years	Mr Kinnear
Year 5	Age 9-10 years	Mrs Ward
Year 6	Age 10-11 years	Miss Maddison
Science	All Year Groups	Mrs. Martin
Teaching Assistants	Mrs Reidy, Mrs Jacobson, Mrs. Spencer, Mrs Lydon, Mrs Graham, Mrss Holder, Mrs Williams, Miss Goodburn and Mrs Hussey-King, Mrs Vinoth, Mrs Archibald, Mrs Letchford	
P.E.	All Year Groups	Dynamic Sports Coaching
Caretaker	Whole school	Mr Duncan
Office	Whole School	Mr Gretton, and Mrs Gillard

Admissions Policy

The Governance Committee of St Richard's Catholic Primary School will use the following Admissions Criteria for admission in the academic year 2026/2027. Admissions to the school are made by the Governance Committee.

Pupils will be admitted without reference to aptitude or ability. The Governance Committee intend to admit 30 children in each year group. This is our Published Admission Number (PAN).

The school provides for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Requests for admission outside of the normal age group should be made to the Head teacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request

to defer their application: however, where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide this may impede the school's ability to agree to deferral.

Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year.

OVERSUBSCRIPTION

Children with an Education, Health and Care Plan (EHCP).

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice.

All children whose Education, Health and Care (EHCP) Plan names one of the schools will be admitted before any other places are allocated In the event that any of the schools receives more applications than the planned admission number, places will be offered in rank order set through the following criteria:

1. Looked after Catholic Children or Looked After Children in the care of Catholic families, previously looked after Catholic children who have been adopted or who become the subject of a residence or guardianship order, and Catholic children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
A copy of the baptismal certificate or evidence of reception into the Catholic Church must accompany the Supplementary Information Form (SIF).

2. Baptised Catholic children. A copy of the baptismal certificate or evidence of reception into the Catholic Church must accompany the Supplementary Information Form (SIF).

3. Other looked after children, previously looked after children who have been adopted or who have become the subject of a residence or guardianship order, and children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

4. Children who will have siblings at the school at the date of entry.

5. Children of staff.

6. Children enrolled in the catechumenate and children whose families are members of other Christian denominations.

7. Children of other faiths.

8. Other children. The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications within each category. Priority will first be given to children with a sibling (see note 3) in the school at the time of admission

For our full Admissions Code, please see our website or request a copy from our school office.

ADMISSIONS TIMETABLE

In addition to applying online through a local authority website or on a paper Reception Common Application Form (RCAF), all applicants must complete a Supplementary Information Form (available on the school websites or from each school's Admissions Officer), and send this to the Admissions Officer at the school by not later than 15th January 2027. Not doing so may lead to your child being placed in a lower priority category than they should.

For Catholic, Other Christian or Other Faith children, a copy of a baptismal certificate or evidence of membership must accompany the Supplementary Information Form.

All applications for entry to year R will be processed through the Kent County Council Co-Ordinated System see www.kent.gov.uk/primaryadmissions

IN-YEAR APPLICATIONS

In-year applications for year R and applications for entry to years 1-6 must be made on the IYCAF (In -Year and Casual application Form) available on the school website. The same policy and procedure (apart from the timetable) applies to these applications. This form must be sent to the school's Admissions Officer with a Supplementary Information Form. They will be considered under the same policy as set out above.

If parents are unsuccessful in applying for a place at the school, details will be held on a prioritised waiting list – this will be in rank order, according to the oversubscription criteria outlined above. If places subsequently become available at the school for whatever

reason (parents moving out of the area, for example) the place will be offered to the child who is top priority on the waiting list. Parents will be invited to say whether they wish their child to be included on the waiting list for St Richard's if they are offered a place at an alternative school. The prioritised waiting list will be maintained by the school.

The School Day

Breakfast Club is available from 8.00 am daily at a cost of £1.75 until 8.15am. After 8.15am Breakfast club is free. Each day we supply a variety of choice; cereals, toast, pancakes, yoghurt and fruit juice.

The school day begins at 8.45 am and finishes at 3.15 pm. We encourage the children to be punctual so that we can maximise opportunities to learn. The gates opens at 8.30 am for all children and they go up their classrooms where they are supervised until 8.45am. Children in Year R go directly to their classroom.

At the end of the day children are dismissed from various exit points. For security reasons they will not be allowed to leave until the teacher responsible sees the person who is to collect the child. Parents must, therefore, notify teachers about who will collect their children or whether the child is permitted to leave unaccompanied.

After School Provision is provided from 3.15pm until 4pm, at a cost of £4.50 per session or 3.15pm until 4.30pm, at a cost of £6.25 or 3.15pm until 5.00pm at a cost of £8.00. Food is provided for the children who stay until the later time. This provision is run by teaching assistants and the focus is on the children having a fun and relaxed time. Activities include baking, crafts and playing outdoors on the gym equipment or adventure play. This is bookable and payable through Arbor.

Attendance

If your child is absent from school for any reason, please remember that we need some form of official notification. The best way to do this is to 'phone the school office. A verbal message from your child, however, is not acceptable.

It is worth remembering that children constantly absent from school without good reason are, generally speaking, less likely to succeed in life than those with a

good attendance record.
Family holidays should be taken during the school holidays, and we are unable to authorise holidays during term time. As such, term time holidays will not be authorised as it will leave significant gaps in the children's education. From time to time, for exceptional reasons, children need to be taken out of school. In such instances you must fill in the proper Application for Exceptional Leave (copies are available from the school office). Authorisation will only be given when parents can show that there are exceptional reasons for taking time out of school during the term and a child's attendance record otherwise is good.
Parents of children in Year 6 should remember that we cannot authorise **any** absence apart from absences due to sickness during SATs week.

Penalty fines

Penalty fines can now be issued to parents whose children regularly miss school without good reason.
Penalty Notices are issued in consultation with the Educational Welfare Officer. On receipt of the Notice, the penalty is £160 – for each parent - reduced to £80 if paid within 21days. Failure to pay the penalty in full by the end of the period may result in prosecution by the local authority.
The following circumstances will be considered appropriate reasons for the issuing of Penalty Notices:

- Truancy
- Parentally-condoned absences
- Excessive term-time holidays
- Excessive delayed return from extended holidays
- Persistent lateness after the register has closed (registers close at 9:00 a.m.)

If you need to collect your child for an appointment (at the doctors, for example) please make sure that a member of staff knows about it beforehand. We require a copy of letters/appointment cards for hospital appointments.

Special Education Needs

While recognising that in many ways all the children have special needs, we do make special provision for those who have particular difficulties which could hold back their progress at school, to help them overcome any barriers to their learning.
Additional funding provided by the Government for children identified as having Special Educational Needs can be applied for to support these children in a variety of ways.
Currently, we employ Teaching Assistants (TAs) to provide support both in the classroom and with smaller groups.
The work of the Special

Educational Needs (SEN) department is co-ordinated by Mrs Waller, the Inclusion Co-ordinator, in accordance with our Special Needs Policy. There is also a Governor with responsibility for monitoring Special Needs provision at the school.

We believe that providing children with the basic skills they need for learning, particularly in terms of literacy, is essential if they are to make good progress in all areas of the curriculum. Our special needs provision supports children who struggle most, to help them keep up better with their peers pastorally and academically. Problems with fine motor skills and hand-eye co-ordination can also be a bar to success in the classroom, and we provide programmes of occupational therapy to some children when a need like this has been identified. Where children have problems which can be helped through speech therapy we are able, in co-operation with the local health authority speech therapist, to put suitable programmes in place.

We do our best to communicate fully and regularly with parents whose children have been identified as having special needs. If you have any concerns about the provision for your child, please discuss them with the SENCo.

Equal Opportunities

Equal opportunities are very important to us at St Richard's. As Christ's teachings are the foundation of everything we do, we are committed to promoting:

- The uniqueness of the individual – every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.
- The search for excellence – we are called to seek perfection in all aspects of our lives. We are committed to ensuring that all are given every opportunity to develop their talents to the full.
- The education of the whole person – as members of our Christian community we strive to provide pupils with all the skills and attitudes they will need to live in a culturally diverse society.
- The education of all – we accept the duty to care for all within our community, with preferential consideration for the poor, and to ensure that we provide for those who are socially, academically, physically or emotionally disadvantaged.

Because of this, we are committed to:

- actively tackling all forms of inequality, including racial discrimination, and promoting equal opportunities and good race relations;
- encouraging, supporting, and helping all pupils and staff to reach their potential; and
- working with parents and carers, and with the wider community, to tackle racial discrimination, and to follow and promote good practice.

Safeguarding

Safeguarding Team

Designated Safeguarding Lead:
Hannah Waller - SENCO
Deputy Safeguarding Lead:
Colin Taylor – Head teacher
Deputy Safeguarding Lead:
Mrs Brown, Mrs Ayling, Mr Kinnear and Mrs Ward
This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This means that we have a Safeguarding Policy and E-Safety Policy and procedures in place. All members of the school community have a responsibility to act on any concerns that they have about a child's wellbeing.

Any concerns about a child's welfare are brought to the attention of the Designated Safeguarding Lead, Mrs. Waller, or another member of the team.

Health and Safety

In accordance with the Health and Safety Act, every possible precaution is taken to ensure the health and safety of staff and pupils and all persons entering the school premises as visitors. For this reason, all visitors are required to report at the reception desk or to a responsible member of staff and to identify themselves in the visitors register.

Regular visits are made to the school by Police Officers and Fire Officers as well as the school nursing service.

Children are normally seen by the School Nursing Team during their first and final year at school. Hearing and vision tests are carried out on all pupils in Year R.

Accidents and Medicines

Children's Safety

The safety and wellbeing of the children in our care is and remains our paramount concern. As a school we actively follow all National and Local guidelines in regard to the safe recruitment of staff, child protection and internet safety.

Illness

If your child is unwell we will make every effort to contact you. This, of course, requires us to have up to date telephone or mobile phone numbers. Please ensure we have all necessary contact details.

Accidents

There are always staff at school that have had first aid training to give appropriate treatment for minor accidents. Please inform us if your child has an allergy to plasters. In the case of a more serious accident every effort will be made to contact you as soon as possible. Every parent will be asked to sign a permission form for medical assistance to be given in the case of an extreme emergency if we are unable to contact you.

Medicine

St Richard's school will ensure the correct procedures are followed whenever notification is received that a child has a medical condition. The school must have written consent from the parent/carer to administer the medication using the paperwork provided by the school. This will ensure that the correct dose, time, method and specific information is In some cases of chronic problems such as asthma, diabetes, allergies or epilepsy, arrangements for the school to administer the treatment may be agreed, by the completion of the appropriate forms.

Head Lice

You will be told if symptoms of head lice are found on your child or any member of the class. Please let us know if you have treated your child so that we can advise others. This is done as a blanket letter so that no individual feels uncomfortable.

School Uniform

The school uniform is an important part of the school which is smart and encourages the children to take pride in their appearance. The school uniform is stocked and available from Channel Uniforms in Folkestone. Please read the school's Uniform Policy on our website. https://www.st-richards.kent.sch.uk/policies/

All items of clothing and footwear **MUST** be clearly marked with the child's full name.

No jewellery (except a watch), make-up or nail varnish may be worn. For safety reasons we ask that longer hair should be tied back at all times.

(black or blue) over their normal PE kit.	(black or blue) over their normal PE kit.

Boys School Uniform (Terms 1-5)	Girls School Uniform (Terms 1-5)
• Grey Trousers • White shirt • School tie • School Jumper • Grey socks • Black Shoes (no boots or trainers)	• Tartan School Skirt • White shirt • School tie • School Jumper or Cardigan • Navy socks • Black Shoes (no boots or trainers)
Boys Summer School Uniform Grey school shorts or trousers Red Polo shirt Grey socks	Girls Summer School Uniform Tartan School skirt Red Polo shirt Navy socks

P.E. Kit

Please ensure all items of your child's P.E. kit is clearly named.

Boys	Girls
• Red school PE T-shirt • Navy shorts • Black plimsolls In colder weather the children can wear a sweat top/tracksuit top and long sports trousers	Red school PE T-shirt • Navy shorts • Black plimsolls In colder weather the children can wear a sweat top/tracksuit top and long sports trousers

Jewellery and Valuables

For safety reasons, jewellery of any kind is not allowed, apart from watches, and small studs or sleepers for earrings. Children with studs or sleepers must be able either to remove them or to cover them with tape for PE lessons.

Children should not bring any valuable items to school, as we do not take any responsibility should such items be lost or damaged. Mobile phones are not permitted in school. However, if your child walks to and from school alone their phone must be handed in at the School Office/Class Teacher each morning when the child arrives at school.

Personal Property

All personal property, including clothing, should be clearly marked with the pupil's name.

Religious Education

St Richard's is a Catholic School: top priority is given to Religious Education. We aim to promote the moral and spiritual growth of our children in terms of developing awareness of themselves and consideration of others.

Every child takes part in a daily act of worship. Governors, priests, parents and teachers work in close co-operation to build up a worshipping community. Great importance is attached to the weekly assembly when a special theme is chosen for the week, based on the teachings of the Gospel or our RE topic. Once a week the children come together for singing assembly.

Parents are encouraged to pray with their children and to take part in Liturgical celebrations in school and in the Parish either in school or at church. Priests visit the school regularly to talk to teachers and pupils. Mass is celebrated regularly at St. Paul's church.

With Christ the leader and guide, the Religious Education programme `Come and See` is central to teaching and learning within the school. Both the method and the content of this syllabus reflect the mind of the church and give constant reminders that religious education and formation require close co-operation between home, school and parish.

Our RE lessons also reflect the fact that there are other religious traditions in Great Britain. We provide knowledge and understanding of other faiths in order to encourage attitudes of respect and tolerance towards those whose beliefs are different. Parents do have the right to withdraw their children from RE lessons, although we would hope that parents would understand that as a faith school, all children are expected to take part in all religious celebrations.

Relationship & Sex Education

We believe that parents are a child's first educators and so we encourage parents to help their children to acquire basic knowledge and understanding of health matters affecting themselves and others. Within school RSE is taught during PSHE, Science and RE lessons and follows a scheme of work called 'A Journey of Love'. This scheme runs from Reception through to Year 6.

St Richard's RSE Policy was reviewed by the Governance Committee and leadership team and is securely in line with advice from OfSTED, the Catholic Education Service and Southwark Diocesan officers. Should you wish to read our policy, it is available on our website at www.st-richards.kent.sch.uk or a hard copy can be obtained on request from the school office.

Any parent who desires that their child be withdrawn from lessons which include specific reference to human reproduction can make a written request to the

Head teacher. A child cannot be withdrawn from lessons forming part of the statutory science curriculum.

Our Curriculum

At St Richard's Catholic Primary School our pupils learn in a caring, Christian environment. Our curriculum is broad, balanced and is designed to develop a wide range of subject knowledge, skills and understanding.

Our curriculum is project based, with Religious Education, English, Maths and Science at its centre. Projects also include foundation subjects such as history, geography, computing PE and art, taking a cross curricular approach. The Power of Reading is used as a springboard for learning, with texts being at the heart of learning.

Teachers plan the schemes of work ensuring each project has the 'wow' factor. Each project covers a range of knowledge, skills and processes and encourage our pupils to become independent learners. Teachers plan learning, ensuring that skills are taught progressively; enabling children to build on prior learning.

Early reading and phonics is taught using a validated scheme, Little Wandle. Workshops are held to ensure parents understand how we teach children to read and are then able to support this approach at home.

Information regarding each curriculum subject area is displayed on the website and each class has a specific page which gives lots of information about each project.

Homework

We strongly believe in the value of parents supporting children's learning and encourage you to help your child with their homework. The amount and type of homework your child will receive will vary depending on which year group they are in. Homework gives pupils the opportunity to test their learning, become more independent learners and share learning with parents.

Swimming

Swimming tuition takes place from Y3 at The Duke of Yorks.

SEND - Special Educational Needs and Disabilities

Many children during their school life encounter difficulties either of a general nature or with one or more specific areas of the curriculum. We aim to identify these children as early as we can and provide support to assist them in overcoming barriers to success.

These difficulties are often termed Special Needs or Additional Educational Needs. The nature of these problems covers a wide spectrum, including handwriting, spelling, reading, specific areas of mathematics, social and communication difficulties, concentration and physical disabilities. They may be temporary or longer term.

Mrs. Waller is our School's Special Educational Needs Coordinator (SENCo). We respond to information provided by parents, teachers, children and various outside agencies including health professionals and organise appropriate support and provision to ensure that they reach their potential.

If you have any information that you consider relevant, please arrange to meet with Mrs. Waller, Mr Taylor. We will always maintain communication with parents and carers when additional support or arrangements are being considered for your child.

More-Able Children

We also feel that more-able children need additional challenges to fully realise their potential.
Additional challenges are given to extend those children who are doing particularly well in their class work or who have scored well in their termly assessments. Tasks and challenges are designed to further deepen knowledge and understanding of each subject within the year's curriculum.

School Visits

During the course of the year various visits will be arranged for the children. These will involve excursions to places of interest and visits to the school by a variety of performers and artists. The purpose of these visits is to enrich and enhance the children's educational experiences. We ask for voluntary contributions towards the cost of these visits and rely on the support of all the parents in order to ensure we can afford to organise these trips. All children are expected to participate in organised visits as they form an important part of the life of the school and enhance the learning experiences.

After School Clubs

Various activities are run by staff members and vary throughout the year.
Dynamic Sports Coaching run sports clubs and these are applied for directly via their website. The cost of these sessions are set by Dynamic Sports Club and applied for termly.

Behaviour

At St Richard's we place great emphasis on good behaviour, and we believe that it should be founded on self-discipline and high self-esteem. Our approach is based on the principles of Supportive Behaviour Management. According to our school Behaviour Policy, our aims in this area are:

- To make school a happy place where children feel able to express themselves, make mistakes and seek help.
- To adopt a positive attitude which enables the children to grow and change in an atmosphere that reflects Christ's love.
- To make sure that the Catholic ethos of the school is reflected in the way we talk to and deal with other members of staff, the parents, visitors to the school and, above all, the children

To encourage and promote the best possible standards of behaviour, we will:

- 'Look for the good' in what the children do
- Use stickers and individual sticker charts to reward targeted pupils
- Distribute Bronze, Silver, Gold and Platinum 'merit cards' for pupils who achieve the following 'milestones' using 'Dojo points' on the class tally chart.

We only have two school rules:

- Love Yourself and Those Around You
- Act safely at all times

and to support these two rules, we have six words that we think all of our children would want to make part of the things they do on a daily basis

Love Trust Respect Honesty Kindness Hope

When behaviour is not acceptable, we have a system of 'coloured sheets' that are completed with a teacher (or the Head Teacher). These set out the nature of the problem, how it will be resolved, and how we can avoid it happening again.

When poor behaviour is regular, or of a very serious nature, the resolution is likely to include a meeting with the parents.

We do expect parents/carers to support us with this as we believe that communication between home and school is vital if children are to get the same messages from parents and teachers.

A copy of the full behaviour policy is available on request from the school office, and can also be downloaded from the school web site.

Exclusion is rarely used but the Head teacher does have the right to suspend or exclude immediately in the event of a very serious breach of discipline, particularly where the health and safety of other children or members of staff are at risk.

Racial Incidents

No form of racial harassment or abuse will be tolerated at school. Measures will always be taken to deal with such incidents immediately and seriously.
We also strive to help the children understand and value other cultures, as part of our Personal, Social and Health Education programme.

Bullying

There is no place for bullying at St Richards. It is in direct contradiction of the Gospel Values on which our community is based.

We are determined to deal effectively with bullying of any kind, however it arises.

We will not tolerate bullying by anyone within the school community and we will work to support any member of the community who is subjected to bullying by anyone else.

For further details on our approach to bullying, please refer to the school Behaviour and Anti-Bullying Policy.

School Lunchtimes School Meals

School meals are provided by Chartwells and are served on the premises.

The cost of a school meal is £3.15 per day - £15.75 per week. Meals are booked and paid for via Arbor, which on joining you will be given an activation code to activate your account. Children in Years R, 1 and 2 are entitled to Universal Infant Free School Meals funded by the Government.

All meals are taken in the school hall, served by Catering Assistants from Chartwells with Teachers and Teaching Assistants supporting the children whilst eating.

Packed Lunches

Children may bring their own lunch. We encourage parents to ensure that packed lunches are healthy and wholesome. Glass containers or canned drinks are not permitted for safety reasons. Any wrappers or remains must be taken home at the end of the school day.

The children must bring a water bottle into class daily so fresh water is always available. We know that water stimulates concentration throughout the day!

Free School Meals

If you feel your child is eligible for free school meals, please ask at the school office for information. All enquiries are treated in confidence. The criteria for free school meals are explained fully on the school website, there is also link to apply directly to Free School Meals (FSM) in confidence.

Parents in Partnership

Through personal contact, a school app and newsletters, parents are informed of all school activities and events. They are welcome to come and see the class teachers or the Head Teacher at a mutually convenient time.

Parent/teacher evenings are held regularly when there is an opportunity not only to discuss but also to see the pupil's work. You will receive two opportunities for interim meetings to discuss your child's progress and a full written report at the end of the year.

Parental involvement in the school is encouraged by way of volunteering around the school and also supporting the PTFA.

Home / School Links

We see education very much as a partnership between home and school, we therefore welcome any comments or suggestions from our parents regarding any aspect of school life. More formal appointments with both the Head teacher and class teachers can be made through the school office.

Home / School Agreement

We have a home / school agreement that outlines in broad terms the expectations and responsibilities of parents, children and the school which you will need to sign and return to school at the beginning of the academic year.

PTFA (Parent, Teacher, Friends Association)

At St. Richard's we are fortunate to have a dedicated small group of Parents, Teaching Assistants and Friends who run fundraising events to raise valuable funds to support the life of the school. If you are interesting in supporting them please contact the school office.

Starting School

Starting school is a big step for your child - and for parents, too! It is important for them to settle down quickly to the routines of school life. This means that much of our work at the beginning of their first term focuses on social skills, listening to simple instructions and following them, and getting used to school routines (lunchtime, going to the hall for assembly, and so on).

To help the children cope with starting school we offer them the chance to experience a series of 'taster sessions' in the Reception class during the term before they are due to start.

This gives them the opportunity to meet their new classmates and their teacher, while parents can also come and see them in their new surroundings and ask any questions which may still be troubling them.

There are many ways in which you can help prepare your child for school. For example:

- Show them how to get dressed on their own
- Teach them to use the toilet properly, to flush it and wash their hands as a matter of habit
- Give them plenty of practice tidying up toys and clothes
- Teach them to use a knife and fork
- Take every opportunity to talk to and with your child from the very earliest age. This is the foundation of all their literacy skills and there is no substitute for this essential early learning activity. There are many excellent pre-school TV programmes, but please use these carefully. You should watch them with your child and discuss them afterwards. Try not to use electronics as babysitters.
- By all means share books with your child. Try to read to them every day and introduce them as early as possible to the fun of choosing books. Don't feel under pressure to get them reading before they come to school - it is more important that you teach them an interest in books at this stage.
- Finally, children need to know the important life skill of punctuality.

Visiting the School

We strongly advise all parents to visit the school before applying. You are welcome to visit at any time, although an appointment, made by telephoning the school office, would be needed so the Head teacher is available to talk to you. Once a place has been offered and accepted, you and your child will be invited to visit the school on several occasions to help integrate your child and ensure that their first day goes smoothly.

Transfer to Secondary School

There is a close liaison between St Richard's and the secondary schools in the town. Information regarding the curriculum and policies of the schools is received through formal and informal visits. There is also a regular feed-back of information as to the progress of previous pupils.

Many of our children go to St Edmund's Catholic School, with whom we have a very close relationship. Some of our parents also choose to enter their children for tests for entry into selective education.

Kent Catholic Schools' Partnership

St. Richard's is part of the Kent Catholic School's Partnership.

This was created in 2012, at the request of the Archdiocese of Southwark, to support and further develop Catholic Education in Kent. The K.C.S.P. is a growing Multi-Academy Trust including Primary and Secondary Schools.
https://www.kcsp.org.uk/

Kent Catholic Schools Partnership Contact Details

Chief Executive Officer	Mrs Annemarie Whittle
Address	Barham Court, Teston, Maidstone, ME18 5BZ
Telephone	01622 232662
Email	kcsp@kcsp.org.uk

School Contact Details

Head teacher	Mr Colin Taylor
Address	St Richard's Catholic Primary School, Castle Avenue, Dover, Kent CT16 1EZ
Telephone	01304 201118
Email	office@st-richards-dover.kcsp.org.uk