

Kingsnorth

Church of England Primary School



PARENT HANDBOOK

With Faith, Endeavour to Achieve



Parent Handbook

This handbook is designed to give all parents and carers clear guidance and information about matters relating to school life. It contains essential and useful information to answer questions about day-to-day organisation across the school.

We hope that, having read the booklet, you will know more about how the school runs, the people involved, and what we do to secure good learning in a positive, caring environment.

It does not contain detailed information about the school curriculum or what the children are taught in school. This information will come via your children's class teacher and through regular parent consultations, reports and on the school's website, www.kingsnorth.kent.sch.uk.

Please take time to read through this booklet, which aims to answer these questions:

Who works in school and governs the school?

How does the school organise things?

How does the school help our children to be healthy?

How does the school help our children to stay safe?

How does your child contribute to school life?

What does my child need to wear?

How can I get involved in school life?



Welcome to Kingsnorth Primary School

We have a proud tradition of offering education to children in the surrounding area since 1866. Thank you for choosing us to educate your child and becoming part of our extended family.

We are a happy, supportive and nurturing Christian school which, in partnership with our families, seeks to provide the best educational standards for our children in an environment which develops the child as a caring, responsible citizen of the local community and wider world.

Our school strives to serve the community by providing an excellent education for all pupils, of all abilities and backgrounds. We are a Church Controlled primary school which is part of the Diocese of Canterbury Multi-Academy Trust (Aquila) and as such, work hard to preserve and develop our distinctive Christian character.

Our admissions limit is 60 Reception children and this number is divided into two classes. The total number of children at Kingsnorth is approximately of 420. The class sizes vary according to the size of the year group but are normally up to 30 children per class.

When the children begin their schooling in one of our Reception classes they continue with the Foundation Stage Curriculum that would have been started at Preschool or Nursery. In Year 1 and subsequent years, the children then follow the National Curriculum, (full details of which are explained in separate documents).

A list of our staff, its structure and the Governing Body are provided on a separate sheet. 🏰

School Values and Aims

The Values of Kingsnorth CE Primary School

Our aims are underpinned by a commitment to guiding everyone in our school to an understanding of the Christian Faith. We aim for everyone to leave us, having started on a spiritual journey which will enrich and deepen their lives beyond our school.

At Kingsnorth we **ACHIEVE** by...

- A** Aiming high academically, spiritually, socially and emotionally
- C** Challenging ourselves constantly to improve our learning
- H** Helping each individual reach their potential
- I** Inspiring others and being inspired
- E** Encouraging risk taking
- V** Valuing others and feeling valued
- E** Enriching lives through our Christian values to become future citizens of the world

This is reinforced through our school's Christian values of:

Thankfulness

Friendship

Trust

Compassion

Endurance

As our values become embedded we link in the British Values of democracy, rule of law, individual liberty and respect of people of every faith and none. These British values link well with compassion, trust and friendship particularly well which are three of our Christian values. 🕌



Attendance and Lateness

We aim to open the school gates at **8.35am**. Please note teachers are not available in classrooms until **8.45am**, and parents are therefore responsible for children until this time.

Parents are warmly welcomed to wait with their children in the playground. From **8.45am** all children can enter their classrooms. Please **do not** escort your children into the classroom as it adds to the morning congestion. Any questions or queries in the morning should be directed to the school office as teachers need to focus on the children in the classroom. Lessons begin promptly at **8.55am** although learning may well start before this time.

The external school gates will close at **8.50am** and any child arriving after this time will need to enter via the main office. They will not be marked late until **8.55am**.

If it is bad weather in the morning the children can be taken straight to the classroom door, no earlier than **8.45am**, and the class teacher will be there ready to receive the class. 🏰

Lateness

The school's guidelines to parents on lateness are as follows:

Children must arrive by **8.45am**. Children not in school by **9.15am** will be marked absent for the morning sessions in the register. If your child is late for school (arriving after **8.50am**) please enter the school via the main office and sign in stating the reason for the lateness. Please ensure you state the correct reason. 🏰

Absences

If your child is absent from school you must telephone the school by **9.00am** on the first day of absence explaining the reasons. Unauthorised absences are entered on the child's report to parents at the end of the year.

The government have instructed schools to remind all families that, only in exceptional circumstances should children be taken out of school for leave. No holidays will be authorised. Full details are available in our attendance policy. Requests for permission for leave should be addressed to the Headteacher. 🏰

Absence due to Illness

On the first day that your child is ill please contact the school office on **01233 622673** and choose option **1** to report your child ill to our Family Liaison Officer (FLO). The reason for absence will be noted. If a child is absent and a message has not been received, the FLO will ring to discuss the reasons for absence with you. On your child's return to school, please send in a written note for your child to hand in at registration time.

The following guidelines should be followed to ensure infection or illness is not passed on to other children:

Keep your child off school:

- **Vomiting or diarrhoea** – for at least 48 hours after the last episode.
- **Chickenpox** – until the last batch of spots have crusted.
- **Measles** – for 5 days from the onset of the rash.
- **Mumps** – for 5 days from the onset of swollen glands.
- **Impetigo** – until the lesions have crusted over.
- **Headlice** – inform school and treat. No time off school warranted.
- **Thread Worms** – inform school and treat. No time off school warranted.

A comprehensive guide for parents is available from the school office. 🏰

“ Kingsnorth is a warm and welcoming school which provides a supportive environment and a great rounded education for all.

Governor

Absence due to Holiday/other Circumstances

Current legislation states schools have discretionary power to grant leave of absence. No holiday will be authorised, as per guidance from the DfE. If you want to remove your child from school, you are required by law to request for authorised absence in advance. Please note, you should not book leave for your child before you have received written agreement from the school. After you have given in your written request for absence, the school will consider your reasons and will make a decision with consideration of the following:

- ✓ No leave will be granted in May owing to SATs tests and formal assessments
- ✓ Overall attendance pattern of the child e.g. persistent absence, any other leave granted (overall attendance needs to be 96% or over for leave to be granted – this is a nationally acceptable figure)
- ✓ The length and purpose of the leave requested
- ✓ The potential impact on the child's learning and progress
- ✓ Family circumstances and the wishes of parents

Requests for permission should be addressed to the Headteacher.

The Department for Education (DFE), The Trust and our Governing Body monitor all authorised absence from school.

The DFE says they expect children to have a minimum of a 96% attendance record in a year. If a child falls below this during the year they may be referred to the Education Welfare Officer. The parents of children whose attendance falls below 90% can be prosecuted. In addition, if a child's attendance falls below particular levels at the end of each half term, then they may be placed on the schools 'Persistent Absentee Register' which is shared with the school's Education Welfare Officer (EWO), the Trust and the LA. 🏰

Absence due to an Appointment

The school understands that it may be necessary to take a child out of school for an appointment e.g. GP, paediatrician, dentist, orthodontist etc. during the school day. We would ask parents to try to minimise the number of appointments and to write informing the school of the appointment in advance. This means that when a parent arrives to collect a child all staff have prior warning that the appointment is taking place. Thank you for your co-operation in this matter. 🏰



Parking

We fully appreciate that there can sometimes be a lack of parking space at the beginning and end of the school day, especially when the weather is inclement. We ask parents to park responsibly to reduce congestion outside the school grounds. We strongly urge drivers to abide by the drop-off in the morning to keep traffic flowing effectively.

Please respect the needs of some of our parents to use the disabled parking places. We also ask you to respect local residents by not parking across driveways, or in the streets of the housing developments near to the school. The local Community Warden and Police Community Support Officer support us with this.

We have Healthy Schools status and actively encourage families to walk, cycle or scooter to school where possible. Where families have to drive, please 'Park and Stride' by parking well away from the school and Church Hill, and walk the remainder of the way. For the protection of all pupils no vehicles should be parked on the safety zigzags or speed bump outside the school's main entrance or on any double yellow lines. 🏰

“ Relationships between adults and pupils are exceptionally positive because the pupils feel safe and well looked after and their views are respected.

Ofsted Report

Collection after School

The school gates will be opened at **3.10pm**. All children are collected by their parents or carers from their classrooms. School officially ends at **3.15pm**. Your oldest child will make their way to their younger siblings' classroom. We ask that you stand well back from the classroom door, as this keeps visibility high and enables the class teacher to ensure your child/children go to their responsible adult safely. Reception teachers will bring their classes out of their double doors into the play ground, adjacent to the Old School Building.

Please inform the school office if you are unable to collect your child/children on time. If a child is not collected at the end of the day, they will be taken to the school office for safety.

If somebody different is collecting your child, please advise the school office or your child's class teacher. School staff will not release your child to an adult who has not been authorized by you to collect them.

Please ensure that your children are **not climbing** on unsuitable items such as the **school gate or play equipment** whilst waiting or after collection. You will be liable for any injury or breakages. The school will not tolerate aggressive behaviour from adults to school staff and this may result in a parent being banned from the school site. 🚫

Collection after Clubs

Collection after clubs is the same as collection at the end of the school day. We would respectfully ask for prompt collection after clubs. For all clubs, please collect children from the school entrance (some sports clubs may be from the main gates).

If a child has not been collected ten minutes after the finish time of the club, they will be taken to the school office where parents will be contacted. 🚫



School Uniform

At Kingsnorth CE Primary School we believe uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. It can instil pride; support positive behaviour and discipline; encourage identity with, and support for, school ethos; ensure pupils of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way; and nurture cohesion and promote good relations between different groups of pupils. Above all, we believe that school uniform supports effective teaching and learning. 🏰

Friendly Uniform Hints

- ✓ Please ensure that every item of uniform is clearly marked with your child's name.
- ✓ Children often come back in September in summer uniform as the weather is often still pleasant in early Autumn. This is fine.
- ✓ Do not feel that you need to use school uniform suppliers for every item.
- ✓ Second-hand uniform sales are run by the FLO. 🏰

Jewellery and Hair

No jewellery is allowed in school except a wrist watch and stud earrings. Earrings must be removed before PE/Games and swimming (staff are NOT permitted to remove earrings or tape over them; children must be able to do this by themselves). This is in line with Kent 'Safe Practice Policy' for Health and Safety of Children during PE.

Hair for school must be tied back if long for health and safety reasons; preferably with a school hair band or plain red or black elastic. Large bows or flowers are not part of our policy. Extreme hair styles for boys or girls are not suitable for school. Make up or nail varnish should not be worn to school. 🏰

The uniform details are listed below:

*Denotes item that can be bought through the school uniform supplier (KMAC):

Boys (Winter)

Grey trousers

Plain white shirt (school tie optional) or, white or red polo shirt (no tie)

School embroidered sweatshirt* or plain red sweatshirt

Plain grey or black socks (long or short)

Black school shoes (no trainers or shoes with sports logos)

Boys (Summer)

Grey trousers or tailored shorts

White or red polo shirt

Plain grey or black socks (long or short)

School embroidered sweatshirt* or plain red sweatshirt

Girls (Winter)

Grey skirt/pinafore dress or Grey trousers or tailored shorts

Plain white shirt (school tie optional) or white or red polo shirt (no tie)

School embroidered sweatshirt/cardigan* or plain red sweatshirt/cardigan

Grey/red tights or white socks

Black school shoes (not trainers or boots – heels no higher than 4cm)

Girls (Summer)

Red and white striped/gingham dress (no tie) or tailored shorts

White socks (long or short)

School embroidered sweatshirt/cardigan* or plain red sweatshirt/cardigan

PE (unisex)

Black or navy shorts

PE shirt*(colour dependant on child's school house)

Black plimsolls or Trainers (not 'astroturf's' or 'multi surface' trainers)

White socks

PE bag: Red Kingsnorth drawstring bag* or any drawstring bag

Jogging trousers (optional and not needed at all in Year R & 1)

School embroidered fleece* or plain red fleece (optional)

Additional Equipment

Red Kingsnorth 'Book Bags'*. These are required by children in all year groups due to restricted space in the classrooms. 🏰



Behaviour

The school has high standards of conduct and expects all children to behave in a sensible, responsible and safe manner at all times and to have regard for the feelings and well-being of others. It is important that parents help children to understand that these rules extend into the playground and beyond school.

We hold 'excellent behaviour' in high regard as is reflected in two of our Christian School Values. To show the same compassion as the 'Good Samaritan' and establish strong friendships as Ruth and Naomi showed us. The school runs a programme called 'Positive Action' which focuses on reflecting on our behaviours and emphasises how we feel when we act in a particular way.

Children should walk quietly about the school with consideration for others. They are expected to be polite and well mannered to each other and to all adults. Children should not bring in toys, games or other personal possessions to school, unless asked to do so by their teacher.

Bullying, racism and homophobic language is not tolerated and children are encouraged to report incidents appropriately and sensibly. All incidents are followed up and the school has a duty to record and report any proven incidents to the Governors and the Local Authority.

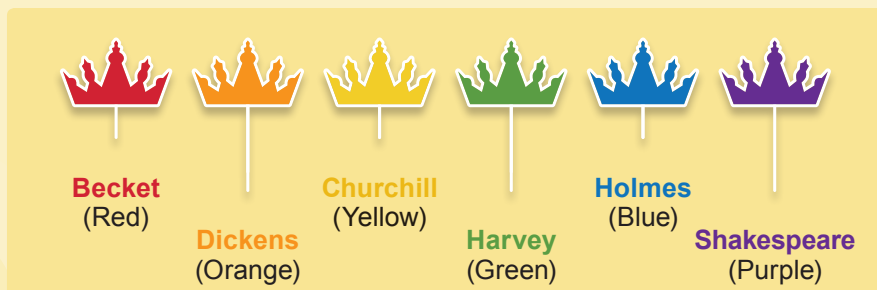
Raising the profile of good behaviour is important to us and we do this in a variety of ways. 🌟

“ The children always look happy in their learning in a safe and welcoming environment.

Parent

Houses

The school's 'house system' contributes to improving behaviour and attitudes by providing children with a sense of pride and belonging as a whole school family.



Rewards

- **Positive comments**
- **Certificates** – Values and Learning Awards
- **House points** (see Houses on previous page)
- **Stickers and marking special moments in whole school situations**

By building a supportive dialogue, the school works collaboratively with parents so that our children receive consistent messages. If the school has to use reasonable sanctions, we will endeavour to inform parents quickly. Most staff have received 'Team Teach' training and we use positive handling techniques.

Sanctions

- **First warning**
- **Red** – Final warning
- **Red 1** – Removed for 5 minutes within classroom
- **Red 2** – Sent to another teacher for 5 minutes
- **Red 3** – Sent to the Assistant Headteacher or Deputy Headteacher
A 'Positive Action' form will be completed (Parents contacted if appropriate)
- **Red 4** – Sent to the Headteacher and parents contacted if appropriate
- **Red 5** – Fixed term/Permanent exclusion



Health and Medicines

Health Needs

If your child has an on-going medical condition which requires intervention with medication, please ask for a meeting at the earliest opportunity with the Welfare Officer or Deputy Headteacher to discuss your child's medical needs. It may be necessary to complete a 'Care Plan' which will state exactly what medical needs your child has and how we deal with it during school hours. This will also go with your child on all visits out of school.

If your child has a specific health need e.g. asthma, severe allergy, diabetes, etc. please ensure that details about the health need/s are filled in on the annual consent forms pack which is sent to you every September. This form is renewed every year. Should your child have a health need that becomes evident/or is diagnosed during the school year, please inform the school office straight away. This ensures that the school can take the very best care of your child.

When your child starts school, it is particularly helpful if you can inform the school of any relevant health needs, concerns, or special educational needs prior to the start date. Please arrange an appointment with the Assistant Headteacher to discuss any concerns you may have about your child starting school, especially relating to any special needs, such as speech and language, toileting, etc. This enables us to make any necessary arrangements or adjustments that can help your child to make a smooth transition to full-time school.

If your child has an asthma inhaler, he or she should keep it in the classroom for easy access. 🏰

Medicine in School

Schools are not required by law to give children medicines. At Kingsnorth we employ a Welfare Officer who is responsible for the administration of medicines. All medicine will be administered by the Welfare Officer. Class teachers are not permitted to administer any medicine. Any medicine must be handed to an adult via the school office and not left in a child's bag. 🏰

Prescription Medicines

These will be administered, at a parent's request, on the following basis:

- ✓ The medicine has been prescribed by a doctor or dentist
- ✓ The medicine needs to be taken 4 times a day
- ✓ The medicine is in the original, named container
- ✓ The medicine has the pharmacist's dispensing sticker on it.

A '**Medicines Administration Form**' must be completed by the parent/carer. This form sets out the dosage, the frequency and the purpose of the medicine. We cannot guarantee, in a busy school environment, that the medicine will be given at a specific time. We prefer parents to come in and administer the medication themselves to ensure consistent and timely doses. Care plans are put into place for children with long term treatment. 🏰

Non-Prescription Medicines

Parents must complete the school form as part of the '**Consent Pack**' issued annually in September, to give consent for the administration of non prescription medicines, for example Paracetamol and antihistamine. 🏰

Government Health Screening

School medical and dental inspections are currently carried out in Reception, and height and weight are measured in Year 6. The Health Authority will notify you of these in writing, via the school, and you have the right to withdraw your child. 🏰

“ All groups of pupils are helpful, tolerant and thoughtful towards each other.

Ofsted Report



Learning and Teaching

Daily Act of Worship

There is a daily Act of Worship for all children.

These are taken by all teachers and other members of staff or visitors from the community. The children have regular opportunities to take part and lead their own Collective Worship. Older children visit the local church weekly to celebrate their Act of Worship and we have regular Agape and Eucharist services in school.

Our Act of Worship is an important part of the school day in which space and time is set aside for quiet reflection as well as stories, prayers, music and presentations. There are Bible stories, Christian themes and 'question of the day' which all help to establish a sense of spirituality.

Any parent has the right to withdraw their child from Collective Worship on religious grounds. Please speak to the Headteacher if you have any questions about this. 🕌

Curriculum

Our '**school curriculum**', which is broadly based, has the National Curriculum as its foundation. We believe that the ethos of the school, through which the children learn attitudes and values, is also vitally important. Single subjects will be taught discreetly and there are also many occasions where subjects are linked through the new Curriculum. The emphasis is on active learning and as children get older the aim is that they become increasingly independent.

We aim to deliver a broad, exciting, creative and challenging curriculum to all pupils across the full range of national expectations. We do this by offering a curriculum enriched by first-hand experiences, including visits

locally and further afield, contributions from adults with knowledge and skills that could enhance pupils learning and an extensive range of extra-curricular activities. Sometimes children are grouped by the attainment and ability they have shown in a subject, or for other educational reasons, so that teaching can be designed to match their learning needs.

Teachers have adopted a more flexible approach to timetabling. They plan and link subjects together to 'bring learning to life' through experiential learning, problem solving and practical tasks. The curriculum involves first hand experiences and is taught in ways that will make sense for the children. 🏰

Home Learning

Home Learning is intended to support the work programme within school, and develop home school links. The home learning tasks and length of activity take into consideration the age of the child and follow current Government guidelines. Please discuss this with the class teacher if you have any concerns. We regularly run a Home Learning club which has teacher support to help children who may be struggling. As children move up through the school, especially Upper School we do expect the children to be taking a greater responsibility for their home learning! 🏰

Reading

We strongly believe that reading is vital to learning and creating learners! The school places a high priority on developing readers and children who read for pleasure.

Children in **KS1** take home a reading book each night. We encourage parents to share these books with their children. In **KS2**, children are expected to read and record each night and this may form part of their home learning. 🏰

Global Links

As part of our 'wider curriculum' we like to develop the children's sense of their place in the wider world. We are strengthening our links with a school in France, which the children in Year 6 have the opportunity to visit and they visit us. 🏰

Performing Arts

We believe in a broad and balanced curriculum. Drama productions take place each year. We also join with other local schools to participate in concerts, and invite secondary schools and external groups to give performances. There are opportunities for private, individual and group music tuition on a range of instruments, which happen in school.

Further details and information about waiting lists for these activities are available from the School Office. Our choir regularly attends '**Young Voices**' concerts at the O2 Arena and a wide variety of performances in local venues. 🏰

Sport

The school has a variety of sports teams which compete against other schools as well as in our inter-house tournaments. At the end of each school year there is an inter-house sports day. 🏰

“ Kingsnorth School children and staff represent their school with pride at sporting events, trips and visits.

Parent





Getting Ready for 'Big' School

To aid your child's preparation for life in school and preparation for independence it would be helpful if they could do these things for themselves before they start school.

- 1 Go to the toilet by him/herself
- 2 Use a tissue/handkerchief
- 3 Be able to use a knife and fork
- 4 Do up own buttons and zips. Dress and undress themselves
- 5 Change shoes, Wellingtons, plimsolls
- 6 Hang up coat and hat
- 7 Recognise own name on clothing
- 8 Know, and be able to say clearly, name and address
- 9 Able to respond to questions asked
- 10 Sit quietly for a time
- 11 Can sit on their bottom (cross-legged)
- 12 Recognise and name primary colours
- 13 Listen to a story for a sustained period of time
- 14 Know numbers 1-10
- 15 Write his/her own name
- 16 Be familiar with a book
- 17 Have experienced the noise larger groups of children make playing

Preparing your child for Reception Class is vital for a great start to their education at primary school. Here at Kingsnorth Church of England Primary School we encourage a high level of independence, especially giving the children a chance to think independently. It is therefore imperative that at home you too give your child the best start by providing opportunities for them to think and ask questions, play with a variety of toys and being given a chance to speak.

This can be done in a number of ways, nearly all of which are free!

- Sing along and dance to music, even play their own make-shift instruments such as banging a pan with a wooden spoon!
- Chance to play with balls, bats, hoops, climbing equipment, bikes, scooters, push and pull toys
- Visit places of interest such as the seaside, parks, woods, church or other place of worship
- Experience playing with friends their own age and practising skills such as sharing, taking turns, negotiating rules for their play
- Having the chance to make new friends and being encouraged to speak and interact with another child unknown to them (obviously with a responsible adult nearby!)
- Being given opportunities to experience art and crafts such as sticking, cutting with suitable age appropriate scissors, drawing, colouring, painting etc.
- Experiencing moulding with playdough (this is easily made with ingredients found in the kitchen cupboards) or simple cooking with an adult
- Fixing basic puzzles and jigsaws together
- Being outside for a bug hunt
- Taking a walk and exploring nature around them
- Making collections such as a leaf collection in Autumn
- Being able to follow one instruction at a time; please find your shoes then moving onto two instructions such as; please find your shoes and put them on
- Being given the responsibility of dressing and undressing themselves

- Being competent putting on their coat and shoes unaided
- Having the confidence of greeting an adult they know
- Being able to decide between two options for example; a banana or apple for snack?
- Being able to ask to go to the toilet and managing the task mostly themselves
- Belonging to the local library and using their own card to take out suitable books
- Sharing a story with an adult and talking about what they see, understand and are wondering about
- Listening to stories in a group

It is the children who join our school with a background of these experiences that make the quickest progress with their learning and therefore the best start in their school career! 🏰

PESE – (Procedure for Entry to Secondary Education or 11+)

Children in Year 6 have the option of taking the PESE test for entry to a grammar school. Parents of Year 5 children will be offered the opportunity to meet with the class teacher and a member of Leadership Team at the end of the year, beginning of Year 6 for the purpose of discussing the process of admission to Secondary School. 🏰

PPA

Teachers' contracts require that 10 per cent of the teaching week be set aside for Planning, Preparation and Assessment (PPA). We employ a reliable and committed team, who are well known to the school to cover the classes. 🏰

Additional Educational Needs

We have a rigorous but caring approach to the support of children with a range of Additional Educational Needs; whether your child needs extra help, or they are very able. Firstly, your child's class teacher will do their best to respond to any concerns you may have. If you want to speak to someone specifically about these worries, then please do not hesitate to speak to the Assistant Headteacher. 🏰



School Dinners

To promote an enjoyable lunchtime experience at Kingsnorth CE Primary school, we work very closely with our meal provider and team of kitchen staff. This enthusiastic company brings many benefits and ensures that we provide a varied and high quality meal, plenty of choice and we aim to keep costs at a reasonable level. Please contact the school office for the current cost of meals or for a termly menu.

Children can have meals on a day-to-day basis. Some children may be entitled to Free School Meals. We would be pleased to help arrange this for anyone to whom this applies. Please contact the school office if you think this applies to you, and be assured that any enquiries will be confidential. 🏰

Food and Drink in School

We encourage all the children to eat healthily and develop good eating habits for later life. The five-a-day message is re-enforced by the Government's 'fruit and veg' scheme in **KS1** classes. Children in Reception classes will have a carton of milk every day. This is reinforced through our Positive Action lessons. 🏰

Lunch

The children have a choice of having a school dinner which needs to be paid for online, or bringing in a packed lunch from home. 🏰

Lunch (There are three sittings)		11.45am - 1.15pm
Year R 11.45am	Years 1, 2, 3 12.00pm	Years 4, 5, 6 12.15pm

Packed Lunch

Children can bring in a packed lunch to school. The lunch needs to be provided in a suitable lunch box/bag and bottle, marked clearly with their name, (no glass bottles please).

In terms of content, we ask parents to include as healthy a range as possible, with no sweets, chocolate bars or fizzy drinks. In the light of the increasing number of children with allergies, we would ask that peanut and egg products are not included in lunch boxes, as even the smell or a trace can be enough to give an allergic reaction for some children. We kindly request that NO 'Frubes' (yoghurt products in tubes) are in lunch boxes, children really struggle to open and eat them. 🍷

Break-time

Children in **KS1** receive a piece of fruit or vegetable via the Government's Fruit and Veg scheme. Reception children are also provided with a carton of milk each day, until they turn 5.

Children in **KS2** can bring in a fruit snack in its natural form, for example, an apple or a tub of grapes. Crisps, biscuits and sweets are not allowed. 🍷

Birthday Treats

We recognise that it is a lovely gesture to celebrate a child's birthday. Parents sometimes do this by bringing in a small treat for the rest of the class. There is certainly no competition or expectation to do this. Views on appropriate food differ, so we ask that whatever is provided is wrapped and given at the end of the day, by the birthday child (or parent) outside of the school door. We ask that children eat it at home. 🍷

Water in School

We believe that children benefit from good hydration levels throughout the day. Children are given a clear plastic water bottle when they start in Year R. Water bottles can be bought from our school stock for £1 or lids 50p. Please note that the bottles are not dishwasher safe.

Children are allowed to bring in a clear water bottle, named (with a sports cap) which can be kept in class. All bottles must be clearly named.

There are water coolers in the corridors for the children to refill their bottles during the day. Children are not allowed flavoured/fruit water.



Partnership with Parents

Communication

We recognise that the education we offer will be strengthened by strong home-school communication.

We will contact you should we feel concerned about any aspect of your child's progress. It is important that you contact the school if you have any information to share that you feel is affecting your child.

We have an open door policy across the school. Should you have any concerns, we would ask that you share these with the school at the earliest convenience. The easiest, most appropriate first point of contact is probably your child's teacher. Our FLO is always available at the school office should you need or on the school gate in the mornings.

We offer a range of different routes for communication, both informal and formal as detailed below.

- Short notes in reading records, either written by teachers for parents to read or vice versa
- Short notes written by parents that the child hands in to their teacher
- Short discussions between parents and the class teacher at the weekly open classroom session (Tuesday 3.15-3.30pm – no appointment needed)
- Formal appointment with the class teacher (outside Parents' Evening)
- Parents' Consultation appointments (2x yearly)
- Open Evenings/Classrooms (3x yearly)
- Appointments with the Assistant Headteacher or Deputy Headteacher

- Letter and/or telephone calls to the Headteacher (if you choose to email, please email the Headteacher through the office – **office@kingsnorth.kent.sch.uk**)
- Appointments with the Headteacher (booked via the school office), as well as chats at the start and end of the day

We strongly request that in the first instance that any issue is raised with the class teacher/adult before escalating via the appropriate in school channels. We kindly request that any contact with the class teacher is not at the start of the day – please speak to the office if you have an urgent need! 👑

Offered to all Families

- Regular (weekly) newsletters are sent/emailed home, posted on our school website and are available from the school office
- Open classrooms – every Tuesday from 3.15pm to 3.30pm
- Termly Year group newsletters
- Welcome session at the start of each year
- Three times a year curriculum newsletter/guidelines – including hints for home support
- Website – for general information **www.kingsnorth.kent.sch.uk**
- Twice yearly Parents' Consultations – all parents are invited to make an appointment to see their child's teacher(s). The Headteacher and Assistant Headteacher are also available for appointments.
- Secondary Transfer consultations with the Headteacher and class teacher
- Mid-Year reports (Termly in Year R) with next step targets
- Annual Report/Record of Achievement – these are sent out every July
- Notice boards – there is a board outside school, and we try to have all information on this board
- Liaison with the school FLO
- Parent voice meetings
- Follow us on Facebook – **@kingsnorthcep** and Twitter – **@kingscep**
- Contact books – for Year R and 1



Getting Involved in School Life

Joining Us at School Events

We have a range of whole school annual events to which parents are invited, including:

- Class assemblies and performances
- Harvest Festival – usually early in October
- PFA Fireworks
- School Nativity – Held in the school hall
- Christmas Services – held at St Michael & All Angels Church in Kingsnorth
- School and PFA Christmas events and carols
- Fun-run
- Easter Service – At the end of term 4
- Sports Day – Term 6
- PFA Summer Fayre
- Summer Drama production
- Curriculum enrichment opportunities – as these arise over the year.
- Additional PFA events across the school year

We must insist for reasons beyond our control that there are no photos or videos taken during these events. Photo opportunities will be provided.

“ The children are great ambassadors for the school when they are on school trips and visits.

Governor

We try to give parents as much notice of these events and timings as possible. When the children are performing, these events come as the culmination of a lot of preparatory work. In addition, for some of our younger children, performing in public is a new and daunting experience for them. We strongly request that background noise in the form of younger non-school age children be kept to a minimum at these events.

We also have a number of events that apply to specific year groups/ groups of children including:

- 'Story Time' sessions for new Reception children and their Year 6 buddy
- 'Tea and Tissues' – Reception welcome on your child's first day of school
- Mothers Day and Fathers Day events for Reception Classes
- Grandparents' Day
- Annual Family Picnic for Reception Classes
- Class and Instrumental Assemblies
- Year 6 Leaver's Assembly

Volunteering in School

We welcome parents, carers and friends to volunteer in school. Volunteering in school covers three areas: hearing individual children read, helping generally in the class, and occasional help such as accompanying a school trip.

The expertise adults can bring in to school and help bring learning alive is invaluable.

All volunteers must have relevant safeguarding input and documentation from the Deputy Headteacher. Training takes place at the start of the school year, and volunteers are required to sign a confidentiality agreement. In year training is provided as necessary.

We are sometimes able to support short term work-based projects, such as Teaching Assistant training. However, this does not imply any future employment and depends on the timetable of the school.

We are grateful to the people who currently volunteer in school and would like to encourage further involvement to give our children greater learning opportunities.

Please speak to the Assistant Headteacher for further details. 🍷



Extra-Curricular Activities

Extra-curricular clubs and activities are important as they help develop the 'whole child' not just academically but spiritually and socially too. They are a chance to make friends outside of their class group, which in turn helps develop a **'sense of family'**. 🏰

Before and After School Clubs

The school offers a selection of before and after school clubs across the year, including a Breakfast Club. Clubs are run on a term-by-term basis for children from Year R upwards. We do ask children to make a commitment to attend before or after-school clubs.

If a child is absent for any reason other than illness, we do ask children to apologise for their absence in advance of the club to the adult who is running their club.

A list of clubs available will be produced each term and sent home. We ask that you make a note of the dates and assume your child has a place unless otherwise notified. 🏰

“ Great to see children's knowledge and learning through the years. My daughter is in year 1 now and has learnt so much since starting school.

Parent

Breakfast Club

At Breakfast Club, there is always a choice of cereals, a selection of fruit freshly prepared, and toast with a choice of spreads fruit juice, milk, water and occasional hot chocolate to drink. There are two days where we provide 'specials' with crumpets, pancakes, scrambled egg, croissants etc.

Children have a choice to play games both inside or outside, drawing and colouring or join in with an organised activity with a member of staff. Children are seen into classes at 8.45am.

Our doors open at 7.45am and the current price per day is £2.00 (subject to change) which is payable in advance. Please contact the school office for the up to date times and charges. 🍷

After School Club

Kingsnorth Community After School Club is an Ofsted registered setting offering a range of activities in a play led environment, including arts, crafts, role-play, cooking activities, indoor and outdoor games. The facility provides the community of Kingsnorth with a safe and secure space for children to play and socialise after school.

The club is open from 3.15pm till 6pm each weekday (during school term time) and for 5 weeks, from 8am till 6pm during the school holidays. For further information or to make a booking please contact the Senior Club Co-ordinator on 07749 280043 or email info@kentplayclubs.org.uk 🍷

Lunch-time Activities

Lunch-time activities are run on a less formal basis. A child does not need to make a formal commitment to these activities, but should inform the adult if they are unable to attend. Year 6 children are given leadership opportunities in these clubs.

We are very fortunate to have access to the Multi-Use Games Area (MUGA) adjacent to the school site. This is often used for large ball sports at lunch-time and is shared on a rota across **KS2**. Younger children have the choice of 'free play' or to take part in some of the more structured activities that are provided. 🍷



Keeping Secure, Safe and Healthy

Monies Coming into School

We operate a cashless system for all monies coming into school, whereby monies for dinners, trips and activities etc. must be paid online.

Any money that does have to come into the school (charity events) should always be sent in a **clearly-labelled, sealed envelope**, stating the child's name, class and what the payment is for. If the payment is for more than one child, please write each child's name clearly on the envelope. 🏰

Child Protection and Safeguarding

We have a Designated Safeguarding Leader (DSL) in school, who is contactable via the school office should you have any concerns that you feel you should share.

All staff and governors are regularly trained in safeguarding procedures. The school has an extensive policy which is available from the office. We are legally required to report any suspected cases of abuse or neglect to the authorities. We follow the Kent Safeguarding procedures. 🏰

Mobile Phones

We understand some children carry a mobile phone for safety if they are walking to/from school **on their own**. These must be left in the school office at the start of the day, and collected at the end. They will be securely stored. This is to ensure mobiles are not used inappropriately in school, or cause disruption in lessons.

No other electronic devices should be in school. 🏰

Security

As part of our safeguarding of children we give security a high priority. We believe all children need to feel safe and secure in school to maximise their learning. This is reflected in our school Christian value of 'Trust'; children need to be able to trust us all to make the correct judgements.

All staff and volunteers who will be in contact with your child in school must have a Disclosure and Barring Service check (DBS) before working in school. This process checks that an adult is deemed safe to work with children. The school views this as a matter of the utmost importance. Please see the school office if you feel you would like to volunteer and require a DBS check.

All outside doors have safety locks which cannot be opened from the outside. When opened, school gates are manned at the beginning of the day by members of staff. The main entrance to the school is monitored closely, and a door entry system is in operation. In addition, there are CCTV cameras around the school site. All visitors are required to sign the visitor's system and wear a badge/lanyard.

If you need to collect your child for an appointment please go to the front entrance of the school and your child will be sent to the office. 🕌

Emergency/School Closure

In the event of an emergency the school will contact parents as soon as possible through the school text messaging service. This is the case whether the emergency takes place within the school day, or after hours. Examples of such emergencies include snow closure, burst pipes, no water, fire, etc. In the event of an emergency leading to school closure parents can listen to BBC Radio Kent, Heart FM and KMFM Ashford or follow us on Social Media for school closure listings. 🕌

Health and Safety

It is essential that the school has an emergency telephone number for both parents and where possible contact details for a friend or relative. To improve communications of a less urgent nature we are happy to contact you via text or email. We ask that you inform the school of any changes in these details. 🕌

Trips

Classes take part in trips throughout the school year. A decision to arrange a trip or residential is taken after careful consideration. All visits are thoroughly risk assessed and recommended adult to child ratios adhered to. For residential trips, staff visit the venue and a risk assessment is carried out. Trips are arranged on the basis of voluntary contributions and may be cancelled if there is not enough financial support for the trip/visit.

Please see the Deputy Headteacher in the case of a request for financial assistance. All enquiries will be treated in the strictest confidence. All Free School Meals recipients can receive assistance with school trips and visits.

We currently have residential trips in Year 4 to Kingswood in Ashford, and Year 6 to France. These can be paid in instalments over a 10 month period. These residentials are not part of the 'curriculum' and are therefore can only be attended if paid for in full. 🏰

Transport

Any volunteer who drives another parent's child to an event must give the school office a copy of their car insurance. Any child under 135cm tall must sit on a booster seat in a car. The volunteer should also be given a copy of the Passenger in a Car risk assessment. Please see the school office for this.

Coaches, mini-buses and trains are sometimes used. Risk assessments are carried out for all of these modes of transport. Any coach that the school uses will comply with the Local Authority guidance and will be fitted with seatbelts. 🏰

Swimming

Children swim at the Ashford Stour Centre swimming pool during their time in **KS2**. We employ pool swimming instructors directly. The class teachers are responsible for the overall health and safety of your children. To ensure their safety in the pool, we have our own Normal Operating Procedures and Emergency Action plan, which is used in conjunction with Ashford Leisure Trust's own documentation. We also have our own risk assessments in place and medical care plans for any children with ongoing medical conditions. The use of goggles is permitted in exceptional circumstances and parents must provide written permission for children to wear them. It is the parents' responsibility to ensure the

child can put on their own goggles and swimming hats. Class teachers are not permitted to put goggles on children. The pool request that children tie their hair back and wear appropriate swimwear – Girls in a one-piece swim suit and boys in trunks above the knees. 🏰

Hair/Head lice

Head lice are a perennial problem in all schools. Please regularly check your child's hair for head lice. If you do find head lice in your child's hair, please treat them in the usual way and inform the School Office so that a general note can be passed on to parents in that class. There is no need to keep your child off school during this time. 🏰

Sun Protection

In sunny weather we ask that parents and carers put sun screen/cream on their children before school if they so wish. The school is not permitted to apply sun cream on any child in line with Child Protection guidelines. You may send 'named' sun cream in with your child if you consider them able to apply it correctly. We ask you to impress upon your child that it is for their use only; other children may have an allergy.

Sunglasses are not permitted in school unless we have a written letter from a doctor or optician.

Sun hats or caps should be worn for protection. A school sunhat can be purchased from our school uniform supplier if you wish. Please name all items. 🏰

Computing/ICT

We have a specific policy and associated permission form to allow us to use images or video of your child. This will be provided for you to complete when your child starts school and at the beginning of each year.

If you do not wish your child's image to be used, you must indicate this. Any photographs or video footage taken by the school will only be used for school purpose, including promotional material, web site news, local press. We only ever publish first names with a photograph.

We will offer the chance to take photographs at the end of any 'performances' in school – but none must be taken during. However, we would request that you respect the privacy and views of other parents when thinking about posting online. If you have any questions or concerns, please speak to the Deputy Headteacher. 🏰

Social Networking

Please respect people's privacy when using any social network sites. If you are concerned about any aspect of school life, as a matter of respect and courtesy, please talk to the school before posting anything online. 🏰

Data the School holds on You

Kingsnorth School processes personal data and is a data controller. Their 'fair processing notices' are given to parents of new children. Data includes dates of birth, addresses, parent contact details, national curriculum results, attendance, ethnicity, additional educational needs, and any other relevant information. This data is held securely. Please see the school's policy on data protection. If you wish to access personal data held by the school, please contact the Headteacher in writing. You will be given the opportunity to check the data held for your child on an annual basis. 🏰

Complaints

Complaints can arise from time to time and it is the school's intention that parents should have them dealt with fairly and quickly and following a clearly defined procedure. We aim to be open and encourage feedback from parents about all aspects of school life.

Please follow the guidance below and contact the:

- ① Class teacher in the first instance
- ② Team Leader if the situation does not improve
- ③ Deputy Headteacher if your concerns continue (via the office or in writing)
- ④ Headteacher if you feel your concern has not been dealt with (in writing)
- ⑤ Chair of Governors (in writing)

If the complaint is about a member of staff, please contact the Headteacher. Please ask for the school's complaints policy which is available from the school office or via the school website.

The school has a complaints procedure and this document is available from the school office on request or on the school website. 🏰

Policies

For key policies please see the school website, or contact the school office. 🏰

Useful Websites:

Details regarding the Department for Education guidelines and other curriculum information can be accessed at: **www.education.gov.uk**

Applying for Free School Meals (FSM)
www.gov.uk/apply-free-school-meals

For information for parents/carers in Kent **www.kelsi.org.uk**

For information on schools in general and admissions
www.kent.gov.uk/education_and_learning/school_education.aspx

Kingsnorth CEP School website **www.kingsnorth.kent.sch.uk**

Uniform – for Kingsnorth CEP School embroidered and printed uniform
www.kmacembroidery.com or **enquiries@kmacembroidery.com**
Tel: **01233 813666**

Disclaimer

The information contained in this Handbook is intended for the parents of children who will be starting school during this academic year. It was correct at the time of going to press but Government legislation, County Council policy and particular circumstances of the school might create the need for some organisational changes and adjustment of policy.

Further details of School Policies, Governors Meeting Minutes and other information available under the 'Freedom of Information Act' can be obtained on request

The school would be grateful to receive any feedback from parents on the content and format of this Handbook.

“ As a newer member of staff, I felt welcome and part of the team very quickly. I feel that it is a very calm and welcoming atmosphere.

Staff member

Kingsnorth

Church of England Primary School



Kingsnorth Church of England Primary School

Church Hill, Kingsnorth, Ashford, Kent TN23 3EF

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The BEST days of our lives!