Holy Trinity C.E. Primary School

A voluntary aided school, serving the children of Dartford since 1826

Chatsworth Road, Dartford, Kent, DA1 5AF Telephone 01322 224474

Information for Parents 2026-2027



Our School Vision

At Holy Trinity we are passionate about growing tomorrow's leaders. We educate and equip our children with the skills they need to succeed and thrive.

We develop and value the characteristics of everyone, enabling them to flourish into the best version of themselves and be happy.
We work as a community to create opportunities for all children to become confident and respectful citizens, who contribute positively to society.

We flourish when we help others flourish.
(Jeremiah 29:4-7)

Our Motto

GROWING TOMORROW'S LEADERS

We flourish when we help others flourish (Jeremiah 29:4-7)

Koinonia	Friendship	Service	Trust	Wisdom

Welcome from the Headteacher

I am privileged to have been the headteacher at our school for over 10 years and am immensely proud and passionate about Holy Trinity and the education we offer our children. We enjoy many successes in different areas (particularly music, art and sport) and are proud of the achievements our children make, both individually and in team efforts. We are also proud host to many awards including platinum online safety recognition, best teacher awards along with a huge amount of sporting trophies. We often welcome back to our school past students who pop by to say hello or ask for work experience and love to hear how they are progressing in their next stage of education. I believe strongly in the curriculum we offer and continue to be extremely proud of the team that work tirelessly to ensure the best outcomes for our children.

We are proud of our caring school community. We have a strong Christian ethos and our values, drive our everyday practice, we also have very close links to our historic church, Holy Trinity, in Dartford High Street. Our vicar Reverend Martin Henwood is committed to the school and he supports us in a number of ways including leading communion in school, and carrying out visits to the classes. Our children are also familiar with the church due to regular visits.

Our Ofsted judgement in February 2023 reported us as "good", while our SIAMS inspection received 'outstanding' in all areas. I attribute this to the commitment of our dedicated staff and the strong family ethos evident within our school.

Our motto 'Growing Tomorrow's Leaders' is a statement that we are incredibly committed to. Staff work hard to develop pupils' independence, grow their resilience and teach them strategies to be successful in the world today while encouraging a well-rounded, hard-working, resilient and positive attitude. We believe in the Ubuntu philosophy - 'it takes a village to raise a child' and recognise that we flourish when we help others flourish.

If you cannot find the information you want within out Information for Parents, please contact the school using the enquiry form, by email or directly by telephone.

We look forward to meeting you and your child and sharing our experiences and opportunities with you.

Warm regards

Mrs Vikki Wall



The information contained in this prospectus relates to the Education Year September 2026 – August 2027. This information is current at the time of publishing. The Governors reserve the right to make amendments.

Holy Trinity C of E Primary School, Dartford

A Church of England Voluntary Aided Primary School within the Diocese of Rochester and Kent Local Education Authority, providing education for children between the ages of four and eleven years.

Chatsworth Road
Dartford
Kent
DA1 5AF

Telephone 01322 224474

Website www.holytrinitydartford.co.uk

e-mail postbox@holytrinitydartford.co.uk

All correspondence whether delivered by hand, by postal service, or by e-mail is treated equally. Correspondence is then prioritised, based on the urgency of the subject matter.

Headteacher: Mrs Vikki Wall
Chair of Governors: Mrs Anita Thandi
Incumbent: Reverend Martin Henwood

Our Ethos Statement

We work hard to develop the talents that God has given us
and to be the very best we can be.
We listen carefully to others, to our own conscience, and to God
and respect that everybody is unique and individual.
We value each other and appreciate the diversity in our school community
by taking time to reflect on our actions and consider
how they impact on the lives of others.

Safeguarding Statement

Holy Trinity CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with the child's parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare. We expect all parents/carers to respect this process and work with the school.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.
Our Designated Safeguarding Leader is Mrs Vikki Wall (Headteacher), Our Deputy Designated Safeguarding Leads are Mrs Sarah Hudson, Mr Luke Bennett and Mrs Lisa O'Shaughnessy.

Recognising its historic foundation, Holy Trinity Church of England Primary School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

ADMISSIONS POLICY 2026-2027

The number of registered pupils at the school is currently 420. The school provides for children between 4 and 11 years old, educational year groups Reception to 6 inclusive.

The published admission number for the school is 60; therefore, up to 60 children will be offered places for admission to Reception classes in any academic year.

In line with the DFE School Admissions Code, children with Statements of Special Educational Needs or Education (SSEN), Health and Care Plan (EHCP) that name Holy Trinity CE Primary School will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All Reception year children are admitted in September, at the start of the Reception year. Parents of Reception age children have the right to **deferment of entry** or to take the place up part time, until the term in which the child reaches compulsory school age.

Applications for admission are welcome from all parents who may wish their children to be considered for a place at the school. Applications can either be made online at **www.kent.gov.uk/ola** or by completing a **Reception Common Application Form (RCAF).** The **Supplementary Information Form should also be completed and returned** directly to the school by the same date, together with any church / religious reference as supporting document.

Where the number of applications for admission exceeds the number of places available, all applications will be considered in accordance with the over-subscription criteria in the following prioritisation order:

(1) Children in Local Authority Care – a child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)

(2) Children previously in Care outside of England - Children who appear to KCC to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

(3) Children from families with sibling / current family association: A brother or sister attending the school when the child starts. In this context the brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, step brothers or sisters and foster brothers or sisters

(4) Children with at least one parent/guardian that is a practising member at Holy Trinity Church, Dartford (evidenced by attendance for Acts of Worship at least twice a month for the year preceding the application for a school place). Confirmation of having met this requirement must be provided by the clergy of that Church by a letter of declaration or by completing a declaration form (attached) or which is obtainable from the School Office and returned to the school in a SAE);

(5) A child of staff at the school – where;
The member of staff is employed at the school at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post.

(6) Children who live in the ecclesiastical parish of Holy Trinity Church

(7) All other children regardless of faith.

Within each of the oversubscription criteria children will be ranked in order giving priority to children with health or special access needs and then by distance from the child's permanent residence to the school as described below:

a) **Children with particular medical / health and special access reasons.** Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

b) **Reference will be made to the distance / nearness of child's home to school.** Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

In the unlikely event of over-subscription and only one place remains, but two families meet the same criteria, a tie-breaker will be introduced. On this occasion both names would be put into a random lot and one name drawn out.

For further information regarding what constitutes a permanent residence and how distances will be measured to flats, please refer to the 'Kent Admissions to Primary School Booklet'

Late applications for Reception class places, received after the closing date, will be considered. Places will be offered, if and when there are vacancies, with priority given in accordance with the over-subscription criteria stated above. If a child is refused a place at Holy Trinity Church of England Primary School parents can ask for their child's name to be placed on a waiting list and have the right of appeal to an Independent Appeal Panel

Transfers into the school for non-Reception children will be dealt with in accordance with the principles set out here, but can only have regard to known applicants at the time any vacancy becomes available.

A waiting list will be kept of the applicants who are refused admission due to over subscription and whose parents make a written request to have their child's name to be placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available they will be offered to applicants. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made. Any request for an appeal should be made in writing to the Chair of Governors, care of the school. The school will use the services of the Local Authority independent appeals panel for administering the process.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority 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, however, failure to provide this may impede a 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. Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/primaryadmissions

Queries about the Admissions Policy should be addressed to the Headteacher or Chair of Governors c/o the school office.

The school will use the services of the LA Independent Appeals Panel.
Details of the arrangements for admissions and appeals will be reviewed and published each year.



THE CURRICULUM

The School has a statutory duty to deliver the National Curriculum. The children will be taught the core subjects of English, Mathematics, Science, Computing and Religious Education. Geography, P.S.H.E., History, Art, Music, Design Technology, Physical Education, RSHE and Languages are also taught to provide a curriculum which is broad, balanced and relevant to the needs of each child. We have developed our own curriculum materials to help reflect our school's diverse community.

We are committed to promoting equality of opportunity, eliminating discrimination and harassment, valuing diversity and promoting positive relationships. The protected characteristics and related books/texts are woven through our curriculum and courageous advocacy worships see our website for more information. We provide an inclusive education which enables all pupils to develop their full potential meeting the requirements of the Equality Act 2010. You can find more information along with our equality objectives on our website under the Key Information/Equality section.



Extra – Curricular Activities

We endeavour to try to give children as many out of the classroom experiences as possible (trips, workshops etc) to bring learning to life. Throughout the year, we offer a variety of after-school and lunchtime clubs. Please note that clubs change each year/term, as they very much depend on the current teaching staff's areas of expertise and other commitments.

RELIGIOUS EDUCATION AND WORSHIP

We are an unapologetically Christian school passionate about educating our pupils on other world faiths. Religious Education (RE) lessons are planned by teachers and reflect the schools RE syllabus provided by the Rochester Diocese Board of Education (RDBE).
Collective Worship is held on a daily basis. These follow the Anglican calendar reflecting the Christian faith. These will be taken by the Headteacher, teaching staff, visitors or local clergy.

Children are encouraged to participate fully in all our Acts of Collective Worship.

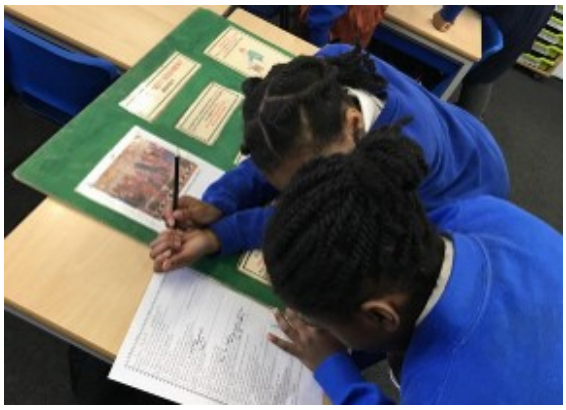
Pupils are encouraged to develop moral, spiritual, cultural and social dimensions of this subject. Parents have the right to withdraw their child from Collective Worship/Religious Education lessons, although it is assumed that if a parent chooses a Church of England school for their child, by doing so, they accept that their child will take part in Acts of Collective Worship. Parents who wish to withdraw their child should make an appointment to meet with the Headteacher.

RELATIONSHIP SEX AND HEALTH EDUCATION

At Holy Trinity C of E Primary School, Relationship Sex and Health Education (RSHE) is taught along with our Personal, Social, Health and Economic Education (PSHE) programme and in other areas of the curriculum: Science, and English. The programme is tailored to the age and maturity of children and respects National Curriculum guidance published by the Department for Education (DFE) in the Relationships Education, Relationships and Sex Education and Health Education guidance.

Through Relationships Education, we aim to develop an understanding within our pupils of positive relationships, with particular reference to friendships, family relationships and relationships with other children and adults. Pupils will be taught life skills such as how to take turns, how to treat each other with kindness, consideration and respect, the importance of honesty and truthfulness, permission seeking and giving, and the concept of personal privacy. This includes positive and safe relationships on-line and how families of many forms provide a nurturing environment. The primary focus of the Health Education content will teach our pupils about physical health and mental wellbeing. It will also cover personal hygiene, prevention of health and wellbeing problems and basic first aid.

Parents have the right to withdraw their child from sex education. However, this does not cover any content covered as part of the Science curriculum in relation to personal/bodily development. There is no right to withdraw from Relationships and/or Health Education. At Holy Trinity we believe in a strong home-school link and would hope that any parents considering the withdrawal of their child would discuss their concerns with either the Class Teacher or the Headteacher before doing so. A copy of the curriculum is available on our school website.



PUPILS WITH SPECIAL NEEDS AND DISABILITIES

Holy Trinity CE Primary School is committed to a policy of inclusion: one in which the teaching, learning achievements, attitudes and well-being of all children matter – including those identified as having special educational needs. The culture, practice, management and deployment of the school's resources are designed to ensure that all children's needs are met.

Class teachers are initially responsible for the children's educational progress. They will discuss any concerns they might have with the Special Educational Needs Team, parents and if necessary the Headteacher. Children who experience learning, physical, behavioural and/or emotional problems, or who are particularly gifted, are supported in a variety of ways within the school. Parents are kept fully informed if their child is receiving extra help and we actively seek the involvement of parents in supporting programmes of work.

Our policy outlines how the needs of pupils are identified and met through a 'graduated approach' as required by the SEND Code of Practice. We believe in developing a partnership where parents and professionals work together in the best interests of the child. Children with an Education, Health and Care Plan (EHCP) will receive additional support fulfilling any requirements detailed in the EHCP.

PROMOTING BRITISH VALUES AT HOLY TRINITY CE PRIMARY SCHOOL

Our school follows the DfE guidance reinforcing "to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

The government first set out its definition of British Values in the 2011 Prevent Strategy and then published further guidance on promoting British Values in 2014. These values are reinforced regularly and in the following ways:

Democracy:
At Holy Trinity CE Primary School, pupils have the opportunity to have their voices heard through our School Council, as well as a voting system to award our Christian Values. We meet in mixed age groups to discuss issues and to suggest ways to improve the life of the school, for example playground activities, clubs and pupil responsibilities and rights.

The Rule of Law:
The importance of Law is consistently reinforced throughout regular school days in school worship and when dealing with behaviour. Pupils are taught the value and reasons behind laws; that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken. We welcome visits from the Police and Fire Service to help reinforce the importance of Law. Our Christian Values are referred to regularly to promote positive behaviours.

Individual Liberty:
Within school, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school, we educate and provide boundaries for young pupils to make choices safely through the provision of a safe environment and rich creative education. Pupils are encouraged to know, understand and exercise their rights and personal freedoms and are advised how to exercise these safely; for example, through our Online Safety and PSHE lessons.

Mutual Respect:
Part of our school Ethos and Behaviour Policy revolves around core values such as 'Respect'; pupils have been part of discussions and assemblies related to what this means and how it is shown. The school is an inclusive community, welcoming and supporting pupils within a culture of mutual respect. There is no discrimination within the school. Pupils are proud of their school and grow up as confident learners. Through our Personal Development lessons and assemblies, we explore the protected characteristics of the 2010 Equality Act and promote respect for individual differences and actively challenge stereotypes.

Tolerance of those of Different Faiths and Beliefs:
Our pupils share a growing understanding of their place in a culturally diverse society and they have opportunities to experience diversity. We are proud to be a school of many different heritages. Members of different faiths or religions are encouraged to share their knowledge to enhance learning within classes and the school. Our RE curriculum enables our children to learn about different faiths and to share their own. We also endeavour to visit other places of worship.



PASTORAL CARE

Class Teachers are initially responsible for the pastoral care of children in their classes. Matters of concern are referred to the Headteacher, or Senior Leadership Team. Parents will also be informed, so that a concerted effort by all parties can be made to help overcome any difficulties.

HOMEWORK REQUIREMENTS

Support and encouragement for your child are vital and give your child an advantage in their education. Parents can receive help from staff in order to help their children if needed.
Every child, from Reception to Year 6, will be given homework. All homework given will need active parental involvement and the expectation is that all homework will be completed; this could include listening to your child read and recording it in their reading logs, testing them on times tables or spellings, researching projects and so on.

Please don't rely on the school to provide all your child's educational experiences. Days out and board games can provide all the same learning opportunities as homework, but will probably be a lot more fun!



HOME/SCHOOL AGREEMENT

The Home/School Agreement which all parents are expected to sign and adhere to was put together by children, staff, parents and the governors. Our expectation is that parents/carers support the school ethos and views.
Our hope is that this is the first step in working together to help your child get the most from their time at Holy Trinity CE Primary School.

WORKING IN PARTNERSHIP WITH PARENTS

Parents will have the opportunity to meet their child's teacher at the end of the day, when all other children have been dismissed. They can arrange to have a private chat with the teacher at this time if the teacher is available, or by making an appointment. Alternatively, parents can email teachers via the school website. We ask that another member of staff is present if a meeting takes place. We kindly request that mobile phones are not used on the school site and prioritise our children's safety.

Absences

Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our pupils and we use a variety of weekly, termly and annual awards to promote good attendance and punctuality.

Parents have a legal duty to ensure that their child(ren) attend(s) school regularly and arrive on time. Full attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them by law. Poor attendance undermines their education and sometimes puts pupils at risk, encouraging anti-social behaviour.

Attendance		
Gold Level 1	Attendance is above 97%	NO ACTION NEEDED
Green Level 2	Attendance is 95% plus	NO ACTION NEEDED
Blue Level 3	Attendance is 90-94.9%	ACTION NEEDED
Amber Level 4	Attendance is 85-89.9%	URGENT ACTION IS NOW NEEDED Missing this much time will make it extremely difficult for your child to keep up in lessons, make progress and reach their expected levels of learning.
Red Attendance Alert Level 5	Attendance is below 85%.	ACTION THAT MAY INCLUDE INVOLVEMENT FROM LOCAL AUTHORITY **This amount of absence will seriously affect your child's learning potential and life chances.**

ABSENCE PROCEDURES

It is the parent's responsibility to contact the school office if your child is going to be absent during school hours this includes ill health, appointments and exceptional circumstances. This is a safeguarding measure so that all parties know that your child is safe.

If your child is absent you must:

- contact us as soon as possible on the first day of absence, either by telephone or in person at the School Office;

If your child is absent we will:

- telephone you on the first day of absence if we have not heard from you;
- write to you with initial concerns if it drops below 90%
- invite you in to discuss the situation with our Attendance Lead/Senior Leadership Team if absences persist;
- refer the matter to the Education Welfare Officer if attendance moves below 90%, or more than 10 unauthorised absences are recorded.



LATENESS

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work as well as vital time with their class teacher, getting crucial information and news for the day. Late arriving pupils also disrupt lessons, this can be embarrassing for the child and can also encourage absence. Pupils are expected to arrive by 8.45am. All pupils that arrive late must report, with their parent, to the School Office where the reason for lateness is recorded.

If your child has a persistent late record, you will be asked to meet with a member of the Senior Leadership Team to resolve the problem. You can approach us at any time if you are having problems getting your child to school on time.



SPECIAL LEAVE OF ABSENCE DURING TERM TIME

Taking a special leave of absence during term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away from school during term time. There is **no** automatic entitlement in law to take time off school during term time.

Any applications for special leave must be made in advance. The Headteacher/Governing board ***may*** authorise leave where there are exceptional circumstances (supporting documentation will be required). In making a decision, the Headteacher/Governing board will consider the exceptional circumstances of each application individually and may invite parents in to school to discuss the requested leave. Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice from the Local Authority.





Transfer to Secondary Education

Year 6 Parents have the option to enter their child for the Kent Selection tests and Bexley Secondary Transfer Selection Test in September. The Secondary Schools, which received our pupils in September are listed as follows:-

Secondary School	September 2023 No of Children	September 2024 No of Children	September 2025 No of Children
Baston House School	0	1	0
Beths Grammar School	0	0	1
Bexley Grammar School	0	0	1
Bexleyheath Academy	0	2	0
Broomhill Bank School	0	1	0
Chatham Grammar	0	1	1
Dartford Grammar School	4	3	4
Dartford Grammar School for Girls	3	2	2
Dartford Science Technology College	2	8	8
Ebbsfleet Academy	0	0	2
Gravesend Grammar School	0	1	0
Haberdashers Aske Crayford Academy	3	4	5
Holcombe Grammar School	2	0	0
Longfield Academy	1	3	0
Newstead Wood School	1	0	1
Sir Geoffrey Leigh Academy	13	4	4
St Catherine's Catholic School for Girls	2	1	0
St Columba's Catholic Boys School	0	0	2
St. Olave's Grammar School	1	1	0
Stone Lodge School	2	4	11
The Leigh UTC	8	4	3
The Rochester Grammar School	0	1	0
Townley Grammar School	5	1	0
Trinity Church of England School	0	0	1
Wilmington Academy	8	4	6
Wilmington Grammar School for Boys	4	7	6
Wilmington Grammar School for Girls	2	8	5
Alternative Education	1	0	0

Holy Trinity Foundation Stage Profile Results 2025

	2025				
	School		Kent		National**
	All	FSM	All	FSM	All
% Good Level of Development	73.6	66.7	68.9	51.0	68.3
% Expected Standard Literacy Goals	75.5	66.7	71.1	53.3	70.5
% Expected Standard Mathematics Goals	73.6	66.7	78.9	63.3	77.7

Holy Trinity Phonics Results 2025

	2025				
	School		Kent		National**
	All	FSM	All	FSM	All
% 32+ - Year 1	76.7	66.7	78.3	62.3	79.9
Number of Year 2 Retakes	18				
% 32+ - Year 2	50.0	50.0	48.8	42.8	50.1

Holy Trinity Key Stage 2 SATs Results 2025

		2025				
		School		Kent		National**
		All	FSM	All	FSM	All
R/W/M	**% Expected Standard+**	55.6	40.0	60.8	41.7	62.1
R/W/M	**% Higher Standard**	6.3	0.0	9.3	2.6	8.3
Reading	% Expected Standard+	76.2	66.7	74.7	59.5	75.0
Reading	% High Score (110+)	34.9	0.0	34.7	19.1	33.3
Writing	% Expected Standard+	73.0	53.3	72.5	56.0	72.2
Writing	% Greater Depth	6.3	0.0	15.0	5.8	12.7
GPS	% Expected Standard+	74.6	46.7	68.7	51.3	72.6
GPS	% High Score (110+)	34.9	6.7	24.8	12.4	29.4
Maths	% Expected Standard+	65.1	53.3	71.3	54.1	74.1
Maths	% High Score (110+)	22.2	13.3	24.6	11.8	26.2



Complaints

If you are concerned or worried about anything surrounding your child's school life that your child has told you about, please come and talk about it. If you feel we have got something wrong, please tell us; we like to improve our school and welcome your feedback.
Parents who are unhappy about the way a concern or complaint has been dealt with, should make an appointment with the Headteacher. The Headteacher will then investigate the complaint to see whether a school policy or procedure has not been followed correctly – or whether the school needs to have an agreed policy or procedure as a result of the complaint. If after this, the complaint is still not resolved, parents should contact the Chair of Governors care of the school, who will carry out a similar investigation. The Complaints Policy can be found on the school website.

School Times

Please ensure your child is in school for the beginning of the school day. Not only do latecomers suffer through being late, but the resulting disruption means everyone else suffers too. **If you do arrive late, you are to take your child to the School Office and sign them in. Children are not to be left at the school gate to come in unsupervised**. Persistent lateness will be referred to our School Liaison Officer.

Reception Times:
Morning Session 8:45am – 11.45am
Afternoon Session 12.45pm – 3:20pm

Key Stage 1 Times
Morning Session 8:45am - 12.00pm
Afternoon Session 1:00pm – 3:20pm

Lower Key Stage 2 Times
Morning Session 8:45am – 12:00pm
Afternoon Session 1:00pm – 3:30pm

Upper Key Stage 2 Times
Morning Session 8:45am – 12:10pm
Afternoon Session 1:10pm – 3:30pm



Please make sure your child is collected promptly at the end of the school day. If you are late in collecting your child, you will be asked to sign the 'late book' for our records. Persistent late collectors will be referred to Social Services, as they are failing to care for their child.
If for any reason a different person is collecting your child please inform the School Office or the Class Teacher in writing otherwise they will not be released. If a parent decides that their child can walk home alone after school then a signed letter is required.



SCHOOL UNIFORM

It is our school policy that all children wear school uniform when attending here, or when participating in a school-organised event outside normal school hours where they are representing the school.

The role of parents

We ask all parents who send their children to our school to support the School Uniform Policy. We believe that parents have a duty to send their children to school correctly dressed and ready for their daily school work. One of the responsibilities of parents is to ensure that their child has the correct uniform that is clean and smart.

School Day Wear

- **Reception** - Royal blue polo shirt
  Year 1 to Year 6 - White formal cotton shirt worn with a school tie (royal blue and white stripes)
- Plain grey trousers, skirt, pinafore dress or shorts.
- Pale blue and white, or royal blue and white, checked or striped cotton summer dress.
- Plain white or grey, ankle or knee length, socks.
- Plain white, grey or black tights.
- Royal blue school sweatshirt or cardigan, with the school logo.
- Royal blue cardigan or jumper.
- Coat or waterproof jacket.

All clothing needs to be clearly named.



Footwear

Black, or navy flat shoes.
Shoes must enclose and protect the foot and be fastened securely. Laces should match the colour of the shoes.

Boots, especially Wellington boots, are not suitable for classroom wear. If they are worn to school children must change into shoes for the day.

For reasons of health and safety, footwear must be safe and suitable for walking, running and climbing steps. High heels, inflexible wooden soles, thick platform soles, sling backs, open toe shoes or sandals are not acceptable. Fashion shoes with these features are unsafe for school wear and if worn may prevent your child from taking part in some curriculum activities.



Hair Styles and Hair Accessories

Ribbons, scrunchies, hair bands and hair clips or slides should be black, royal blue, white, grey or made from fabric matching the school summer dresses.

Long and medium length hair must be drawn back from the face and secured with a suitable accessory, as listed above. Beaded or coloured plaited strands and shaving designs in the hair are inappropriate for school wear. All hair should be of natural colour.

Jewellery

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are earring studs in pierced ears and small objects of religious significance. We ask the children to either remove these objects during PE and games, or cover them with a plaster (provided by the parent), to prevent them from causing injury.

PE / Games Wear

- Royal blue polo or T-shirt.

This must be different from the shirt worn in the classroom

- Blue or black plain shorts.
- A spare pair of socks, kept only for PE.
- Trainers, worn for **outdoor** PE and games on both the field and playground.
- Tracksuit bottoms, worn for **outdoor** PE only.

PE Bag

PE clothing and shoes should be kept in a PE bag suitable to be hung on your child's coat peg. P.E bags are available to purchase from the school office.

Dinner Money/lunches

We are fortunate that our school meals are cooked on the premises. Please ask the School Office for the current menu and cost.

Please ensure that packed lunches are placed in a suitable container which should be clearly marked with your child's name and class.
Children's lunch should consist of healthy items only (chocolate and crisps are not permitted), to help maintain our 'Healthy School' status. We are also a nut free school.



Healthy Snacks

Your child may bring a piece of fruit to eat at morning break. The snack should be labelled with your child's name because he or she will be asked to put it in the classroom snack box at morning registration so that it is ready to be taken out and eaten at play time.

The school is part of the NHS Free Fruit and Vegetable Scheme and we give all Reception and Year 1 children a piece of washed and prepared fruit or vegetable at the start of their afternoon playtime, in the middle of the afternoon.

Medicines

Schools are not allowed to keep medicines for general dispensation (e.g, Calpol, Aspirin etc) and for obvious reasons, there must be very strict controls on medicines that are kept in school.

However, for medicines that are for emergency relief and for prescribed medicines, we are conforming with Government and Local Authority guidelines by asking all parents to fill in a detailed form if they want the school to keep medicine on the premises for their child.

If your child is asthmatic please inform the School Office. You will be asked to fill out a medical form for our files. You will need to ask your doctor to prescribe a second inhaler that can be kept in school. Your child will need to know how to use their inhaler independently. All inhalers are kept at the classroom. Parents are responsible for ensuring medicines/pumps are in date.

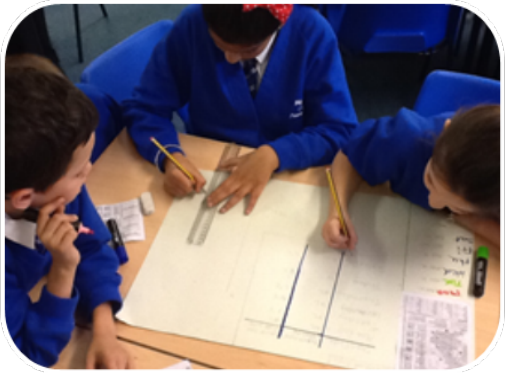
Accidents and Emergencies

If your child has a minor accident, a member of school staff will give them first aid treatment. We aim to have as many staff as possible trained in first aid. Your child may be given a letter and/or wrist band to be taken home following some minor incidents for your information.

If your child is allergic to plasters, please let us know in writing so that we can offer alternative dressings.

If your child is sick or more seriously injured we will contact you immediately. If we think that an ambulance needs to be called, we will call one at the same time as calling you.

It is important that we have up-to-date contact numbers so that we can contact you in an emergency. Emergency Contact Forms are kept in the School Office for ease of access.



Behaviour Policy

We encourage all our pupils to pride themselves with good behaviour, and with this in mind, we have a very positive approach to manage pupils' behaviour in school called 'Good to be Green'.
Bullying in any form is not tolerated.
Racism in any form is not tolerated.
Our Christian values are referred to regularly to encourage positive behaviours.



Child Protection Procedures

Under the Education Act 2002 (section 175 - 2011), schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law (Children Act 1989 and 2004) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional, online or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible seek their consent to a referral to Early Help. This will only be done where discussion will not place the child at increased risk of significant harm. Schools will seek advice from Early Help when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Positive Handling Plan

We at Holy Trinity are committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal with all incidents involving aggressive behaviour. Many staff members have been trained in positive handling and physical intervention will only be used as a last resort in line with Department for Education and Skills (DfES) and Local Authority advice. If used at all, it will be in the context of a respectful, supportive, relationship with the pupil. We will aim to ensure minimal risk of injury to pupils and staff.



Health & Safety

Staff and governors do everything possible to prevent injury and ill health within the school; any situation which requires hospital treatment, we notify the parents immediately by telephone. It is therefore important that we have up to date work, home and emergency telephone numbers.

General Data Protection Regulation – Parent/Carer information

We need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. Your Headteacher is responsible for their accuracy and safekeeping. Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.
All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as the educational reports for insurance, solicitors etc.

To ensure your child's privacy, we will not disclose information over the telephone or fax unless we are sure that we are talking to you - the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others.

You have a right to see your child's records if you wish. Please ask at the School's Office if you would like further details. An appointment will be required. There may be a fee payable.



Holy Trinity
Church of England Primary School

- Growing Tomorrow's Leaders -

Holy Trinity Church of England Primary School, Chatsworth Road, Dartford, Kent DA1 5AF
Telephone: 01322 224474 - Email: postbox@holytrinitydartford.co.uk

SCHOOL TERM AND HOLIDAY DATES 2026 – 2027

Term One 2026

Tuesday 1st September 2026 – Friday 23rd October 2026
Tuesday 1st September 2026 will be a staff training day

Term Two 2026

Monday 2nd November 2026 – Friday 18th December 2026
Monday 2nd November 2026 will be a staff training day
Friday 27th November 2026 will be a staff training day

Term Three 2027

Monday 4th January 2027 – Friday 12th February 2027

Term Four 2027

Monday 22nd February 2027 – Thursday 25th March 2027

Term Five 2027

Monday 12th April 2027 – Friday 28th May 2027
N.B. Monday 3rd May 2027 is a bank holiday

Term Six 2027

Monday 7th June 2027 – Wednesday 21st July 2027

Please note that there are two more staff training day to be booked throughout the year, but to date it has not been confirmed.

Department for Education (DfE) changes to The Education (Pupil Registration)(England) Regulations 2006 have removed all reference to family holiday and extended leave as well as the statutory threshold of ten school days.

From 1 September 2013, headteachers are unable to agree leave of absence during term time unless they are satisfied there are exceptional circumstances.

Family holidays should be taken during the 14 weeks of the year that are not school terms.