



# BOWER GROVE SCHOOL

## PROSPECTUS

### 2023/2024



**Head Teacher:** Mrs M Cleave  
Bower Grove School  
Fant Lane  
Maidstone  
Kent  
ME16 8NL  
Tel: 01622 726773

Email: [office@bower-grove.kent.sch.uk](mailto:office@bower-grove.kent.sch.uk)  
Website: [www.bower-grove.kent.sch.uk](http://www.bower-grove.kent.sch.uk)

**Chair of Governors:** Mrs. A. White

Email: [awhite@bower-grove.kent.sch.uk](mailto:awhite@bower-grove.kent.sch.uk)



Dear Parents and Carers,

Welcome to Bower Grove School.



Bower Grove is an Outstanding foundation day special school for children and young people aged between 4 ½ and 16 years. We are proud to offer our pupils a high quality of education, accessible to learners of varied abilities and different learning styles, whilst taking into consideration their social, emotional and mental health (SEMH) needs.

The school is designated for 225 pupils with learning difficulties, and social emotional and mental health needs. Many pupils also have Autism Spectrum Conditions and communication difficulties or Attention Deficit Hyperactivity Disorder. Pupils are offered a place at the school following an assessment of their special educational needs, the issue of an Education Health Care Plan and a request for placement by the local authority (KCC).

The school is organised into primary and secondary school departments. The primary aged children are taught by a class teacher in their own classroom for most subjects but may be taught by specialist teachers for subjects such as PE, Computing and Music. Pupils in the senior school follow a secondary style curriculum and the majority of subjects are taught by specialist teachers. In addition, the school provides a bespoke pathway called IMPACT for children of lower cognitive ability requiring a life skills curriculum and a Enrichment pathway for children who cannot yet access a full time curriculum and the whole school community.

The school has excellent accommodation including a dining hall, a sports hall, a well-equipped gym, specialist teaching areas for Science, Technology, Food Technology, Music, Art, Computing a Sensory room, and a well-equipped medical room. The school is situated in very pleasant surroundings with extensive field and outdoor play facilities. We have a number of school vehicles that enable us to engage in lots of off-site learning. We have a multi-disciplinary team including Speech and Language Therapy, Drama Therapy, Counsellor and Complimentary Therapist. We work collaboratively with other agencies and professionals including Health, Mental Health, Social Services and Early Help.

In addition to the main school site, Bower Grove has an Autism Spectrum Condition Satellite for primary aged pupils at Westborough Primary School. The satellite has the capacity to cater for up to 15 pupils who must have an Education Health Care Plan and a confirmed diagnosis of an Autistic Spectrum Condition. Pupils attending the satellite will be expected to have the necessary behaviour and cognitive ability to access the academic demands of a mainstream school curriculum.

The school is committed to partnership working and operates an open door policy where parents and carers or other agencies are encouraged to contact or visit the school. The school has Inclusion Quality Mark, Flagship Standard held for 2 years, Centre of Excellence Standard, The National Spiritual, Moral, Social and Cultural (SMSC) Quality Mark Gold Award, Artsmark Gold Standard, Gold Standard in Inverstors in People and is a Stonewall Champion.

We look forward to working in partnership with you and your child over the coming years.

Yours faithfully

**Mrs M Cleave**  
**Headteacher**



## **AIM STATEMENT**

“Our aim is to provide an innovative and inclusive school in which pupils and staff are valued as individuals and are motivated to achieve their potential within a happy, healthy and safe environment. In partnership with parents, carers and other agencies we will strive to meet individual needs to enable our pupils to confidently progress into adult life.”

## **STATEMENT OF PURPOSE**

We achieve our aims by:

- Providing an inclusive curriculum with teaching and learning approaches that are differentiated to cater for individual need.
- Meeting pupils personal and social development needs and encouraging and rewarding the acquisition of Fundamental British values.
- Promoting self-discipline through a behaviour management system that values positive achievement.
- Preparing pupils to cope with the demands of citizenship in their local community and within the world of work.
- Providing access to a wide range of examination opportunities, work experience and vocational guidance.
- Promoting a safe and friendly environment in which everyone feels safe and valued as an individual and is encouraged to co-operate with and respect others.
- Promoting an outward looking culture which actively encourages parental, professional and community involvement in the life and work of the school.
- Providing staff with opportunities to develop skills and accreditation to enhance their knowledge, performance and career progression.
- Ensuring everyone has opportunities to fulfil their potential, regardless of age, gender, ethnicity, or disability.

We encapsulate our ethos in the three R's

## **Respectful**

## **Responsible**

## **Ready to Learn**



## **ADMISSIONS PROCEDURE**

Admissions to the school are the responsibility of the Local Authority in conjunction with the Head Teacher. Pupils with an appropriate Education Health Care Plan are referred to the school via the local authority offices. Children may be admitted at any time in the year within their age group, provided the school has not reached the agreed number in its Service Level Agreement and that the respective year group can accommodate the specific needs of a pupil. Wherever possible, taster days and phased transfer programmes are implemented. For details of the Admissions Criteria, please see the school website: [www.bower-grove.kent.sch.uk](http://www.bower-grove.kent.sch.uk)

## **PARENTS AND CARERS AS PARTNERS**

The involvement of parents and carers within the life of the school is fundamental in developing each child's full potential. Parents and carers are seen as partners and they are welcome in school at many events during their child's education. Such an 'open door policy' enables us to work together on issues as they arise throughout the school year. Parents and carers are encouraged to attend appointments that are offered to them, for example with the School Paediatrician, the Educational Psychologist or any of the other agencies involved with their child.

Each pupil's academic progress is reviewed annually and reported to parents and carers via a detailed report. Parents and carers are encouraged to attend review meetings 3 times in a school year. At the Annual Statutory Review meeting the child's Educational Health Care Plan outcomes are reviewed and updated for the coming year. For pupils in Group 9 a Transitional Planning meeting takes place, which is an opportunity to review pupils' progress, agree future actions, plan for career provision and review the Education Health Care Plan. In year 11 we ensure pupils have good transition plans into their next phase of education or training.

Pupils are encouraged to become involved and participate in the wider aspects of school life through the School Council. The school is always keen to involve pupils in decision making processes wherever possible.

The class team will normally be the first point of contact for parents and carers and will keep in touch by email, letter, telephone or home school books to discuss successes or difficulties that may arise. You are welcome to telephone or email the school to discuss your child's progress with the class team or a member of the leadership team. We believe partnership working between home and school is essential.

We support our staff wellbeing and encourage staff and parent and carer email communication within reasonable business hours.

## **PARENT SUPPORT GROUP**

The Parent Support Group meets regularly on Friday mornings. A wide range of speakers are invited to attend these meetings who share their knowledge and expertise around issues that concern many parents or carers. All parents and carers are welcome to come along to these meetings. Please see the school website for further details.



## **STAFFING**

Bower Grove School is proud of its well qualified and professional staff who are committed to meeting the needs of children with social, emotional and mental health needs and related behavioural difficulties.

The staff team is led by the Head Teacher with a Deputy Head Teacher and five Assistant Head Teachers who in turn co-ordinate the work in the respective primary and secondary areas of the school.

The teaching staff are supported by a team of Learning Support Assistants who also have a mentoring role for identified pupils in their form group. Additional staff support the specialist needs of our pupils including: the Emotional Wellbeing Team, Speech and Language Team, Pastoral Team, Therapy Team and Pupil Mentors.

The school Pupil Manager, Administration Staff, School Finance Manager, Human Resources Manager, Site Management Team and Kitchen Staff are vital members of the staff team and may be contacted via the school office.

A list of all staff working in the school is available from the school website and is updated annually in September.

Bower Grove School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff to share this commitment. We ensure that all our recruitment and selection practices reflect this commitment. The school has a Pastoral Manager who is designated to support our Looked After Children. We also employ a Family Link Mentor to work with families experiencing difficulties and a Transition Coordinator who ensures our Year 11 pupils are supported in their move to college and sixth form.

## **SPECIALIST SERVICES**

In addition to the individual help provided by the school staff, we are able to call upon specialist help for your child where needs are identified on the Education Health Care Plan or become apparent through the in-school or annual review process.

This support may include the help of; the Paediatrician, Speech and Language Therapist, Occupational Therapist or our Kent Police School Liaison Officer. We are also able to refer to the medical services of the Child and Adolescent Mental Health Teams. We have a linked Inclusion and Attendance Officer and access to Educational Psychologist support.

On site we also provide counselling, drama therapy, mentoring, complementary therapy and social skills and anger management programmes for individual pupils as needed.

## **EDUCATION**

All pupils who attend this school have an Education Health Care Plan specifying social, emotional and mental health needs and learning or behavioural difficulties as the main category of need. Teaching



methods will vary according to the age and needs of the pupil. Class groups are small and are usually no larger than 12 pupils.

- A wide range of teaching approaches are used to give pupils opportunities to learn in ways that best suit their learning style.
- Individual, small group and whole class teaching will feature at all ages, the ability to work in larger groups and to work with increasing independence will be developed as pupils move up the school.
- A mix of teacher and pupil led approaches help to teach necessary concepts and skills.
- Planned teaching activities will be flexible enough to be responsive to changing needs and situations.
- Specific techniques and programmes are used to support learning for pupils at Bower Grove.
- Every pupil in the school has personal targets which form part of the individual learning pathway/Annual review process for that pupil. The targets are monitored by the class team and mentors.
- In Key Stage 4 there is an emphasis on preparation for transition and this involves delivery and access to externally accredited courses that will form the foundation for future learning as pupils progress to local further education providers.
- Pupils in the satellite will have a carefully planned programme of inclusion into mainstream classes.

## **CURRICULUM**

Bower Grove offers an enticing and balanced curriculum structured to meet the needs of each pupil. In common with all other schools we follow the National Curriculum and meet statutory requirements, but do so in creative ways that take account of each student's particular circumstances and the fact they may have missed a considerable amount of schooling.

Curriculum provision reflects the ages of pupils and an early years curriculum is delivered for the under fives. In the primary phase of the school subjects are often taught in an integrated way through topic work. As pupils progress throughout the school, programmes become more subject based and in most cases lead to external accreditation. Our Curriculum Map shows the learning journey that each class will take over the year, giving a brief outline of topics covered in different subject areas. This can be viewed on our website.

Careers is taught to all secondary classes with the specialist guidance being part of the programme in years 10 and 11. The Leavers' Programme incorporates individual counselling and guidance with an increased focus upon independence, life skills and the ability to transfer previously acquired knowledge to solve real life problems. Pupils participate in work experience placements within the community where the school is

fortunate in having strong links with local businesses and industries. Such community links enable the curriculum to be further developed and enriched.

Our school provides three learning pathways and the Primary Satellite.

## **EYFS/PRIMARY PHASE**

From the Early Years Foundation Stage through to Year 6, the curriculum is child-centred and tailored to provide our pupils with meaningful experiences through a thematic and sequential approach in a safe and positive environment. This allows pupils to develop academically and socially through irresistible learning opportunities, which build on their prior skills and knowledge. It encompasses the development of communication, interpersonal and problem-solving skills whilst building resilience, independence and



enhancing their wellbeing. Pupils in the Primary school will continue their Bower Grove journey into the next phase of their learning with a sense of pride and a zest for lifelong learning.

### **ASC SATELLITE AT WEST BOROUGH PRIMARY SCHOOL**

This is a provision for up to fifteen Key Stage 2 pupils, years 3-6 with a primary need of Autistic Spectrum Conditions (ASC). These pupils have demonstrated appropriate behaviours for learning and can access a mainstream curriculum with specialist support and intervention. These pupils will transfer to a mainstream secondary school Unit for Autism or Autistic Specialist Provision.

### **SECONDARY PHASE**

In Year 7 to Year 11, the curriculum is broad, balanced and relevant; it allows pupils time to explore, deepen their understanding and embed skills for life. There is an emphasis on connectivity between different subjects so that the pupils develop their understanding holistically and make the connection between what they are learning in class and the wider world.

### **IMPACTS PATHWAY**

This pathway runs throughout Key Stage 2 to Key Stage 4. In Key Stage 2, it is called Squirrels class, in Key Stage 3 it is called Badgers class and in Key Stage 4 it is called Oaks class. The aim is to provide pupils who are significantly less cognitively able than their peers with a bespoke curriculum that prepares these pupils for adulthood. There is a clear focus on developing the knowledge, skills and understanding so that these pupils can live a purposeful, meaningful and fulfilled life and are able to contribute to and become an active member of their community.

### **ENRICHMENT PATHWAY**

The Enrichment Pathway is designed to aid pupils who struggle to learn in their normal class environment and it is designed to be flexible in order to cater for a variety of needs.

The Enrichment Pathway allows a small group of pupils with social communication difficulties or those whose anxiety levels are particularly high, to feel secure. This is an integral part of the Enrichment Pathway. Provision of breakfast, break time activities and a secure space to eat lunch allows these pupils to develop socially. The Educational Health Care Plan (EHCP) targets and Boxall Profiling provide a focus for their support. A core curriculum focus is to develop and improve the social, emotional and mental health of pupils attending the Enrichment Pathway.

### **PERSONAL AND SOCIAL HEALTH EDUCATION (PSHE) & PERSONAL DEVELOPMENT (PD)**

Pupils in the school follow a structured PD programme through which they discover how the body works and how to look after it. As the children mature, they are given specific instruction regarding the physical and emotional changes they will experience. It is our policy to provide sex and relationships education as and when the need arises naturally within the programme of study.

Sex and Relationships Education is presented in a factual format, set within a framework that advocates the importance and values of stable family life, commitment, responsibility of parenthood, respect both for self



and others and an awareness of the law. The programme delivered is geared to fit the age and understanding of the child and is delivered in Key Stages 3 and 4 through a number of subjects including Science, World Beliefs and Personal Development.

Parents and carers have a right to withdraw their children from any or all parts of the sex and relationships education programme, excepting those elements which are required by the National Curriculum Science orders. Any parent or carer wishing to exercise this right should inform the Head Teacher of their wishes in writing.

### **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

We call religious education “World Beliefs”. Every class teacher or form tutor delivers the curriculum in a topical and relevant manner. Teaching is delivered in accordance with the Kent Agreed Syllabus of RE and national guidelines. We promote tolerance and understanding of other faiths and the lives of people from history who have made significant contributions to the present world in which we live are studied. A daily Act of Worship takes place, we call this “assembly”. Parents or carers have the right, under the 1944 Education Act, to withdraw their child from attendance at assembly or Religious Education, provided a written request has been made to the Head Teacher. The school has no specific affiliation to any particular religious group.

### **PHYSICAL EDUCATION**

Physical Education plays an important role at Bower Grove and in addition to the teaching that takes place in our excellent facilities, pupils are also offered a wide range of offsite sporting activities; these include swimming, climbing, sailing and many more. Pupils are also encouraged to participate in lunch time or after school clubs and activities. Opportunities for both individual and team sports are offered and in all activities self-awareness and fair play forms an important part of our teaching.

### **EXAMINATIONS**

At the end of their school career all pupils have the opportunity to sit external examinations. These are usually a combination of Entry Level, vocational qualifications and GCSEs. The exact combination of examinations will depend on the young person’s individual abilities and interests and will be agreed as part of the pupil’s personalised learning offer.

### **CHARGING POLICY**

The Charging Policy of Bower Grove School is designed to ensure that activities offered wholly or mainly during normal teaching time should be available to pupils, regardless of their parents’ willingness or ability

to meet the cost of that activity. Bower Grove School will invite parents and carers to make voluntary contributions to cover the cost of activities such as swimming or rock climbing, but no discrimination will be made between those pupils whose parents and carers make such a contribution and those whose parents or carers do not. Any parent or carer who would like to contribute but feels unable to meet the full cost of



such an activity should contact the school in order that the matter can be discussed in a sympathetic and confidential manner. It should be noted that some visits cannot be funded without voluntary contributions and if financial support proves insufficient, then such a visit may have to be cancelled. The school may charge for the cost of an item made at school if parents and carers have indicated a wish to own the finished product.

## **BEHAVIOUR AND DISCIPLINE**

At Bower Grove we expect pupils to exhibit normally accepted standards of behaviour. The basis of our behavioural system, therefore, is to reward appropriate behaviour so as to encourage the development of self-discipline and self-regulation.

Where a pupil's behaviour consistently fails to reach acceptable standards or there are particular instances of concerning behaviour, parents and carers will be contacted to discuss the concern. Often in these cases a specific behaviour plan will be agreed in discussion with pupils, parents and carers and school staff.

Wilful damage will be charged to the pupil, the parents or carers.

We deplore intimidation and bullying and any cases will be taken seriously and acted upon immediately following the procedures outlined in our Behaviour Policy. We expect parents and carers to support us in the use of appropriate sanctions including working away from the main class group and 'payback time' which may be during the school day or after school hours.

Where pupils are in danger of harming themselves or others or school property, school staff may use positive handling to restrain a pupil or move them to a safer place. Such actions will be taken in accordance with national, local and the school's policy and guidelines. The positive handling procedures follow Team Teach protocols. The school has a number of time away spaces throughout the school and pupils may be directed to use these for both calming down time or 'time out' purposes.

As in most schools, the vast majority of pupils display excellent behaviour and school staff are always seeking opportunities to tell parents and carers about instances of very good behaviour and outstanding achievement.

## **COMPLAINTS PROCEDURE**

Bower Grove will always attempt to keep parents and carers informed of school curriculum policies, your child's progress and indeed any significant incidents. The Education Reform Act 1988, however, provides parents with the right to register any concerns or complaints regarding the curriculum, or indeed any other aspect of school life. If parents or carers wish to make a complaint, the following procedure should be followed:-

1. An informal approach to the school to ensure that the concern is not a misunderstanding.
2. Make an appointment to see either the Class Teacher, a member of the Leadership Team to discuss your viewpoint and hopefully resolve the problem.
3. If parents are not appeased, a formal complaint should be made to the Head Teacher.
4. If the Head Teacher does not resolve the issue, parents should send their complaint to the Governors.



5. If parents are still not appeased then the complaint should be sent to the Secretary of State for Education.

Full details of the Complaints Procedure are available from the School Office and the school website [www.bower-grove.kent.sch.uk](http://www.bower-grove.kent.sch.uk). The Governing Body will record all formal complaints as well as the outcome of the subsequent discussion and advice. The Leadership Team will implement any improvements that can be made by the school as a consequence of any informal or formal complaint.

### **CHILD PROTECTION AND SAFEGUARDING POLICY**

Bower Grove School has a Child Protection and Safeguarding Policy which has been designed to safeguard and promote the welfare of all children in partnership with parents. It is the school's aim to work in collaboration with parents or carers and all other agencies or services to secure the healthy development of our pupils.

- The School's Designated Safeguarding Leads are Mrs M Cleave, Mrs V French, Ms S Howson, Ms M Brackstone, Mr M Evans, Mr R Jacobs, Miss C Higgins, Mr T Lawrence and Mrs K candy.
- The Governor with responsibility for child protection is Mrs Arnold-Jones.
- The procedures laid down in the Kent Child Protection Procedure Manual will be followed. This means that the school has a legal duty to report to Social Services any concerns outlined in the manual.
- Any parent/carers wishing to read or discuss the Kent Manual or School's Policy Document should contact Ms M Brackstone, Deputy Headteacher and lead DSL.

The school's Child Protection Policy is available from the school website or a paper copy may be requested from the school office.

### **SPECIAL EDUCATIONAL NEEDS POLICY**

The school's SEN Policy is available from the website or school office. It is based on important national and local authority principles and strategies and in particular the 'Special Educational Needs Code of Practice 2014'. It ensures that there is an active partnership with parents and carers and explains how the school supports pupils, raises their confidence and self-esteem and prepares them for future challenges.

### **EQUAL OPPORTUNITIES, RACE EQUALITY AND LGBT EQUALITY**

We believe that equality of opportunity is at the heart of good education and our everyday work and practices in school. We ensure that all pupils have access to the curriculum and an equal opportunity to learn and make progress. We believe that any form of discrimination is not acceptable. The school promotes behaviour and attitudes which respect and value individual differences and the diversity of different cultures, beliefs and ideas. Full details of the school policies are available from the website or school office. The school has the Flagship Status for Inclusion Quality Mark, The National Spiritual, Moral, Social and Cultural (SMSC) Quality Mark Gold Award and is a Stonewall Champion.



## **SCHOOL ORGANISATION**

The school day is 8.50am – 15.15pm, Monday to Thursday.

The school day on a Friday is 8.50am – 13.15pm.

Children are encouraged to have a school lunch, which is cooked on the premises. The cost of a meal is £2.30 per day. Our preferred payment method is online via ParentPay, however, payment by cash or cheque (payable to “Bower Grove School”) is still possible. Application forms for free school meals are available on request. Parents or carers should notify the kitchen via the class team if a special diet is required and discuss whether it will be possible to provide this.

Children are expected to observe our values of being Respectful, Responsible and Ready to Learn. Teachers are responsible for the group of children they are working with. Mr Evans, Mr Jacobs, Miss Higgins, Mr Lawrence and Mrs Candy are the Assistant Head Teachers responsible for behaviour and attendance across the school. More complex care and welfare concerns regarding our pupils are managed by Mrs V French our Pastoral Lead.

Our school supplies a gender neutral uniform policy and pupils may wear the following.

## **SCHOOL UNIFORM**

White shirt or blouse or polo shirt  
Black or grey trousers, shorts, skirt, skort or culottes  
Light blue and white checked summer dress  
Navy blue jumper, cardigan or school sweatshirt  
Sensible Black shoes

## **PE KIT**

White school polo shirt or plain white T shirt  
Plain black or navy shorts/PE skirt/shorts  
Trainers/plimsolls  
Short white socks (optional)  
Towel

Spare uniform and PE kit will be available if, for whatever reason, on a particular day the pupil forgets.

All of our school uniform is available from the suppliers Brigade Clothing LTD [www.brigade.uk.com](http://www.brigade.uk.com).

A limited supply of school uniform stock is available to purchase at the School Office.

It should be remembered that no denim clothing should be worn at school. High heeled or metal studded shoes are not to be worn as they cause damage to the floor and many accidents have been caused through slipping. Jewellery is not allowed in school, which includes any earrings, other than one stud per ear. Facial and body piercings are not permitted in school. **Jeans, including black jeans, are not to be worn.** Outdoor clothing, such as hoodies, hats scarves or gloves may be worn as outdoor clothing only.

Book Bags and P.E. Bags are also available from the school.



**Please ensure that all items of uniform are clearly marked with your child's name.**

## **GENERAL INFORMATION**

### **ACCIDENTS AND ILLNESS**

If your child is unwell during the school day we will make every effort to contact you. It is very important that we have up to date home/work telephone numbers, email addresses or other emergency contact numbers. Until we have contacted you, we will take any action required in the interests of your child.

### **LIFE SKILLS FOOD AND CHARGING POLICY**

All pupils in KS3/4 have Life Skills Food lessons; this includes preparing meals and refreshments. You will be informed of this beforehand and of the cost of the article if you wish it to be taken home. Cookery cannot be taken home unless paid for. As this programme is so important we do subsidise it and you are never asked to contribute the full cost of any food produced by your child.

### **ATTENDANCE**

We know regular attendance is vital for pupils to take full advantage of the educational opportunities available to them. Our school is committed to maximizing attendance rates and endeavours to work in partnership with parents and the Educational Welfare Service to achieve this. Pupils securing high levels of attendance are recognised through staff acknowledgement, public awards and certificates. If your child is absent from school for any reason, it is essential that you let us know the reason by telephone or a short note as soon as possible. Pupils should attend 190 days of school each year. A child who attends 95% will have missed 10 days of school. Gaps in attendance lead to gaps in knowledge. Always aim for 100% attendance.

### **AUTHORISED ABSENCE**

Parents and carers are strongly encouraged to take their family holidays during the school holiday period. The Head Teacher will consider each request for holiday absence individually but will only grant such requests in exceptional circumstances and where that request has been made in writing prior to the planned absence. The school will never normally authorise holidays during examination periods (including SATs, Modular Tests and External Examinations).

Pupil attendance is a high priority and the school's attendance figures are a key indicator for OFSTED and the Local Authority. Parental support over this matter is greatly appreciated.



### **LOST PROPERTY**

Please do not allow your children to bring large sums of money, toys or personal items of value etc to school. This is a temptation to other children and property may be broken. It is also a great waste of both the staff and children's time if long investigations have to be made following incidents or damage. We cannot accept responsibility for lost articles unless they are handed to a member of staff for safekeeping. Naming your child's clothing, will assist in reuniting your child with any lost items.

### **MEDICATION**

Parents should notify the school in writing if children require medication during the course of the school day. Medication should be sent into school in its original container and labelled with the child's name and dosage of the medication. All medication is kept secure and is administered by staff. Further information is contained in the School Medicines Policy.

### **MOBILE PHONES AND OTHER TECHNOLOGY ITEMS**

Pupils may bring these items into school as they can be especially useful for pupils who have lengthy journeys. Any pupil bringing in mobile phones or electronic equipment are required to hand them into staff for safe keeping. They are then re-issued at the end of the day. Only pupils in Years 10 and 11 are allowed to carry a mobile phone with them during the school day once parents and carers have signed an acceptable use contract.

### **PERSONAL ACCIDENT COVER**

The local authority has asked all Head Teachers to bring the current position regarding personal accident cover for pupils to your attention:

"The revised regulations state that the County Council's policy does not cover illness or personal accident for staff or pupils for which there is no legal liability. Information about personal accident cover for pupils may be obtained from the National Confederation of Parent Teacher Associations".

### **PARENTS FRIENDS AND TEACHERS ASSOCIATION**

The School has an active Parents Friends and Teachers Association (PFTA), which meets regularly throughout the year and organise such events as the Christmas Fair, Raffles, and the Summer Fair. New committee members are always welcome and if you would be interested in helping with any of the above events, please contact the school office.

### **POLICIES**

Full copies of statutory school policies, are available from the school website.



### **SCHOOL COUNCIL**

The School Council is a pupil body whose aim is to promote the best interests of the school and to provide experience of the democratic process for all members. The School Council comprises of representatives elected from throughout the school. The School Council meets regularly and all pupils may request issues

to be discussed either by contacting School Council representatives or by using the suggestion box or on our school website. School Council representatives are responsible for relaying the events of the meeting back to class groups.

### **SCHOOL VISITS AND RESIDENTIALS**

As part of your child's curriculum we arrange a variety of educational trips and these will always be within school times, unless you are informed beforehand. For longer visits beyond a period of one school day detailed information and a consent form will be sent to you. We encourage pupils to attend our exciting range of residential trips for year groups from 4-11.

### **TERM DATES**

An up to date list of the school's term dates available from the school website [www.bower-grove.kent.sch.uk](http://www.bower-grove.kent.sch.uk)

### **TRANSPORT**

If your child is brought to school by taxi or minibus, please make sure that they are ready on time. Taxi drivers cannot wait indefinitely for a late child as this means all the children in that taxi are late for school. We expect all pupils to demonstrate respectful and courteous behaviour to other pupils and adults on their journey to and from school. In the event that you move to another address you must complete an application form for transport to continue; this can take up to six weeks to arrange so please ensure you do this well in advance. The office can assist you with any queries on this matter.

If your child has been issued with a bus pass it is their responsibility to keep it safely. Should the bus pass be lost it will be your responsibility to pay for and organise a replacement.

### **WEBSITE** [www.bower-grove.kent.sch.uk](http://www.bower-grove.kent.sch.uk)

The school website contains a wide range of information and is regularly updated. Copies of school policies and procedures are available on the website. (Paper copies are available on request from the school office). You can also follow the Bower Grove School on Facebook.

### **WINTER WEATHER**

When it becomes colder, please send your child in warm clothing as they will be outside during playtimes and lunch breaks. No child should be sent to school without a coat, even if they have door to door transport. If your child wears wellingtons in bad weather, please send indoor shoes so that they can



change on entering school. In exceptional circumstances such as heavy snow, should it be necessary to close the school, the appropriate information will be on [www.kentclosures.co.uk](http://www.kentclosures.co.uk).

### **YOUTH AND SPORTS CLUBS**

A Senior Youth Club is offered every Monday evening for pupils in Year Groups 8 – 11 from 3.15pm until 4.45pm. Venture Youth Club meets every Tuesday after school from 3.15pm – 4.45pm, catering for our pupils in Year Groups 5-7. Sports Club is offered on a Thursday 3.15pm-4.15pm for Year Groups 5-11. Details of clubs are sent out at the beginning of each term.

A range of lunchtime clubs are offered to pupils; these reflect the interests of pupils. New ideas for clubs are discussed by the School Council.

### **CONCLUSION**

We hope this Prospectus gives you some idea of Bower Grove School. If there is anything further you wish to know, please do not hesitate to get in touch. If there are matters which we have not included and which you feel it would be helpful to include in future editions, we should be pleased to hear from you. We hope your child will be very successful and happy at Bower Grove School.

### **ARRANGEMENTS TO VISIT**

Visitors to the school are welcome. If you would like a visit to see the school in action, please contact the school office to make an appointment (Tel: 01622 726773). Visits are arranged on planned dates throughout the year. The dates can be found on our website.



### **A WORD FROM THE GOVERNORS**



Dear Parents, Carers and Pupils,

The Governing Body works with the Head Teacher, Leadership Team and staff to provide a nurturing, challenging and supportive environment for all pupils. This ensures pupils can learn effectively and can develop the skills they need to grow into mature, responsible individuals, able to contribute to the wider community.

We work in partnership with parents and carers, helping and encouraging them to play an active part in the life of the school.

If any parent or carer wishes to contact the Governors, they can contact the Chair of Governors via the school office or via email at [governors@bower-grove.kent.sch.uk](mailto:governors@bower-grove.kent.sch.uk)

The Governors look forward to working with you.

Yours sincerely

**Mrs A White**  
**Chair of Governors**

Bower Grove School  
Fant Lane  
Maidstone  
Kent  
ME16 8NL

Tel: 01622 726773  
Fax: 01622 725025  
Email: [office@bower-grove.kent.sch.uk](mailto:office@bower-grove.kent.sch.uk)  
Web: [www.bower-grove.kent.sch.uk](http://www.bower-grove.kent.sch.uk)