



# Welcome to Steephill School

An information guide for parents

September 2025



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Independent

Schools Association

[www.steePhill.co.uk](http://www.steePhill.co.uk)

Charity No. 803152

**Our School Telephone Number is – 01474 702107**

**School Address**

SteePhill School

Off Castle Hill, Fawkham, Longfield, Kent DA3 7BG

Headteacher: Mrs Helen Millward

[head@steephill.co.uk](mailto:head@steephill.co.uk)

Co Chairs of Governors: Mr Martin Levy & Mrs Sandra Scotting

[martinlevy@steephill.co.uk](mailto:martinlevy@steephill.co.uk)

School Office & Admissions: Mrs Gail Brimsted

[secretary@steephill.co.uk](mailto:secretary@steephill.co.uk)

**Website**

[www.steephill.co.uk](http://www.steephill.co.uk)

**Instagram**

[@steephillschool](https://www.instagram.com/steephillschool)

## The History of Steephill

Steephill School was founded with a clear mission: to provide an outstanding education in a nurturing and stimulating environment. Our roots are grounded in the belief that children flourish when they are known, cared for and challenged to be the best version of themselves. We are proud of our long-standing heritage and small school community, where each child is seen and celebrated.

Steephill was the home of the Bignold family and the School was founded by Miss Eileen Bignold in 1935 when she came home from teaching as a governess abroad. Miss Bignold started with a few local children whose parents wished them to be taught privately and from teaching them in the sitting room, her School grew and flourished. It gained an excellent reputation for academic achievement and for being a caring, Christian school.

Following Miss Bignold's death in 1989, Steephill School became an educational trust and registered charity. This means that all monies are put back into improving the School and that no individual or group of individuals is making any financial gain from it. As legally required, Steephill School Education Trust makes an annual financial return both to Companies House and to the Charity Commission. An independent audit is carried out each year.

We are proud to be a small, nurturing school where every child is known, valued and encouraged to thrive. With your support, we can build a strong partnership that enables your child to achieve their full potential.

Together – school, parents and children – we are **Steephill**.

## School Governors

The Headteacher is responsible for the day to day running of the School. Matters of School policy are decided by the Board of Governors who are:

Mr Martin Levy	Chair of Governors	Finance & Strategy Sub-Committee
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Mrs Sandra Scotting		Hon. Trust Secretary and Finance & Strategy Sub-Committee
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Mr Peter Bramall		Finance & Strategy Sub-Committee
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Mrs Doreen Page		Education Sub-Committee
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Mrs Hazel Thurgood		Education Sub-Committee
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Mrs Bhawna Hindocha		Education Sub-Committee
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Mrs Jenny Smith-Spark		Education Sub-Committee
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Dr Kristopher Page (Chair)		Health, Safety & Sustainability Committee
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Mrs Dawn Bramall		Health, Safety & Sustainability Committee
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## **Teaching Staff**

### **SLT Team**

Headteacher	Mrs Helen Millward
Deputy Head	Mrs Claire Ross
Curriculum Lead	Mrs Cerise Maloney
EYFS Lead	Mrs Sarah Spender

### **Class Teachers**

Turing Class	Mrs Cerise Maloney
Aderin – Pocock Class	Mrs Beverley Swansborough
Hawking Class	Mrs Claire Ross & Miss April Hannan
Rashford Class	Miss Sophie Beebe - Austin
Nightingale Class	Mrs Jo Davis & Miss Lucy Harvey
Attenborough Class	Mrs Sarah Spender & Mrs Danniella Pearce

### **Specialist Teachers**

SENCO	Mrs Sarah Fenning
Spanish	Mrs Laura Fernandez
PE	TBC
Music	Mrs Becky Eyre

### **Teaching Assistants**

Miss Tracey Goodwin
Miss Tara Hackett
Mrs Laura Fernandez
Mrs Samantha Millett
Mrs Amanda Latter (EYFS Keyworker)
Mrs Lisa Owens (EYFS Keyworker)

## Our School Values – KIND

At Steephill, kindness is our overarching value, to treat others with care, respect and compassion in every interaction which underpins everything we do. We teach and model the values of:

- **Knowledge** – Fostering curiosity and a love of learning in all areas of the curriculum.
- **Inclusivity** – Celebrating diversity and ensuring everyone feels welcome and valued.
- **Nurture** – Providing a safe, supportive environment where children can grow and thrive.
- **Determination** – Encouraging resilience and a growth mindset in learning and life.
- These values are visible in classrooms, the playground, and through the relationships between staff, children and families.

## House System

Children are part of one of three houses:

Bignold House	Red	Named after Miss Eileen Bignold, the School's Founder
Francis House	Green	Named after Mrs Isabel Francis who taught at Steephill for many years
Ford House	Yellow	Named after Canon Alfred Ford, Rector at St Mary's for many years

House points are awarded for effort, achievement, helpfulness, and positive behaviour. The house system fosters community spirit, friendly competition, and pride.

### **Inspection Reports and Action Plans**

A copy of the most recent ISI report and the School's Action Plan may be requested from the School Office. It can also be accessed from the School's website, [www.steePhill.co.uk](http://www.steePhill.co.uk), or by logging onto [www.isi.net](http://www.isi.net) and searching for Steephill.

### **Policies**

The School has a comprehensive set of policies in place. The main policies are available on the school website.

## The School Day

### Registration

**All children should arrive at school between 8.30am and 8.45am (unless they are already in Before School Care).**

Morning registration **closes at 8.50 am**

Timing of the School Day:

8.50am	Registration closes
8.50am	Learning
10.20am	Assembly
10.35am	Breaktime
10.50am	Learning
12.00pm	Lunch time
1.00pm	Afternoon Registration
1.05pm	Learning
3.00pm	EYFS Finish
3.15pm	KS1 Finish
3.30pm	Lower KS2 Finish
3.45pm	Upper KS2 Finish



### Attendance and Punctuality

- All absences must be reported to the school office by **8.45am**.
- **Holidays are not permitted during term time.**  
Consistent attendance is vital to ensure academic progress and personal development.

### School Lunches

All our school lunches are freshly prepared on site using locally sourced ingredients. Our school garden often provides produce used in meals, helping children understand food origins and healthy eating.

### Snack Time

Please provide your child with a piece of fruit (or vegetables if they prefer) in a named pot ready to be eaten. We encourage children as part of our focus on 'Healthy Lifestyles' to bring a water bottle to school so that they can drink water throughout the day. These bottles can be left in class for refills. Please ensure that only 'water' is provided in these bottles.

### Medicines and medical needs

In case of any illness or head injury you will be notified by text together with any action taken or needed. Medicines require signed permission from a parent stating the required dosage.

### Community and Parental Engagement

We believe that a school is a community which is built together by staff, children, and parents. Your presence and participation matter.

We welcome parents at events, performances, sports days and more. Our parent body, FOSS (Friends of Steephill School), runs social and fundraising events. All parents automatically become members when they join the school community.

We also maintain strong ties with St Mary's Church, celebrating Harvest, Christmas, Easter and Leavers' Services there.

We regularly contribute to the Community Cupboard (our local food bank), helping children understand the importance of giving back.

### Communication

Strong and open communication between school and home is essential. We send weekly newsletters, emails, and Eduspot ParentMail to keep you informed. We welcome ongoing dialogue and encourage parents to speak to us with any concerns or queries.

### **Car Parking and dropping children off**

There is a limited amount of parking space available in the lane outside the School. If you do park there, please park after the yellow zig-zag lines and well over to the left.

Please do not park before or on the zig-zag lines as this is very dangerous should emergency exit or entry be required and also prevents people and delivery vehicles entering and leaving School during the normal course of business.

The School has an arrangement with St Mary's Church that parents may use the Church car park and walk up to the gate opposite the school entrance.

In the morning we operate a drop-off system for older children. Parents may drive along the lane to the bottom of the School drive and drop off their children. We have staff on duty to supervise the children until 8.45am. In order to facilitate this please do not park in the lane between 8.30am and 8.50am.

Your co-operation in parking with consideration will be very much appreciated.

### **Uniform and Equipment**

- Pencil cases and all school supplies are available from the **school office**.

## **Uniform and Equipment List**

### **Hair and appearance**

Hair should remain its natural colour. Long hair must be tied back. Elastic hair bands must be plain navy or black; plastic clips, especially 'claw clips', should be avoided. Make up, including nail polish and false nails and permanent or temporary body decoration, is not permitted.

### **Watches**

Upper School children may wear an analogue or digital watch, which must be clearly named. However, watches with audio or video recording features or internet capability (even if disabled) are not permitted.

All watches must be non-garish in colour and removed before sport activities.

### **Earrings and jewellery**

Earrings are allowed but not encouraged. Children with pierced ears may wear a small pair of plain gold or silver studs in the earlobe. All earrings must be removed for all sports activities for safety. If children are unable to remove their own earrings, then please remove them at home on PE days. Please ensure that ears are pierced only at the start of the long summer holiday. No other jewellery may be worn; however, if there is a religious reason for wearing jewellery, please contact the school office to discuss this.

## **Preschool Uniform**

The following is compulsory wear. Alternative brands are given where possible and are available in most school outfitters. Those items marked \* can only be bought from TFS Uniforms, 45 Spital Street, Dartford, Kent DA1 2DX. Please make the staff aware you are from Steephill so they can advise you on the correct uniform. All items are expected to be of a particular style and colour. If buying items not marked\* from another source please ensure that you are buying the correct one, or you may be asked to change it.

### **Winter**

Royal blue sweatshirt with school logo\*

Royal blue jogging bottoms\*

Royal blue pique polo shirt with school logo\*

Black/grey/navy plain socks or tights

School coat: Result waterproof coat in navy or Mistral reversible jacket in navy\*

Navy fleece with school logo\*- optional

Hat, scarf and gloves in plain navy knitted wool

Shoes should be black and low heeled.

### **Summer**

The following is compulsory wear. All items marked \* should be bought from TFS Uniforms.

Royal blue sweatshirt with school logo\* or navy cardigan with banded school colours\*

Grey shorts: traditional style

School blue candy stripe dress\*

Royal blue pique polo shirt with school logo \*

Black/grey/navy/white plain socks or tights

Baseball style sunhat in plain blue

## **Sportswear and Incidentals**

Navy PE shorts

Royal blue pique polo shirt with school logo\*

Royal blue jogging bottoms\*

Shoe/PE bag with school logo\*

Wellingtons

Navy blue satchel style bag with school logo\*

Long sleeved apron

Lightweight navy kagoule

Velcro trainers

## Lower School Uniform – Reception, Class 1 and 2 (KS1)

The following is compulsory wear. Alternative brands are given where possible and are available in most school outfitters. Those items marked \* can only be bought from TFS Uniforms, 45 Spital Street, Dartford DA1 2DX. Please make the staff aware you are from Steephill so they can advise you on the correct uniform. All items are expected to be of a particular style and colour. If buying items not marked\* from another source please ensure that you are buying the correct one, or you may be asked to change it.

### Winter

Royal blue sweatshirt with school logo\* or navy cardigan with banded school colours\*

Grey trousers: Traditional design (not skinny fit) or grey skirt - any style

Royal blue pique polo shirt with school logo\*

Black/grey/navy plain socks

Black/grey/navy plain thick tights or long socks

School coat: Result waterproof coat in navy or Mistral reversible jacket in navy\*

Navy fleece with school logo\* - optional

Shoes should be black and low heeled. Trainers are not allowed.

Hat, scarf and gloves in plain navy knitted wool

Navy blue/black protective over trousers

### Summer

Royal blue sweatshirt with school logo\*

Grey shorts: Traditional style **or** School blue candy stripe dress \*

Royal blue pique polo shirt with school logo \*

Black/grey/navy/white plain socks

Baseball style sunhat in plain blue

### Sportswear and Incidentals

Navy PE shorts

Royal blue pique polo shirt with school logo\*

Royal blue jogging bottoms\*

Trainers (outdoor use)/Black plimsolls (indoor use)

Shoe/PE bag with school logo\*

Wellingtons

Navy blue satchel style bag with school logo\*

Long sleeved apron

Lightweight navy kagoule

### **Lower School Equipment**

**All Lower School stationery is provided by the school**

## Upper School Uniform – Classes 3, 4, 5 & 6 (KS2)

The following are compulsory wear. Alternative brands are given where possible and are available in most school outfitters. Those items marked \* can only be bought from TFS Uniforms, 45 Spital Street, Dartford DA1 2DX. All items are expected to be of a particular style and colour. If buying items not marked\* from another source please ensure that you are buying the correct one, or you may be asked to change it.

### Winter

Navy Blazer with school badge\*

Blue shirt - long or short sleeved in traditional style

Grey trousers: Traditional style (not skinny fit) **or** grey skirt - any style

School tie\*

Navy jumper/cardigan - with school banded colours\*

Black/grey/navy plain socks

Black/grey/navy thick tights or long socks

School coat: Result waterproof coat in navy or Mistral reversible jacket in navy\*

Navy fleece with school logo\* - optional

Shoes should be black and low heeled. Trainers are not allowed.

Hat, scarf, gloves in plain navy knitted wool

Navy blue/black protective over trousers

### Summer

Navy Blazer with school badge\*

Blue shirt short-sleeved in traditional style

Grey shorts or trousers **or** school blue candy stripe dress \*

Navy jumper/cardigan with school banded colours\*

Black/grey/navy/white plain socks

Baseball style sunhat in plain blue



### **Sportswear and Incidentals**

Navy blue/sky football jersey with school logo\*

Navy blue/sky rugby shirt with school logo\* (Class 5 & 6 boys)

Royal blue pique polo shirt with school logo\*

Navy PE shorts

Navy with blue stripe football/hockey socks

Football boots (including girls for hockey)

Shin pads (big enough to cover child's leg)

Navy blue/sky netball skirt /skort and top with school logo\* (girls)

Navy tracksuit with school logo\*

Trainers x 2 (for indoor & outdoor use)

Gum shield (all years)

White sports socks

Wellingtons - optional

Navy blue backpack style school bag with logo\*

Navy blue PE bag with school logo\*

### **Class 3 - Swimming**

Bright coloured swimming trunks (not loose shorts) or one-piece costume (no bikini)

Towel and comb

Goggles

Swim hat for long hair

Swim bag

### **Upper School Equipment**

**Stationery equipment is sold from the school office – these are simple basic sets which is all the children need. If buying elsewhere, please make sure they are the same style/type. The school does not make any profit from these sales.**

## **Beginning the Year: Meet the Teacher**

At the start of the Autumn term, we host a **'Meet the Teacher'** event. This is an opportunity for parents to meet the class teacher, understand year group expectations and learn about the daily routines, curriculum coverage, and ways you can support learning at home.

## **The Curriculum**

Our curriculum is carefully designed to be ambitious, inclusive, and enriching. We aim to provide a broad and balanced curriculum with strong foundations in core subjects and creative opportunities across the year.

We follow the CUSP Curriculum for:

- English (including Reading, Writing, Grammar, Punctuation and Spelling)
- Science
- History and Geography
- Music
- Art and Design & Technology

For Mathematics we follow White Rose Maths.

For PSHE and RSE, we follow the PSHE Association framework, and for RE, we use the Twinkl scheme.

All children in EYFS and KS1 follow the Animaphonics scheme.

## **Languages:**

### **French and Spanish**

Children are given a good foundation in both of these languages, including weekly Spanish lessons delivered by a specialist teacher.

## **Physical Education/Games**

All KS2 classes have 2 lessons per week taught by a PE specialist.

All sports are supported by clubs after school and also by matches with other schools and an annual Sports Day.

## Swimming

Children in Class 3 go swimming every Friday at Cascades Leisure Centre.

## Assessment

On-entry assessments are carried out when children start in Preschool and again when they transition into Reception. These inform the teaching and learning that is planned for the children. Teachers and Key staff members record formative assessments on Tapestry throughout the EYFS which are shared with parents.

At the end of Reception, Emerging or Expected judgments are made against the Early Learning Goals which are form part of their end of year report.

We use **PiXL** to support assessment and teaching. Termly assessments take place in KS1 and KS2:

- **Reading**
- **Grammar, Punctuation and Spelling (GPS)**
- **Mathematics**

These help us track progress, identify next steps, and personalise learning for each child.

## Leadership

Developing children's character and nurturing leadership skills is fundamental to the school's ethos. Forest School is part of our outdoor curriculum which is an ideal promotion of this. In addition children are invited to take part in festivals and competitions.

## Enrichment and Extra-Curricular Clubs

Our extra-curricular programme offers a wide selection of clubs across the year, tailored to pupil interests and skills. These run in a progressive structure:

- **Bronze (Autumn Term)**
- **Silver (Spring Term)**
- **Gold (Summer Term)**

From sports to music, drama to gardening, there's something for everyone to explore and enjoy.

## Parental Involvement and Expectations

We deeply value parental support. Your role includes:

- **Daily Reading:** Especially important in early reading development and beyond.
- **Home Learning:** Supporting weekly tasks and encouraging good study habits.
- **Online Learning Platforms:**
  - KS2 use **Atom Learning**
  - KS1 and KS2 access **Spelling Shed**

These platforms complement classroom learning and help consolidate skills.

- All children and parents must **sign an agreement** committing to safe, responsible online behaviour.

## **STEEPHILL SCHOOL FEES**

Term Fees from September 2025 (including VAT):	£4560.00
School Lunch (exempt from VAT):	£430.00
<b>Total:</b>	<b>£4990.00</b>

Preschool Fees (exempt from VAT & including lunch): £4230.00

Early Years Funding is available from the term after the child's third birthday until they are in Reception Class.

20% sibling discount is available on the termly fee, for any third or subsequent child attending Steephill School.

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**MINIBUS** – The minibus can be arranged to pick up or drop off each day or ad hoc through the minibus drivers direct. For more information, please ask the School Office for the minibus driver phone number. In case the bus is unavailable it is the parents' responsibility to ensure their child attends school. The charge is £6.00 per trip and will be invoiced.

**BEFORE SCHOOL CARE** - Is available from 7.00 am until 8.45 am. This is available every day and will be charged at £10.00 per session (7.00-8.45am), £7.50 (7.30-8.45am), £4.00 (8.00-8.45am) and £1.50 (8.30-8.45am).  
Breakfast is served from 7am till 8am and is included in the cost.

**AFTER SCHOOL CARE** - Is available from 3.30pm to 5.30pm every day. This will be charged at £8.50 per hour, pro rata for each 15 minutes used. An optional light tea can be served at the cost of £1.50.  
If you are late to collect, a fine of £20.00 per child will be charged. Then from 6pm a further £15 per 15 minutes will also be charged.

**SWIMMING FEES** – are payable in addition to the school fee. You will be notified of the cost the term before they are due.

Swimming is currently only available to Class 3.

**FOREST SCHOOL SUIT HIRE** - £10 plus VAT, per term (included on the termly invoice).

**THE TERM'S FEES ARE PAYABLE ON OR BEFORE THE FIRST DAY OF EACH TERM.**

**A TERM'S NOTICE, IN WRITING, IS REQUIRED OR THE TERM'S FEES WILL BE PAYABLE IN LIEU OF NOTICE.**

A Retainer Fee of £1,500 is payable on receipt of a formal offer of a school place. However, should the place not be taken up without a term's notice it becomes non-refundable.

All Retainers are repaid when the pupil leaves the School at the age of 11.

### STEEPHILL TERM DATES - 2025 2026

<b>Autumn Term 2025</b>	
<b>Staff Inset</b>	Friday 29 August & Monday 1 September
<b>Term Starts</b>	Tuesday 2 September
<b>Half Term</b>	20 October - 31 October
<b>End of Term</b>	Friday 12 December

<b>Spring Term 2026</b>	
<b>Staff Inset</b>	Monday 5 January
<b>Term Starts</b>	Tuesday 6 January
<b>Half Term</b>	16 - 20 February
<b>End of Term</b>	Friday 27 March

<b>Summer Term 2026</b>	
<b>Staff Inset</b>	Monday 20 April
<b>Term Starts</b>	Tuesday 21 April
<b>Half Term</b>	25 May - 29 May
<b>End of Term</b>	Friday 10 July

