



FARRINGTONS
SCHOOL



ASSISTANT HEAD (PASTORAL) CANDIDATE BRIEFING PACK



Welcome from the Head

Farringtons is a truly remarkable school with both a rich history and an excellent grasp on the various demands of modern day teaching. Our dedicated and inspirational teachers are wholly committed to helping every pupil achieve their full academic potential, encouraging them to be independent, curious and creative. The school's enhanced National Curriculum provides a great deal of breadth and it is a fantastic reflection on our pupils that the extra freedom they are given to undertake specialist subjects yields such commendable results year on year.

Equally, however, we believe strongly that learning should not be limited to the classroom nor measured solely by performance in exams. We place great emphasis on providing opportunities for pupils to pursue a wide range of co-curricular interests, on developing the art of leadership, teamwork and those all-important soft skills. This is seen not only in sport but also in Music, Drama and the Arts as well as through our vibrant activities programme.

Underpinned by the school's strong Christian ethos, we also take great pride in the quality of our pastoral care and the excellent relationships which exist between staff and pupils. Being a co-educational school, with both day pupils and boarders who choose to come to us from all over the world, we are blessed with a very diverse and cosmopolitan community, something we consider to be a real strength.

Besides the beautiful buildings, outstanding facilities and expansive school grounds, which are an amazing asset given our proximity to central London, what invariably strikes visitors to Farringtons is the friendliness of everyone they meet and the sense of family. I hope that this Briefing Pack, as well as our website, gives you a flavour of what a special place this is and I very much look forward to receiving your application.

David Jackson
Head





LEADERSHIP / PASTORAL INFORMATION

Thank you for your interest in joining Farringtons School as Assistant Head (Pastoral)

We are seeking to appoint a committed and experienced leader who is approachable, friendly, inspiring, decisive and caring.

This is an exciting time to join the School. Despite the current climate, pupil numbers remain very healthy and we have further ambitious plans for the future, as outlined in our Strategic Development Plan.

Farringtons School has an enviable reputation for the quality of its pastoral care and is well-known for providing a nurturing and supportive environment where pupils are known as individuals. This is reflected in our recent nomination as an AS STEER Champion School.

This role is a hugely rewarding and broad one, proving a breadth of experience. As such, it would certainly suit someone aspiring to Deputy Headship and/or Headship roles in the future.

The successful candidate will have an ability to set the highest expectations for our pupils, as well as being understanding and empathetic, especially when resolving complex pastoral issues.

The Assistant Head will be at the heart of the School's tight knit community and a key member of both the Senior Leadership Team (SLT) and Senior Management Team (SMT).

I very much look forward to receiving your application in due course.

Warm regards

David Jackson
Head

THE ROLE

The Assistant Head, should be meticulous in organisation, enjoy all aspects of life within a busy day and boarding school, and have a proven track record of middle or senior leadership as well as involvement in leading whole school initiatives.

They will be expected to demonstrate the following personal qualities in undertaking the role:

Leadership

- To command the respect and confidence of governors, parents, pupils and staff
- To strive for the highest standards in all areas of school
- To be able to remain calm and assured under pressure
- To be a role model within the school community
- To have the capacity to act as an outstanding ambassador for the school

Relationships and Communication

- To possess excellent interpersonal skills
- To be able to lead and motivate staff
- To have enthusiasm to see all pupils achieve their maximum potential
- To contribute to the positive and collaborative culture throughout the school
- To demonstrate a warm, friendly and encouraging manner to all members of the school community
- To demonstrate a wealth of patience as well as a good sense of humour in dealing with people
- To be articulate in all forms of written communication and be inspirational and at ease when speaking in public to a variety of stakeholders

Organisation and Work

- To demonstrate significant initiative and drive, as well as the ability to work quickly and accurately
- To demonstrate excellent organisational, proof-reading and ICT skills
- To accept the challenge of creative problem solving and dealing successfully with several issues at the same time

Personal Qualities

- Knowledgeable and approachable with the ability to relate to pupils, staff, parents and the wider community
- Be a strong team leader and build on management and staffing structures of our school
- Have a warm, open and approachable style
- Be sympathetic to the Christian ethos of the school



JOB DESCRIPTION

The Assistant Head (Pastoral) will be an active presence within the Senior School, be approachable and friendly, be decisive but caring. They will be understanding in resolving sometimes complex issues, have vision combined with a close eye for detail. This is a hugely rewarding challenge for the right person. They will be a strong communicator with a positive, encouraging and collaborative style. They will have experience of working within a boarding environment.

The Assistant Head will be expected to teach a reduced timetable.

The Assistant Head is a member of both the Senior Leadership Team (SLT) and Senior Management Team (SMT) and will be provided with a four bedroom, family sized detached house with its own enclosed garden and parking facilities onsite

The SMT currently comprises of The Head, Deputy Head, Bursar, Head of Prep School, Deputy Head of Prep School, Assistant Head (Pastoral), Assistant Head (Curriculum), Assistant Head (Teaching and learning), Assistant Head (Co-curricular and whole school logistics)

The Assistant Head (Pastoral) will be responsible for line managing:

- Pastoral Leaders;
 - Head of Year 7
 - Head of Lower School (Years 8 and 9)
 - Head of Middle School (Years 10 and 11)
 - Head Sixth Form (Years 12 and 13)
- Boarding House Mistress
- Head of PSHE
- School Nurse

All Farringtons School staff are expected to uphold the Christian ethos of the School.

SMT Collective Responsibilities:

- Day to day management of the school, promoting the school rules and high standards of discipline
- To ensure that the highest standards are in place to meet all students' needs, which includes pastoral care and good relations with staff
- Promote and support the quality of teaching and learning
- Strategic management of the Senior School, which includes involvement in the creation and implementation of the whole school development plan "Farringtons towards 2030"
- Contribute to School Policies
- Manage by example, in actively supporting all school activities and events
- Contribute to marketing, public relations and liaison with parents
- Conduct staff appraisals
- Manage change for organisational improvement
- Foster good relationships between all staff (teaching and support)
- Mentor and induct new members of staff
- Be a part of the SMT Rota for additional 'on-call' responsibilities at evenings/weekends

Specific Responsibilities for this Post:

Pastoral

- Maintain high standards of behaviour across all sections of the Senior School, specifically in pupil discipline and ensuring that uniform guidelines are adhered to
- Recording and monitoring the behaviour Incidents log through iSAMS
- Keep abreast of emerging pastoral trends, challenges and best practice
- Ensure the school is well-prepared for future ISI inspections and MIST audits
- Support the pastoral team in maintaining the standards set across the school
- Regularly update the Behaviour policy, pastoral related policies, Levels of Behaviour chart, sanctions and rewards
- Line manage and appraise the Boarding House Mistress, Pastoral Leaders: Head of Year 7, Head of Lower School (Years 8 and 9), Head of Middle School (Years 10 and 11), and Head Sixth Form (Years 12 and 13)
- Provide leadership and support to Form Tutors throughout the Senior School. Ensure the Form Tutors are communicating with parents efficiently, effectively and positively.
- As AS STEER lead, ensure all staff are appropriately trained and that all pupils with pastoral and academic concerns are monitored using the programme
- Liaise regularly with the School Counsellor
- Line Manage the Mental Health & Wellbeing Lead, and assist with any school initiatives and training for staff and pupils
- Line manage the Medical Centre staff ensuring that we are compliant for inspections
- Line manage the new Head of PSHE as we embed a new and revised PSHE programme, Life skills, within the Senior School
- Ensure on-going training with specific reference to current pastoral issues is in place
- Lead on Pupil Voice by chairing student councils and food committees and publishing school responses on the pupil voice noticeboard
- Build excellent relationships with parents, addressing any individual issues that might arise proactively
- Work alongside other senior colleagues as appropriate to cover the prep and detention rota
- Arrange coffee mornings and training sessions with parents addressing current pastoral trends and challenges
- Organise and invite a range of pastoral guest speakers to lead sessions with pupils, staff and parents.
- Take a lead in delivering talks in Chapel
- Act as one of the Deputy Designated Safeguarding Leads (DDSL) to work closely with the DSL (Deputy Head of Senior School) and other members of the Safeguarding Team. Take particular responsibility for any safeguarding concerns relating to the Boarding community.
- Do a boarding duty once a week in Wyvern House

Meetings with Staff:

- Have regular weekly meetings with the staff you directly line manage including the weekly Pupil Pastoral Meeting
- Attend fortnightly Safeguarding Team meetings Chaired by DSL

Generic Responsibilities for All Farringtons Staff

- To actively promote the aims and ethos of Farringtons
- To attend Open Morning – once a year normally the first Saturday in October
- To work within the Farringtons framework with regard to Health and Safety
- To be committed to child safety and undergo child protection screening (DBS check) and training
- To promote equal opportunities at Farringtons
- To support Farringtons commitment to the continued professional development of all staff
- All staff are expected to be willing to contribute to the Farringtons School co-curricular Floreat Programme
- To undertake any additional duties as may reasonably be requested by the Head or members of SMT.

Safeguarding

- To promote and maintain the standards of the school's commitment to safeguarding children
- In line with the school's safeguarding policy, record pertinent information/pupil disclosures and liaise with the Designated Safeguarding Lead where necessary
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- The school follows safer recruitment checks which includes obtaining references, right to work checks and as this role will involve direct contact with children, all staff are required to undertake an enhanced DBS check through the Disclosure and Barring Service.

Prevent Duty

- To promote and maintain the standards of the school's commitment to ensure all staff understand the risks of radicalisation within our school and how this risk may change from time to time.
- To ensure that staff are aware of the Prevent Strategy and are able to protect children and young people who are vulnerable or may be at risk of being radicalised.
- The school is committed to placing a strong emphasis on the common values that all communities share such as self-respect, understanding, tolerance and the sanctity of life. Pupils are taught to respect and value diversity as well as understanding how to make safe, well-considered decisions.

Health and Safety

- All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection / GDPR

- All employees should familiarise themselves with and follow the Data Protection and GDPR guidelines and practices.

Code of Conduct

- All Employees are expected to demonstrate consistently high standards of personal and professional conduct.
- All Employees must maintain high standards of the aims and ethos of the School both within and outside school, by:
 - treating pupils, staff and parents with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the employee's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - having proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

This job description will be reviewed on an annual basis and following consultation with you may be changed to reflect the changes in the job requirements and reflect the true nature of the role which are commensurate with your job title.



ABOUT THE PERSON

Expected Personal Qualities

The Assistant Head, should be meticulous in organisation, enjoy all aspects of life within a busy day and boarding school, and have a proven track record of middle or senior leadership, as well as involvement in leading whole school initiatives.

They will be expected to demonstrate the following personal qualities in undertaking the role:

Leadership

- To command the respect and confidence of governors, parents, pupils and staff
- To strive for the highest standards in all areas of school
- To be able to remain calm and assured under pressure
- To be a role model within the school community
- To have the capacity to act as an outstanding ambassador for the school

Relationships and Communication

- To possess excellent interpersonal skills
- To be able to lead and motivate staff
- To have enthusiasm to see all pupils achieve their maximum potential
- To contribute to the positive and collaborative culture throughout the school
- To be warm and friendly, adopting a firm but fair approach.
- To be encouraging to all members of the school community
- To demonstrate patience as well as a good sense of humour in dealing with members of the school community
- To be articulate in all forms of written communication and be inspirational and at ease when speaking in public to a variety of stakeholders

Organisation and Work

- To demonstrate significant initiative and drive, as well as the ability to work quickly and accurately
- To demonstrate excellent organisational, proof-reading and ICT skills
- To accept the challenge of creative problem solving and dealing successfully with several issues at the same time

Personal Qualities

- Be knowledgeable and approachable with the ability to relate to pupils, staff, parents and the wider community
- Be a strong team leader and build on management and staffing structures within our school
- Have a warm, open and approachable style
- Be sympathetic to the Christian ethos of the school

Remuneration

- The successful candidate will be offered a salary commensurate with the position and their experience as well as a large four bedroom family home.
- Lunch is provided for all staff,
- Salary reviews form part of the annual performance management process at our school
- The post will be offered subject to all the necessary pre-employment checks, including a medical checks and an enhanced DBS check

HOW TO APPLY

Please send in your completed application form, and supporting statement to:
recruitment@farringtons.kent.sch.uk

The closing date for applications: **Sunday 30 November 2025**

Early applications are recommended as we reserve the right to appoint before the closing date.

Interviews: **Interviews will be held week commencing 08 December 2025**

Further information can be obtained by looking at the school website: www.farringtons.org.uk

Farringtons School is committed to safeguarding and promoting the welfare of children and we will check the suitability of staff to work with children.

The school follows safer recruitment checks which includes obtaining references, right to work checks and as this role will involve direct contact with children, all staff are required to undertake an enhanced DBS check through the Disclosure and Barring Service.

In your supporting statement please include the following points:

- Your experience to date
- What you can offer Farringtons School, in terms of Pastoral care and strategic leadership

Completed applications can be returned by e-mail to: recruitment@farringtons.kent.sch.uk

BACKGROUND

Farringtons School is a leading, co-educational, independent day and boarding school in Chislehurst, Kent, for pupils aged between 3 and 18 years.

Founded in 1911, the School has a rich history and thrives today providing a balanced academic, sporting, musical and social curriculum that enables each pupil to fulfil their potential. This is delivered by a team of passionate teachers, who support pupils to achieve their best academically and in whatever they put their minds to.

The School's site and warm, nurturing Christian environment encourages all pupils to pursue activities and develop new skills. Farringtons offers an eclectic range of sports and activities which are made possible through a range of first-class facilities. The sports hall, swimming pool and 25 acres of school grounds provide superb facilities for many sports whilst the teaching and learning facilities, including the recently completed science and maths building, and the music Mac suite, provide excellent learning spaces and support a broad and balanced curriculum.

Aims, Values & Objectives

Farringtons Aim

To be recognised as one of the leading independent, co-educational day and boarding schools in Kent, providing education for children aged 3-18. To be the first choice school in the local area.

Farringtons Values

The School motto, Posside Sapientiam, (Growing in Wisdom) influences much of what the School does. Underpinned by Christian values, Farringtons School aspires to be a place of trust

and respect where teachers take an active interest in the intellectual, physical, moral and spiritual development of every student. The School believes co-education to be the right platform for developing the interpersonal skills necessary to succeed in the modern world. The importance Farringtons places on nurturing individuality and the manageable size of the School ensures that students do not get lost, but rather thrive in their own way – they are encouraged to 'Develop and Shine'

Farringtons Core Objectives

- To inspire each individual to achieve success through excellent teaching, go to university, college or an occupation and have a desire for lifelong learning.
- To create a community that promotes Christian values, gives students the confidence to live their unique lives to the full and have the capacity to think of others.
- To be known as a school where every child matters, has outstanding pastoral care and communicates successfully in and out of school.
- To provide a safe and fit for purpose environment that encourages children to achieve their best.
- To build strong partnerships and networks locally, nationally and internationally to raise the profile of the School and consequently benefit all parts of the School and local community.
- To create an environment that prepares students for their life after school, gives them real confidence and humanity and ensures that they always feel part of the Farringtons family.



SENIOR SCHOOL

Years 7 - 11

Farringtons has a long commitment to excellence and opportunity in education. The curriculum in the Senior School reflects this, providing a wide range of modern and traditional subjects from which to make final examination choices.

Small class sizes, dedicated staff and supportive teaching ensure that we are able to nurture individual needs. Pupils in the Senior School range in age from 11 – 19 years old. During the first three years, the emphasis is placed on sound preparation in basic academic skills and, during Year 9, thorough advice on appropriate GCSE options.

In Years 7 – 9, the curriculum comprises of English, Mathematics, Science, Physical Education and one compulsory Modern Foreign Language; currently French. In addition, pupils choose a second Modern Foreign Language, either Spanish or German. They will also study the subjects that they may choose to continue to GCSE; these include, Art & Design, Business, Computer Science, Creative iMedia, Dance, Drama, English as a Second Language, Food Preparation & Nutrition, Geography, Graphic Communication, History, Modern Foreign Languages, Music, Music Technology, Physical Education, Religion, Philosophy and Ethics.

From Year 9, pupils are supported in making their GCSE option choices as part of our careers programme. Careful planning ensures that each pupil follows a balanced timetable of lessons,

giving the right foundation for his or her future A Level, Higher Education or career choices. New subjects are introduced into the curriculum at various stages.

Throughout the School, pupils from overseas receive additional English tuition, leading to internationally recognised qualifications.

Form Tutors and visiting speakers provide a structured Wellbeing course that introduces and discusses key moral, ethical and social issues at appropriate times in the pupils' lives. It aims to foster a greater understanding of today's society and to assist them in taking responsibilities for their own and their fellows' well-being.

Pastoral Care

Farringtons is renowned for its pastoral care. The School's ethos, size and determination to treat each person both as an individual and as a member of the community makes for a supportive environment for the pupils to grow. The School works in partnership with parents to ensure that all of the pupils feel that they are cared for and valued.

The Head and Deputy Head are involved closely in the pastoral life of the School through assemblies, Chapel worship and meeting with pupils on a regular basis.

Farringtons also organises regular Year Group meetings so parents are able to discuss their child's progress with staff and at which individual appointments to see a member of staff or the Head can be readily made.



SENIOR SCHOOL

Years 12 - 13

Our Sixth Form programme ensures that students acquire the academic qualifications and develop the personal qualities they need to meet the challenges of Higher Education and the world of work.

Small class sizes enable our experienced teachers to nurture the talent of every Sixth Form student as an individual. This, in turn, ensures that our students have the best possible guidance during the university application process.

Farringtons offers a wide choice of subjects and EPQ, timetabled so that university or career choices are not restricted to inflexible subject options. Increasingly, universities want to know about students' interests and activities as well as their academic achievements. Outstanding higher education support is given to every student.

We encourage our Sixth Formers to broaden their horizons and develop leadership skills through the Duke of Edinburgh Award Scheme, public speaking, the School House system and many other opportunities. Sixth Formers have their own study areas and common rooms where they can engage in private study, relax, socialise and make drinks and snacks.



Beyond the Classroom

Farringtons' co-curricular programme and competitive House system gives pupils the opportunity for fun and fellowship whilst developing leadership skills by offering experiences and activities in a safe but challenging environment. The co-curricular programme gives pupils the opportunity to experience and explore new interests and activities. As a result, pupils become more adventurous, confident and develop their social skills. Whenever possible, teachers bring learning to life through a programme of outings, residential trips and workshops led by visiting specialists.

Farringtons offers a successful sports programme, particularly in boys and girls football, which comprises both elite competition and joyful participation.

This is all alongside an enviable range of activities via our Floreat programme which currently includes: rock climbing, skiing, scuba diving, podcasting, Japanese and bee keeping!

The School's sector-leading Careers provision – Farringtons Futures – also arranges work experience and internships for Senior School pupils. The School fosters an appreciation of, and an involvement in, the local community and pupils are encouraged to learn about, and take part in, fundraising activities for local, national and international charities.

The wonderful grounds and London location allow pupils to develop a love of the outdoors. We believe class work and relationships are enriched by these experiences and that they provide invaluable opportunities for children, staff and parents to learn together. Pupils enjoy exciting excursions, expeditions and sports fixtures locally, nationally and overseas.



SCHOOL LIFE

The School believes that class work is enriched by these experiences and that they provide invaluable opportunities for children, staff and parents to learn together. Pupils enjoy exciting excursions to the British Film Institute, Port Lympne, Science Museum, Horniman museum, British museum as well as walking in the local area.

The School fosters an appreciation of, and an involvement in, the local community and pupils are encouraged to learn about, and take part in, fundraising activities for local, national and international charities. In addition, Farringtons offers a huge range of activities, including arts and crafts, football, dance, choir, orchestra, and taekwondo.

Farringtons Interactive Zone (FIZ) is an essential aspect of the Prep School, providing 'wrap around care' for pupils from Pre-Reception to Year 7. FIZ Club has been designed to help parents and guardians balance work and family commitments, while giving children a broad range of experiences, as well as supporting them with their school work.

Academics

In 2025, at GCSE, all subject areas achieved a series of excellent results, 12 subjects achieved 100% pass rate with 89% of students achieving five good passes including English and Mathematics. Across the board, just shy of 70% of all GCSE grades were awarded at 6-9. In this year group, value-added scores were very impressive, with huge numbers of students going on to achieve marks far higher than predicted when those students joined the school in 2020.

In 2024, at A-Level, the successes of our students were equally well deserved. The school achieved

100% pass rate at A Level. Perhaps more impressively, the rate of grades awarded at A*/A (or equivalent) was 37%. All Extended Project Qualifications (EPQ) grades were awarded at A*-B, reflecting the independent study commitment demonstrated by our students reaching for the very best university places.

At Farringtons, all pupils are helped to achieve the best academic results they can. This is true across the school. In the Prep School, year on year, our pupils surpass themselves by achieving results significantly higher than the national average. This is accomplished by dedicated teachers with supportive parents encouraging every pupil to be the best they can be.

Boarding

Wyvern House is situated within the main school building and is home to both our girl and boy boarders at Farringtons. We currently offer boarding to all our senior year groups; however, most boarders are from years 10 to 13. The house is led by the houseparent and the boarding staff who are supported by the school healthcare team.

Christian life at Farringtons

Chapel is an integral aspect of life at Farringtons, and a place where both Prep and Senior School pupils' worship regularly. All Chapel worship is inclusive and welcoming for those of different faiths, and also none at all. During worship, the School covers a range of topics which ensure that pupils are aware of local, national and worldwide issues. Pupils are encouraged to tolerate, understand and respect each other.



HISTORY OF FARRINGTONS

Methodist Independent Schools Trust (MIST)

Farringtons School is part of the Methodist Independent Schools Trust (MIST). MIST has overarching responsibility for 12 independent schools across England and works closely with other independent schools of Methodist foundation elsewhere in the UK and overseas.

MIST provides opportunities for its member schools to work closely together. What is characteristic of all MIST schools is the shared Christian/Methodist ethos. Methodist Schools are inclusive and welcoming communities where individuals are valued, good order is respected, relationships cherished, and where excellence in its widest sense (academic, co-curricular and lifestyle) is pursued.

Methodist Schools encourage a sense of belonging, seek to improve lives and boldly expect the impossible; in Methodist Schools, educational experiences and activities bring mind and heart, intellect and passion together; and Methodist Schools work in mutually beneficial partnerships with each other and the wider Methodist Church.

History

The story of Farringtons School begins in 1908. At that time, there was already a very successful Methodist boys' school in Cambridge, The Leys School, but no equivalent Methodist school for girls – an earlier establishment having closed some years before. A committee was formed to create a school to educate girls in the Methodist tradition, and Farringtons was born as a 'sister school' of The Leys.

After looking at several sites, they settled on buying the land which the School now occupies in Chislehurst. This land had formerly been the site of a small mansion dating back to the 17th

Century. Before it fell into disrepair, the house had been home to several families, including three generations of the Farrington family who lived there during the late 17th and early 18th centuries, and it is from this connection that the school took its original name – Farringtons.

The first school building, originally known as 'School House' but now called 'East House', was constructed and Miss Alice Hollingdrake Davies was appointed as the first Headmistress. She opened her school on Thursday 21 September 1911 with fourteen pupils. Over the next 90 years the School grew and came through the challenges of the World Wars.

In 1994, Farringtons merged with Stratford House – a local girls' school that had opened in Bickley in 1912. Stratford House had a similar ethos to Farringtons and similar traditions, and so the name 'Farringtons and Stratford House' was born. The merged School was soon operating happily as a single unit, colloquially known as FASH, and the pupils continue to proudly wear the Coat of Arms that was granted to Farringtons back in 1928. In September 2004, the School reverted to its original name, Farringtons School.

The Millennium saw further exciting developments. In September 2006, Farringtons became the location for a new nursery development – Busy Bees at Farringtons – providing day care for children aged three months to four years. In 2010 the school accepted boys into Year 7 for the first time. Today Farringtons is fully co-educational and thriving. Over 100 years since it was founded, it still flourishes as a School proud of its rich history and excited about the future.

Further information on Farringtons School can be found on our website.



FARRINGTONS
SCHOOL

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