



THE MALLING SCHOOL
CARING - DETERMINED - REFLECTIVE



PARENT BOOKLET

2026 - 2027



ACE School of
CHARACTER

We are very proud that our school is officially recognised as a 'School of Character' by the Association of Character Education. The development of our students' character is central to everything we do at The Malling School and we continually strive to ensure our students follow what we refer to as 'The Malling School Way'. 'The Malling School Way' is the foundation of our school and is something we are very proud of.

We have identified three core character values that we feel perfectly summarise 'The Malling School Way'. We encourage all our staff and students to strive to show these character traits. Our core character values are:

"CARING, DETERMINED AND REFLECTIVE"

Our first core value is being 'caring'. We want our students to be caring and will continue to encourage them to look after others and provide for their needs. We stress the importance of putting others first and concerning themselves with how everyone is treated. We show that being caring means supporting those around you, however you can.

Our second core value is being 'determined'. We will continue to teach our students that being determined means you are willing to focus your efforts on challenging activities and keeping going especially when things are difficult. It means trying your best all the time, no matter what else is happening.

Our last core value is being 'reflective'. We will always teach our students that being reflective means you are able to consider possible alternatives. It means you can look back on what you and others have done and consider how to improve in the future. It means our students are always open to considering how best to develop.

As a school, we are totally committed to the overall quality of students' education in addition to achieving excellent exam outcomes. Because of this, we will continue to develop our students' character through the daily delivery of character education through 'The Malling School Way'.

I would like to take this opportunity to explain the two main ways in which character education is taught in our school. I would encourage you to discuss these with your child(ren):

1. THE MALLING SCHOOL WAY LESSON

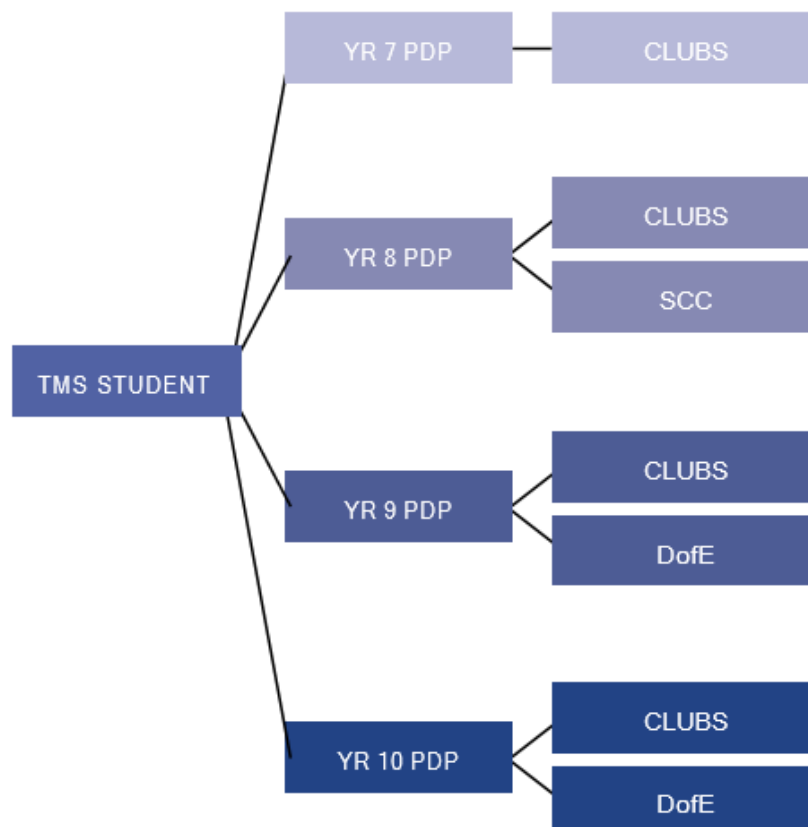
This lesson is delivered every morning between 8.50am – 9.20am in what was historically referred to as Form Time. The Malling School Way (TMSW) lesson incorporates the following from Monday-Friday:

- a. **Collective Reading** – Many of our amazing staff have volunteered to record themselves narrating a chapter from our chosen books. These are played to every form in Years 7-10 twice a week during their TMSW lesson. The relevant pages are displayed under a classroom visualiser so the story can be followed visually as well as being listened to via classroom speakers. Each chapter is then analysed so that new language is discussed, moral dilemmas are debated and character is analysed.
- b. **Personal, Social, Health & Citizenship Education (PSHCE) and Relationships & Sex Education (RSE)** – One TMSW lesson a week focuses on developing the knowledge, skills and attributes to keep our students healthy and safe and to prepare them for life and work. We discuss how our core character values of Caring, Determined and Reflective are needed to help our students make the right choices in life. Examples of topics covered include leadership, discussing emotions, bullying, online safety, identity, consent, rights & respect and mental health.
- c. **Assembly** – One TMSW lesson a week is delivered by a Pastoral Leader in the form of a whole year group assembly. Topics linked to our collective reading, inspirational figures and PSHCE lessons are discussed as well as important national and international days and other significant events. Our core character values of Caring, Determined and Reflective are central to these assemblies.

PERSONAL DEVELOPMENT & CHARACTER EDUCATION PATHWAYS

Every student at The Malling School is expected to follow a particular Personal Development Pathway (PDP), depending on their year group. PDP focus on the achievement and enjoyment that can be found outside of normal lesson time.

'One Student, Four Pathways', as shown below:



CLUBS

Every student in Year 7 will be expected to attend at least one extra-curricular club or activity throughout the whole academic year. Students have over 60 clubs to choose from. They can choose more than one club to attend and change their choices each term if they want. We strongly believe that some very valuable experiences can be experienced outside of the classroom environment.

SEA CADET CORPS (SCC) UNIT

Students can become enrolled as Sea Cadets in our very own school based unit. There is the opportunity to join our Sea Cadet Corp Unit towards the end of Year 7 once a student is 1 years and 8 months old.

DUKE OF EDINBURGH (DOFE) AWARD SCHEME

Every Year 9 student will participate in and achieve the DofE Bronze Award Scheme. There will also be the opportunity for our students to participate in the Silver Award in Year 10 should they wish to do so.



STUDENT SUPPORT

Our pastoral systems are recognised as a real strength of the school. Our year group system is fundamental to most of what we do at TMS. Each year group is led by a Pastoral Leader and supported by a non-teaching Guidance Manager. Each year group has eight tutor groups of roughly twenty students, generally led by two tutors. The students are with tutors for half an hour each day during Period 1, an essential part of our school day when our Personal Development & Character Education curriculum is delivered. We call this lesson 'The Malling School Way' lesson, as described at the start of this booklet. Weekly assemblies are led by the Pastoral Leader.

Our Year 11 and 6th Form students also have their own assembly on a weekly basis so they are best prepared for the final year of their studies.

Routine day-to-day issues are resolved in Period 1 by the Form Tutor. Complex issues are supported by the Guidance Manager who can spend more time during the day communicating with students and their families and is often the person parents go to for advice. For more serious issues the Pastoral Leader will support them as they are empowered to make decisions and able to resolve even the most difficult problems at the highest levels. Pastoral Leaders work very closely with the Pastoral Deputy Headteacher.

This structure means that every student and parent have a named team of staff who are responsible for the student's educational welfare, creating strong relationships between parents, staff and students.

TRANSFERRING FROM ANOTHER SECONDARY SCHOOL

Transfer from another secondary school is treated just as seriously as transfer from primary school. After we have received details from your current school you will have a meeting with a senior member of staff to plan the move to our school. After this meeting a transition plan will be created to ensure that appropriate support is put in place to ensure a smooth transition. Once everything is planned, we will agree a start date and on day one the student will meet all of the people who will be responsible for making the move a success. Your Guidance Manager will then keep a close eye on things in the first few weeks to make sure everything is going smoothly.



TRANSFERRING FROM PRIMARY SCHOOL

We recognise the importance of a smooth transition from primary school and the process starts the minute we receive your application. Before arriving for the first day in September we will have been in continuous communication with you. We will also send you our newsletters and other updates in the months before you officially start so that the whole family can feel part of our school from day one.

Below are some important dates for our transition programme for 2026-2027.

March 2026	An Introductory Letter and Welcome Pack is sent out welcoming you to the school
May 2026 onwards	Staff from TMS visit primary schools to learn about the new children
Thursday 14th May 2026	Transition Parents' Evening
May 2026 onwards	Transition consultation with parents and children (if parents want)
Thursday 2nd July 2026	Induction Day – Students spend the day at TMS
Thursday 2nd July 2026	Induction evening for parents
Monday 27th July – Friday 31st July 2026	Summer School
September 2026	Settling in parents evening

Our pastoral system is recognised as an outstanding feature of the school and is key to a successful transition to our school. You will find more details about our pastoral system on page 5.



Mrs Lucy Platt – Pastoral Leader
Primary Transition Co-Ordinator
lucy.platt@themallingschool.kent.sch.uk

SUMMER SCHOOL

MONDAY 27TH JULY - FRIDAY 31ST JULY

This year we will continue to offer our popular Summer School. Our Summer School programme is run every year and is available to all new Year 7 students, where they will benefit from multi activity days developing literacy and numeracy as well as social skills and team building. It is an excellent opportunity for the students to get to know the school building and its surrounding areas and their new peers, with students who attend leaving with more confidence on their arrival in September.

Students may attend as many or as few of the sessions as they want and there is no obligation to come at all, although we do recommend it.

You will receive further information including how to book at the Primary Transition Welcome Evening on 14th May 2026.

Your Handy Reminder – Days You Have Booked Your Child to Attend

Monday 27th July
Tuesday 28th July
Wednesday 29th July
Thursday 30th July
Friday 31st July

TERM DATES

Tuesday 1st September 2026 – Teacher Training (students do not attend)

Wednesday 2nd September 2026 – Year 12 only

Thursday 3rd September 2026 – Year 7 only

Friday 4th September 2026 – Whole school to attend

Term 1	1 st September – 23 rd October 2026
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Term 2	2 nd November – 18 th December 2026
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Term 3	4 th January – 12 th February 2027
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Term 4	22 nd February – 25 th March 2027
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Term 5	12 th April – 28 th May 2027
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Term 6	7 th June – 19 th July 2027
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INSET DAYS

STAFF ONLY. STUDENTS NOT IN SCHOOL

Tuesday 1st September 2026

Friday 25th September 2026

Friday 27th November 2026

Tuesday 20th July 2027

Wednesday 21st July 2027

SAFEGUARDING AT THE MALLING SCHOOL (2026/2027)

If you have any safeguarding concerns about a child at TMS, then contact a member of our DSL Team below:



OUR SAFEGUARDING TEAM



Are you concerned about a child?

You must share your concerns with the Designated Safeguarding Team without delay.
All staff must record their concern in as much detail as possible on MyConcern
and notify the relevant DSLs in the first instance.



Mrs L Cook
Year 7
Pastoral Lead



Mrs L Percy
Year 8
Pastoral Lead



Mrs L Plott
Year 9
Pastoral Lead



Miss A Miller
Year 10
Pastoral Lead



Mr J Burden
Year 11
Pastoral Lead



We are here to **listen, support** and help keep our students **safe**.



Miss C Barnes
Sixth Form
Pastoral Lead



Mr D Wright
DSL - Deputy
Headteacher



If you have any concerns please log on our safeguarding platform 'MyConcern' immediately.

THE MALLING SCHOOL WAY

CARING, DETERMINED, REFLECTIVE

It is important for parents/carers to be aware that:

- Staff at TMS have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- At TMS we believe every child should be valued, feel safe and be happy. We want to make sure that our children know this and are empowered to tell us if they are suffering harm in some way.
- At TMS, we undertake to exercise proper care in the appointment and selection of all those who will work with children.

AT TMS, we are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and good practice recommendations.
- Ensuring that all staff adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any local authority guidelines in relation to safeguarding children.
- Nurturing, protecting and safeguarding children and young people.

- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.

At TMS, we recognise:

Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.

Safeguarding is everyone's responsibility and not just the Designated Safeguarding Lead(s).

BEHAVIOUR AT THE MALLING SCHOOL

Classroom behaviour is managed through the use of SWAT. All staff are expected to use this simple and effective system in a calm and consistent manner in every lesson. SWAT works the following way:

1. **S**tate the rule that is being broken – Tell the student what they are doing wrong so they can change their behaviour.
 2. **W**arn a student of the consequences if the rule continues to be broken – Tell the student what will happen if they don't change their behaviour.
 3. **A**pply the sanction – Move seats if appropriate – Apply this above sanction because they haven't changed their behaviour.
 4. **T**ransfer the student. The SWAT duty member of staff will collect the student and place them in the Transfer Room. The following will then take place:
 - i. Classroom teacher logs incident in SIMS as Lesson Transfer
 - ii. Classroom teacher contacts parents after-school on the same day
 - iii. The MIS Team arranges 40 minute after- school reflection taken by duty member of staff on Tuesday, Wednesday or Thursday
- Staff are expected to use SWAT rather than asking a student to stand outside their classroom. Our corridors are calm and quiet environments and this will be maintained by consistently following this policy.
 - Any warning given to a student should be recorded on the SWAT board.
 - A student can be transferred early in the lesson if necessary. This will enable good quality of teaching and learning to be delivered without distraction of managing low-level disruption.
 - Students are expected to listen to staff instructions and explanations in silence. If this does not happen then the SWAT process is used.
 - Planned student practice within lessons is expected to be completed in silence. If this does not happen then the SWAT process is used.
 - If a student is not producing a sufficient standard of work, then the SWAT process should be used.
 - A student can be transferred immediately if there is a serious breach of the school's expected standards of behaviour.



TIMINGS OF THE SCHOOL DAY

School starts promptly at 8.50am and students are expected to be on site by 8.45am to allow them time to get to their classroom in time.

At TMS we have 75 minute lessons which allows us to reduce the travelling time around the school as well as enabling teachers to plan deeper learning activities which would be difficult in shorter lessons. The longer lessons also mean that students spend more time each day with each teacher, which many students find reassuring when transferring from primary school where they spend the whole day with the same teacher.

Period 1 (The Malling School Way lesson)	8.50am – 9.20am
Period 2	9.20am – 10.35am
Break	10.35am – 10.55am
Period 3	10.55am – 12.10pm
Period 4	12.10pm – 1.25pm
Lunch (Year 7 Lunch – 1.15pm onwards)	1.25pm – 2.05pm
Period 5	2.05pm – 3.20pm

We have no bells for the end of a lesson as the teacher, not a bell, decides when the lesson ends. Warning pips sound five minutes before school starts and before the end of break and lunch. After the warning pips, students are expected to be at their lessons by the time the next pips sound signalling the start of the lesson. In this way, no learning time is lost.

TRAVELLING TO TMS

BUS

The school is well serviced by buses from local towns and villages with three buses dropping off within the school grounds and others a short walk from the school. Many of our students travel by bus to school and will often travel past another secondary school to reach us. The main bus routes that serve the school are listed below:

Arriva	Maidstone – Allington – Larkfield – Clare Park
Brookline	East Peckham – Mereworth – Kings Hill – West Malling – The Malling School
Coaches	Strood – Rochester – Borstal – Wouldham – Burham – Aylesford – Ditton – Larkfield – Lunsford Lane – Chapman Way
Nu Venture	Chatham – Rochester – Strood – Cuxton – Halling – Snodland – Ham Hill – Leybourne – The Malling School Halling – Snodland – Ham Hill – The Malling School (additional service since 2016)

TRAIN

East Malling train station is a pleasant five minute walk from the school through the village of East Malling. East Malling is on the line from Maidstone East and Borough Green & Wrotham and the journey is around ten minutes from each. Many school children travelling to and from Maidstone use this line every day. Train arrival and departures are convenient for the start and end of the school day.



THE DINING HALL

Our catering service is provided by Chartwells who are a well established catering company for schools and colleges. Their menus, which are updated regularly, are published on our website and on our screens throughout the school.

The dining hall is open before school for breakfast club as well as at break and lunch. Hot and cold food is available at all times.

We use a cashless payment that allows parents to pay in advance for purchases from the dining hall. Students are able to pay for their meals using a fingerprint or a PIN and parents are able to see online what their child has bought each day. Although we encourage parents to load accounts online it is possible for students to bring cash and load via on site machines. A daily spend limit is applied which can only be changed in writing by a parent and allergies and dietary requirements are also registered on the system. Students entitled to Free School Meals have their accounts automatically allocated on a daily basis. This system was brought in at the request of our parent forum who feel that it has many advantages to parents and students over a system which uses cash.

SOCIAL MEDIA

Communication with parents is essential in order to ensure students are fully supported and we try to communicate through as many media as we can to make it as easy as possible to stay in touch. We encourage communication directly by email or telephone to speed up responses although we still like a good old fashioned letter!

We communicate with you via letter, email, text, Facebook, X and the website so we hope that one of those formats works for you.

 facebook.com/TheMallingSchool

 x.com/Mallingsch

REPORTING TO PARENTS

We report to parents regularly so that they can speak with us promptly if they have any concerns about their child's progress. The timings of reports and parents' evenings are aligned with other key events in the child's school life so that when parents attend a consultation or information evening they do so fully informed. For this reason the timings of reports and parents' evenings are different for each year group.

PARENT FORUM

Our parent forum is an important part of our school and we encourage all parents to join. It is a way for parents to influence the way the school is run and to put forward their ideas for improvements. It is also a way of meeting other parents to share tips on making the school experience a successful one. It is not a fundraising PTA.

The parent forum meets for about an hour three times a year to discuss any general issues in school that they think are important. The agenda is shaped by the parents and at least one senior member of staff attends to listen to discussions and to immediately answer any questions. Any ideas put forward by the forum are taken to the next school Senior Team meeting for discussion and action. Actions are then reported back to the forum at the next meeting.

The parent forum has been responsible for instigating many school improvements over the past three years and as such is valued by the Senior Team in the school.

SPECIALIST RESOURCE PROVISION

The Malling School SRP is a mainstream provision for students who, without specialist support would be unlikely to make progress with their learning and across the wider curriculum in a mainstream setting. The decision to offer the provision will be taken by the Kent Local Authority in consultation with The Malling School SRP. 24 places are allocated in each year group for students to attend The Malling School SRP.

In order for The Malling School SRP to offer a place, the student must have an Education, Health and Care Plan. There must also be clear evidence that, without a high level of specialist support, the student would find it difficult, or be unable to participate in their learning and other school activities, alongside their peers in the mainstream setting.

The designation of needs for consideration at The Malling School SRP are one or more of the following:

- Speech Language Communication Need – Speech Disorder
- Developmental Language Disorder (DLD)
- Autistic Spectrum Disorder

Students accessing support from the SRP follow a mainstream curriculum in predominantly smaller classes which is scaffolded to meet their needs and has a multi-sensory approach. All students study for appropriate GCSEs and other equivalent qualifications in mainstream classes.

Parents considering The Malling School SRP are advised to attend the main open evening and tours. For more information please contact the SRP at TMSSRP@themallingschool.kent.sch.uk



ATTENDANCE

If your child is unwell and cannot attend school, please telephone or email our Attendance Team, on the day of the absence before 9.00am. A message can be left on the answer machine if she is not available.

01732 840995 option 3 or attendance@themallingschool.kent.sch.uk

All students at The Malling School are expected to aim for 100% attendance if they are to fulfil their learning potential. Of course, there are times when attendance is not possible through illness or medical needs.

90% attendance sounds quite positive until it is viewed like this. We want to make every lesson count, please help us to do just that by aiming for a 100% percentage attendance.

Each year, for every 2 days a pupil is absent reduces their attendance by 1%. There is a direct correlation between high attendance and high academic attainment. Persistent non-specific illness e.g. poorly/ unwell is not acceptable and will be questioned.

Children are required by law to attend school 190 days per year. The Government states that every pupil's attendance should be at least 95%. For pupils and parents this can be translated into the following missed learning time.

Attendance for 1 academic school year	Absent days	School weeks absent	Number of lessons missed
95%	9 days	2 weeks	45 lessons
90%	19 days	4 weeks	95 lessons
85%	29 days	6 weeks	145 lessons
80%	38 days	8 weeks	190 lessons
75%	48 days	10 weeks	240 lessons

MEDICAL APPOINTMENTS

Any medical appointments should be made for out of school hours. If this is not possible please ensure your child attends school directly after/before the appointment. Whole days off for medical appointments will not be authorised without prior consultation with the Attendance Team.

PUNCTUALITY

All students need to be in school and in lessons on time. Students who constantly arrive late for school and lessons disrupt their own learning along with their peers. Persistent lateness will result in sanctions being put in place. Students should arrive in school for 8:45am.

FEELING UNWELL

Should a student feel unwell at school the first point of contact will be their Guidance Manager, who will determine after a discussion with the student if they are unable to continue with the school day. Parental contact will always need to be made before any student leaves site, therefore please ensure we always have your correct home numbers.

HOLIDAYS

Parents should not arrange holidays during term times as these are NOT permitted at The Malling School. They will incur a Fixed Penalty Notice fine of £120.00 per parent, per child. In exceptional circumstances should you require a leave of absence this must be submitted in advance in writing to the Headteacher for consideration.

UNIFORM

We believe that smart uniform is an essential part of the ethos and discipline structure at TMS. All students in Years 7 to 13 must manage the way in which they present themselves and comply with the school uniform rules. As a school, we firmly believe that our school uniform, and our rules regarding it, help to promote a sense of pride in TMS. It supports our commitment to inclusion as it is practical, smart and is considered good value for money. In addition to this, our uniform establishes a clear sense of identity and fosters a clear sense of inclusive belonging as well as encouraging positive behaviour and self-discipline, which in turn supports teaching and learning.

Our uniform is designed to be smart but reasonably priced with much of it being available from a wide range of retailers. We believe that a smart uniform, correctly worn, is an indication that a student is ready to learn and parents will be asked to deliver the correct uniform to school should a student not have it on arrival. Our uniform is one way in which we build our school identity and ethos and wearing it correctly is an essential part of The Malling School Way.

Our school outfitters are:

Pages Schoolwear,
Unit 7-8 Granada House,
Lower Stone Street,
Maidstone, Kent
ME15 6JR

Tel: 01622 753900

Email: Info@pages-schoolwear.co.uk

Website: www.pages-schoolwear.co.uk

SCHOOL DRESS CODE

A high standard of personal appearance is expected of all students, and anyone arriving at school in non-uniform clothing may expect to be sent home to get changed.

OPTION 1

TMS school badged black blazer

Black/dark grey trousers

White shirt – short or long sleeved

Black v-necked, long-sleeved jumper (optional)

TMS tie

Black or navy socks

Black school shoes

OPTION 2

TMS school badged black blazer

TMS Plaid skirt (available from Pages)

White blouse, long or short sleeved, reversed collar

Black v-neck long sleeved jumper (optional)

Black or navy socks or black or natural tights

Black school shoes

We insist that the uniform is worn correctly with particular emphasis on the:

'THREE TS'

Top button done up | Tie the correct length | Tucked in shirt

In addition to the above, please can I draw your attention to the following so that there is no confusion or misinterpretation of our rules regarding our uniform:

- Cardigans are **not** allowed instead of the optional jumper
- **No jewellery** may be worn except a wristwatch, a signet ring or one pair of plain ear studs
- **False nails** and **coloured nail varnish** are **not allowed**
- **Piercings**, other than one in each earlobe, are **not allowed**
- **Discreet** make-up may be worn by girls in the **upper school only**
- **Hair colour** must be **natural**
- **Baseball caps** are **not** to be worn with the school uniform **at any time**
- **Hooded tops** are **not** to be worn with the school uniform **at any time**
- Black School shoes are **leather** and **not canvas** or **trainer** style and are the only permitted footwear.

PE UNIFORM

Students will be informed at the beginning of each term the specific activities they will be taking part in and whether they will be held outside or indoors. Students will also be informed if they will be required to bring in football boots (Terms 1-4 only). Please see school website for curriculum plan for the year for further information.

WINTER TERMS 1-4	SUMMER TERMS 5-6
Blue Polo shirt with school logo	Blue polo shirt with school logo
Navy-blue PE shorts	Navy-blue PE shorts
PE Socks	PE Socks
Navy-blue football socks	Trainers
Trainers	
Football boots, studded (all students)	

OPTIONAL TERMS 1-4

Navy-blue reversible sweatshirt, Navy-blue tracksuit/jogging bottoms or leggings (discrete logos), Navy blue/black waterproof sports jacket (discrete logos), Navy-blue/black/white base layers.

OPTIONAL TERMS 5-6

Navy-blue reversible sweatshirt, Navy-blue tracksuit/jogging bottoms or leggings (discrete logos), Navy-blue/black/white base layers



AS A PARENT, HOW CAN I HELP?

The easiest way in which parents and carers can help their child be prepared to learn and achieve at The Malling School is to ensure they are properly equipped for school, attend every day and are not late to school or lessons.

Equipment:

We welcome your support in ensuring that your child comes to school every day with the required equipment in order for them to successfully participate and produce work to the best of their ability in all of their lessons. We carry out regular equipment checks with our students and should there be a persistent problem, students should expect to be placed in a lunchtime detention.

Required equipment every day:

- Pens (Blue or Black and Green)
- Pencil
- Ruler
- Highlighters
- Eraser
- Sharpener
- Appropriate books
- Calculator (for mathematics and science)
- Whiteboard with pen (school provide these)
- A School Bag sufficiently large enough to hold all the equipment

Required equipment on certain days (according to timetable):

- PE kit
- Cooking ingredients (for Design & Technology)

**PUPILS *FL*OURISH IN THIS
EXCEPTIONALLY INCLUSIVE AND
AMBITIOUS COMMUNITY.**

- Ofsted: May 2023



CARING | DETERMINED | REFLECTIVE

The Malling School:

Beech Road, East Malling,
Kent, ME19 6DH

Telephone: 01732 840995

Facebook: Facebook.com/TheMallingSchool

X: x.com/Mallingsch or @Mallingsch

E-Mail: office@themallingschool.kent.sch.uk

Website: www.themallingschool.kent.sch.uk

Headteacher: Karen Davey