

Information for Parents of Children joining Kea Primary School



Contents:

1. Getting ready for school
 - The school day
 - Punctuality
 - Absence from school
 - Collection of children at the end of the school day
2. School uniform
 - PE Kit
 - Swimming
 - Lost property
3. School meals
 - Free school meals
 - Packed lunches
 - Healthy snacks
4. Communicating with parents
 - Parents in school
 - Kea School Friends (KSF) and supporting Kea School
5. The Curriculum
 - The Early Years Foundation Stage (EYFS)
 - Assessment and Evaluation
 - Homework and help at home
 - Special educational needs
 - Gifted and talented
 - Educational visits
 - Extra-curricular activities
 - Charging policy
 - Collective worship
 - Health and sex education
 - Music tuition
6. Health matters
 - Injuries and accidents
 - Asthma inhalers
 - Dental care
7. Kea Pre-school, Breakfast Club, After-school Club and Holiday Club
 - Transfer to Secondary School
 - School safety and security
 - Car parking
 - Disabled access
 - No dogs on school premises
 - No smoking zone
 - Hire of Premises
 - Complaints procedure

1. Getting Ready for School

We hope that your child will settle into school life easily. To assist with this process there is an opportunity for all children entering our Foundation Stage Class to take part in the “Learning Together” Programme before they begin school. Teachers also like to visit your child in their nursery/pre-school setting to meet with your child in a familiar setting and to discuss their interests, strengths and areas for development with their key worker. By the time they reach the Foundation Stage Class, we hope that they will be able to:

- ❖ Use the toilet properly and flush after use
- ❖ Say please and thank-you
- ❖ Wash and dry hands
- ❖ Respond to their full name
- ❖ Use a handkerchief or tissue effectively
- ❖ Sit at table for meals
- ❖ Use a knife and fork
- ❖ Leave mum and dad for a short period
- ❖ Tidy up after an activity
- ❖ Look after their own and other’s property
- ❖ Share toys and take turns
- ❖ Know what is socially acceptable behaviour
- ❖ Handle a book appropriately
- ❖ Understand that teachers and helpers in school are there to help with any worries they may have.

Some of these aspects may require further practice and will continue to be developed throughout the Foundation Year. If your child is prone to accidents please ensure that they have spare clothes for us to keep in the classroom.

The School Day

During each week children receive 25 hours of teaching time.

	Foundation, Years 1 and 2	Years 3, 4, 5 and 6
Morning Session	8.55am – 12.00pm	8.55am – 12.10pm
Afternoon Session	1.00pm – 3.30pm	1.00pm – 3.30pm

The playground is supervised from 8.45am and children should not arrive at school before this time unless they are accompanied by a responsible adult. Children are collected by staff from the playground at 8.55am and taken to their classrooms for registration.

Punctuality

Children should arrive at school between 8.45am and 8.55am.

Repeated lateness is upsetting to the children and may result in them not wanting to come to school. Studies have shown that children who are encouraged to be punctual are often better at organising themselves and consequently make better use of their time in school. The parents of children who are late on a regular basis will be contacted by the Headteacher. Persistent latecomers may receive a visit from the Council's Educational Welfare Officer.

Absence from school

If your child is away from school please phone to say why she/he is absent. We are required to monitor absences in detail and we telephone parents who have not contacted us by 9.30am. If we do not get official notification from you as to why your child is away, we have to regard the absence as 'unauthorised', and unauthorised absences have to be reported.

We are aware that dental and medical appointments cannot always be arranged out of school hours but would request that appointments are made outside of school hours wherever possible.

Parents have a legal duty to make sure that their child attends school regularly and punctually. The school and the Local Authority monitor attendance and will take action if it either is poor.

The Government recommends that family holidays are taken outside school terms. Cornwall Council publishes the dates of school terms well ahead, and the Headteacher will not authorise holidays during term time. A copy of the term dates for the current and following academic year is available from the school office. When you book your holiday, please check that it does not clash with the school term.

To notify the school of an absence (other than illness/medical appointments), please complete an Absence Request form (available from the school foyer).

Collection of children at the end of the School day

Please remember to inform the school if someone different or unknown to us will be collecting your child at the end of the school day. This must be a responsible person who should be over the age of 16 unless by prior arrangement with the school.

To avoid any possible embarrassment children in Foundation Class, Years 1, 2, 3 and 4 are required to stay with their class teacher until their parent/carer has been identified. Children in Years 5 and 6 may be allowed to walk home alone.

2. School uniform

The wearing of school uniform is an agreed school policy. You are able to purchase school uniform through Keywear, Church Walk, Truro, TR1 1JH, telephone 01872 242233. They also provide a range of suitable school bags with a distinctive Kea School logo. Generic items such as shirts, trousers, skirts, socks, PE kits etc may be obtained from any supermarket or clothing store, as long as they conform to the school colour scheme and style. Please ensure that all of your child's clothing is named. Each child requires:

- ❖ Bottle green fleece, sweatshirt or cardigan printed with the Kea School logo
- ❖ A coat (suitable for the weather conditions)
- ❖ Wellington boots (Foundation class only)
- ❖ White polo shirt – logo optional
- ❖ A Kea School bookbag/rucksack (small for infants)
- ❖ Black leather shoes (not trainers or boots) – velcro is better than laces for infant children

Girls:

- ❖ Grey skirt, pinafore or trousers
- ❖ Green and white summer dress

Boys:

- ❖ Grey trousers or shorts

PE Kit

All children have regular PE lessons. We would ask that every child has the following kit in school at all times in a named drawstring bag:

- ❖ Plain round-necked white t-shirt
- ❖ Bottle green shorts or skirt
- ❖ Plimsolls or trainers

Children in Year 5 and 6 will need shin pads and boots suitable for football and tag rugby and sweatshirts and tracksuit bottoms for PE lessons outside during the winter.

Jewellery and Makeup

For safety reasons we strongly discourage children to wear any jewellery. Children may wear a watch. Children with recently pierced ears may wear plain sleepers or studs as earrings (maximum 1 per earlobe, maximum 8 weeks). Earrings cannot be worn for PE lessons. Make up and nail varnish are not permitted.

Swimming

Children in Years 3 and 4 attend weekly swimming lessons during the autumn and spring terms at Truro Leisure Centre. There is a weekly charge for this activity and children require:

- ❖ a suitable bag
- ❖ swimming costume/trunks
- ❖ swimming cap
- ❖ towel
- ❖ goggles

Lost property

It is essential that all items are marked with your child's name as children can be very absent-minded with their belongings. When we find lost property, it is put in a container in the parent shelter. Anything left at the end of each term will be recycled or binned. Please ensure that every item of clothing worn to school (including underwear and socks) is clearly marked with your child's full name.

3. School Meals

Children can sit together to have their lunch regardless of whether they have a packed lunch or hot school dinner

Eden Foodservices provide hot school dinners at a cost of £2.10 per day. All meals are produced using fresh, seasonal produce and meet all the statutory nutritional requirements. All children are have a choice of meal in a cafeteria style system offering a variety of dishes for the children to choose from, including salads and freshly baked bread! Copies of the menus are available on the school website or can be obtained from the school office.

Dinner money must be handed in on the first day of the week and it should be placed in an envelope, or purse/wallet clearly labelled with the child's name and class. Half-termly cheques are also accepted and should be made payable to Eden Foodservices.

Free School Meals

Free School Meals are available for children whose household income does not exceed £16,190 and the families are in receipt of appropriate benefits. The appropriate application form may be obtained from the school office at any time or from County Hall – 01872 324411 or 323409. It is the parent / carer's responsibility to ensure that free school meals are applied for and free meals will not be provided until the school has been notified that a child is eligible for Free School Meals of by County Hall.

Packed lunches

There is provision for children to eat their own packed lunches. As a school, we promote healthy eating, so please ensure that packed lunches do not include fizzy drinks (sweets are not allowed in lunch boxes). Lunch boxes must be clearly labelled with your child's full name.

Healthy Snacks

You are welcome to send your child to school with a healthy snack in a labelled plastic container. Children in the Foundation Stage and Years 1 and 2 will be provided with a free piece of fruit each day for mid-morning break. Children in Key Stage 2 may bring a piece of fresh fruit, vegetables (eg carrot batons), low fat cheese or a plain biscuit/cracker to school to eat at playtime. No other food item is permitted at snack times, unless your child has a requirement due to health issues. In this case please advise the Headteacher.

Whilst we appreciate that children would like to celebrate their birthdays by sharing food with friends, we regret that cakes and sweets are not permitted in school (they may bring in a selection/platter of fruit or vegetables).

Children are encouraged to have a named water bottle in school and there are water fountains available throughout the school.

4. Communicating with Parents

We distribute information relating to current school activities via our regular Parents Newsletter which is posted onto our School Website every Friday or a small number of printed editions are available in the school foyer. Homework and other essential information is contained in the Newsletter, so please read your copy regularly. The latest edition is always displayed on the school website, <http://keaschool.org.uk/>

Parents in School

If you can spare the time, why not join our band of willing helpers who work with the children practising reading skills, engaged in art and craft and sporting activities, pursuing needlework, cookery and other skills? Don't wait to be asked, please volunteer. There are so many ways in which you can help.

Very often we rely on parents providing transport for class visits and sporting fixtures. If you are involved with the transporting of children for school events, you must notify your own Insurance Company about it beforehand, since in certain cases policies have to be slightly altered to cover these journeys. As part of our role in ensuring child safety and protection all adults helping in school will be asked to pass an enhanced Disclosure and Barring Service (DBS) check.

Kea School Friends

We have an active parent/teacher association which arranges a variety of events throughout the year, including a Summer Fete, Christmas Fayre, Easter bingo and school discos. Parents are informed of forthcoming events through the school newsletter. Kea School Friends raise funds to provide facilities and equipment for the school and also arrange social functions. Kea School Friends warmly welcomes parents old and new.

Throughout the year the school collects Sainsburys and Tesco vouchers and Nestle Cereal Box Tops. Collection points can be found in the school foyer.

5. The Curriculum

Early Years Foundation Stage (EYFS)

The Early Years Foundation Stage runs from birth until the end of a child's Foundation year. In school the curriculum that is followed is known as The Early Years Foundation Stage Curriculum (EYFS). This curriculum underpins all future learning and covers these seven areas of learning:

- ❖ Communication and language
- ❖ Physical development
- ❖ Personal, social and emotional development
- ❖ Literacy
- ❖ Mathematics
- ❖ Understanding the world
- ❖ Expressive arts and design

The Foundation Stage prepares children for learning at Key Stage 1 (Infants - Years 1 and 2). The National Curriculum begins at Year 1. It sets out the requirements to be taught in each subject throughout the school. These subjects include:

- ❖ English
- ❖ Mathematics
- ❖ Science
- ❖ Information and Communication Technology
- ❖ Design Technology
- ❖ Geography
- ❖ History
- ❖ Art and Design
- ❖ Physical Education
- ❖ Music

Religious Education, Personal, Social and Health education and Citizenship are also taught.

Whole-school curriculum planning ensures balance, breadth, continuity, progression and challenge for every child. Planning is cross curricular and skills based, which ensures that the Government's requirements for children at Foundation and Key Stage 1 and Key Stage 2 (Juniors - Years 3, 4, 5 and 6) levels are covered at Kea School.

In all classes, pupils' progress is carefully monitored by the teacher and the Leadership Team who seek to ensure that each child is working to an appropriate level in each subject. There will be times for class teaching, group work and individual support, as best suited to the occasion and the learning style of the child.

Assessment and Evaluation

This is a continuous process. The teachers keep detailed records of each child's progress in the core curriculum subjects. Children's reading is regularly assessed to ensure that progress is being made in this vital area. More formal assessments are carried out, generally in the summer term to measure children's attainment and progress against current national standards.

Foundation Class parents have an opportunity to meet with the class teacher during the first half-term and again before the end of the Spring term. A written report is sent home at the end of the academic year. Parents of Infant and Junior children will receive a report at the end of each term.

Homework and Help at Home

There is a homework policy and children are encouraged to pursue work at home, and we hope you will be able to share this side of their schoolwork with them. If you would like to know what help you can best give your child at home in any special area, please talk to your child's teacher.

Special Educational Needs

We work in accordance with the Special Educational Needs and Disability Code of Practice. Children identified as having Special Educational Needs or disabilities make good progress because their needs are quickly identified by the class teacher and Special Educational Needs Coordinator (SENCO). Children are given specific attention, including differentiated work, within the normal classroom situation. Additional support is provided in smaller teaching groups where resources are available.

Parents of children with Special Educational Needs are involved in setting targets and discussing if these targets have been achieved in termly reviews of Individual Education Plans. The SENCO, class teacher and teaching assistants regularly monitor and record progress.

When a child's special educational needs are identified as requiring additional expertise, there are a range of external agencies that can be called upon for support, such as speech therapists, physiotherapists, and Educational Psychologists. This stage is now known as 'School Action Plus'. We also provide support and advice for pupils and their parents, to promote good behaviour and discipline when dealing with problems. The Local Authority's Behaviour Support Team is very helpful and supportive in this area, working with pupils across the age range.

A child who has more complex, severe or long-term special educational needs may receive a 'Statement of Special Educational Needs'. This sets out the requirements for the child's needs in order to allow them to fully access the curriculum, and may sometimes entitle the child to extra provision. Our overall aim in our Special Educational Needs policy is to ensure that all children feel valued, self-motivated and able to achieve their full potential.

Gifted and Talented

Children are encouraged to identify and develop their talents whilst at Kea School. Our children take part in inter-school events liaising with other able and talented children across the county. More events are planned for the future. Parents of particularly gifted and talented children will be kept fully informed of their progress.

Educational Visits

Throughout the year, visits provide an important stimulus for class activities. We welcome parental support and involvement in such activities. Visits often provide a good opportunity for parents to see at first hand the type of work their children are doing. Such visits are an essential and integral part of the children's education at Kea School. We endeavour to keep the costs of school visits as low as possible. Transportation costs continue to rise and we ensure that the cost of such visits will not preclude any child from participating. All transport companies used by Kea School comply with the seatbelt regulations.

We have a progressive residential experience programme, which ensures that children from Year 4, 5 and 6 have an opportunity to spend some time away on a school camp. Currently the programme includes a two day/one night Year 4 to Bishops Forum, a two night/three day Year 5 residential at Porthpean and a four night/five night Year 6 camp on the Isles of Scilly.

Extra-curricular Activities

Our staff are committed to the needs of our pupils and give freely of their own time to organise a variety of clubs. Such clubs are very popular and, to be fair, priority is given to children of different ages for some activities.

We welcome parents who are prepared to organise or assist with a club after school. This is where your hobbies and interests could benefit the children enormously. Perhaps you are a chess player, a keen gardener or have an interest in a particular sport. If you would be willing to assist with an after-school club, please speak to the Headteacher.

Charging Policy

From time to time we may ask parents for a voluntary contribution to help meet the cost of education visits and activities school hours. We use school funds whenever possible to subsidise the cost of these activities, but a full programme can only take place if sufficient parents agree to make a contribution. We endeavour to limit the cost to no more than £10 per child per term.

A charge is made for board and lodging when we undertake outdoor education, but for families who are entitled to income support, Job Seekers allowance and/or Child Tax Credits who have an annual income not exceeding £16,190 there may be some concessions available. Please speak to the Headteacher about this. We believe that by providing a rich and varied experience in and out of school, we enhance the children's learning and development.

Collective Worship

Our daily assemblies provide the children with opportunities to be together, experience stories with clear moral messages, to sing and share religious and spiritual experiences. Assemblies also have a strong social function within our school community and include an act of worship.

On Fridays we hold our weekly celebration assembly where pupils' achievements, both in and out of school, are celebrated. Parents do have the right to withdraw their children from Religious Education or an Act of Worship and are welcome to discuss this matter with the Headteacher.

Health and Sex Education

We feel that Health Education is an important part of our work and sex education is included in this area. Children from Year 2 onwards have a short course on sex education and relationships based on television programmes covering puberty, conception, foetal development and birth. We always let you know in advance about the lessons so that you can discuss the issues at home as well. Parents are invited to view Sex and Relationship Education materials before it is shown to the children. We always encourage children to discuss health education matters at home, and you have the right to withdraw your child from sex and relationships education if you wish.

Music Tuition

There are a variety of music lessons available to children in Years 3 and above during the school day. Keyboard, guitar and woodwind lessons are provided through the Cornwall Council Music Service, currently at a cost of £50 per term (concessions are available). Recorder lessons are provided by school staff.

We are very proud of the musical talents of our children and encourage them to develop and grow these talents through performances in assemblies.

6. Health matters

We have a useful leaflet which provides guidance on medical matters. This can be downloaded from the school website or a copy obtained from the school foyer. If you have any worries about medical matters and you wish to talk to a school nurse, please contact the school. Your enquiry will be dealt with in the strictest confidence. Reduced vision or hearing can affect children's work and the sooner we know about any problem the quicker we can seek advice or take remedial action.

If your child contracts an infectious disease please let us know at once. These ailments are rarely serious but occasionally we have pupils who have special medical needs, and we may have to alert their parents to possible infection.

Prescription medicines will be administered by members of staff subject to a medical consent form being completed by a parent/guardian. Only one dose will be given during the school day. The exact dose to be administered should be clearly marked as well as your child's name. Medicines can be stored in a fridge if necessary. Medicines will not be administered unless:

1. The medicine has been prescribed by a doctor and
2. The required medical form has been completed.
3. The medicine has been brought to the school office (not the classroom)

Injuries and accidents

Parents will be informed of any minor injuries by the class teacher, or by a Head Injury Letter, at the end of the school day. Should a more serious incident take place we will always try to contact you immediately. If your child is ill or has to go home for some reason, you will be contacted, so it is important that we have accurate telephone numbers and contact addresses. Please ensure that your contact details, held by the school office, are kept up-to-date.

Staff have up-to-date first aid training, however we do not have the power to authorise emergency hospital procedures, e.g. x-rays, and would always contact a parent/guardian if hospital treatment is required.

Asthma Inhalers

The parents of children suffering from asthma who have inhalers in school can choose one of the following options:

- ❖ to store it in the teacher's desk
- ❖ or your child can keep the inhaler in a bag so that it is immediately available for use.

The full responsibility for the use and safekeeping of the inhaler will rest with your child. We would encourage children to adopt this option as soon as possible.

Dental Care

The school dental service no longer visits schools annually. We would encourage parents to ensure children clean their teeth well and have regular dental check-ups.

7. Other information

Kea Pre-school, Breakfast Club, After-school Club and Holiday Club

Kea Pre-School and Out of School Club offer a Breakfast Club, Afterschool and Holiday Club. For more details or to make a booking please visit their website at www.keapreschool.co.uk or telephone them on 01872 260299.

Transfer to the Secondary School

The school has formed close links with several Secondary Schools. This enables the children to move on with confidence and happy anticipation.

School safety and security

The safety of all pupils is of paramount importance. The play areas are supervised by school staff and access to the school building is controlled by security locks which can only be opened from the inside. Visitors will only be allowed access to Kea School through the main entrance and must sign in on entry.

After school, your child will be handed into the care of a parent or nominated guardian known to the school. It is therefore imperative that you let us know who is collecting your child after school. We may seek formal proof of identity for any visitor to our school premises.

Kea School strives to see that children have a safe and secure environment. Regular health and safety checks are undertaken of the buildings and equipment used by pupils. Access can only be obtained through the main entrance through a security door. Exterior classroom doors may only be opened from the inside.

All visitors to the schools, including parents, are asked to report to the school office just inside the main entrance. Visitors will be asked to sign in and out of the visitor's book and will be asked to wear a visitor badge.

Car parking

There are limited parking spaces in the school's car park, but we would respectfully ask that parents do not park in spaces designated for staff or blue-badge holders.

Please park safely and considerately, even if it means walking a little further.

Disabled Access

Disabled visitors can access the building through the front entrance door. Please ask a member of staff if you need assistance.

No dogs on school premises

In the interests of health and safety, parents / carers are asked not to bring dogs onto the school grounds – even if restrained on a leash or carried. The only exception to this rule is a guide dog.

No smoking zone

In line with Cornwall Council Policy and recent legislation, the school buildings and grounds are all designated no-smoking areas.

Hire of premises

Due to current longstanding agreements, the school is not currently available for hire outside school hours.

Complaints Procedure

Many enquiries and concerns can be dealt with satisfactorily by the class-teacher, the Headteacher or other members of staff, without the need to resort to a formal procedure. The school values informal meetings and discussions.

A copy of the school's complaints procedure can be viewed on the school's website.