



Welcome back

Welcome back to school and a particularly warm welcome to all our new families. We look forward to working with and getting to know you and your children over the coming years. We've enjoyed hearing news from children about their various holidays, activities and adventures over the summer. Children have come back to school looking very smart – many of them in brand new school uniform, and most are very excited about new learning this term. All Foundation Class children started school this week and have settled in well.



Welcome to Mrs Dryzmala & Mrs Jane Hughes

Welcome to Lorna Dryzmala, our new Year 5 teacher and Mrs Jane Hughes our new Foundation teacher, working on a Thursday and Friday, to Kea. We are all looking forward to working with Jane and Lorna. Year 5 parents will have had the chance to meet Lorna at this week's parents' briefing and the year 5 parent/pupil workshop will be held on 20 September. We also welcome Hannah Pearce our trainee teacher on the SCITT training Scheme who will be with us this term in year 1 and the summer term in year 3.

Parent Pupil Workshops

Parent/pupil workshops will be taking place over the next couple of weeks. Each of these will start at 9.10 am and will comprise of a maths activity that parents are invited to carry out with their child, as well as information from the classteacher about the curriculum and internet safety.

Mon 18 Sept - Year 3, Tue 19 Sept - Year 4

Wed 20 Sept - Year 5, Thur 21 Sept - Year 1

Fri 22 Sept - Year 6, Mon 25 Sept - Year 2

Each meeting will be finished by 10.30 am. Please make every effort to attend these.

School Routines & Procedures

I would like to remind all our parents, new and existing, of our school routines and procedures to ensure that everything runs as smoothly as possible at Kea.

The School Day

Children should not be dropped to school before 8.45 am in the mornings as the main playground is not supervised until this time. The bell rings at 8.55 am and pupils need to be in school at this time so that everyone are in their classes ready to register at 9.00 am. If you are unavoidably late in the morning please remember to bring your child and sign them in at the school office, so we know they're in school. School finishes at 3.30 pm and children need to be collected promptly at this time. If you are unexpectedly running late can you please ring us on 272265 so that we can let your child know so they do not become anxious. Children who are not collected at 3.30 pm will be brought to the school office. If you need any before or after school care for your child please contact the Kea Pre School on 260299.

Drop Off & Collection for Year 5 & 6 Children

For those children who are in year 5 or 6, your child needs to be dropped to the main playground along with all the other year groups in the morning but collected from outside the Victorian building at the end of the school day. If you are running late and you miss the bell at 8.55 am you still need to sign your child in at the school office and then take them up to the Victorian building.

Collection from School

Teachers and Teaching Assistants will only discharge children in classes Year F to Year 4 to their parents or a known collection person at the end of the school day. Year 5 & 6 are dismissed to the playground. If there is a change to your child's normal collection arrangements, please let your child's teacher know in the morning or the school office. Unless you have a unforeseen emergency, please let us know any collection changes in the morning so that the correct staff are made aware in time.

Sickness

If your child is sick it is the responsibility of parents to let us know as soon as possible. Messages can be emailed to secretary@kea.cornwall.sch.uk or telephoned through to the school office on 272265. Please note that we cannot accept messages from other pupils at the school.

School Routines & Procedures Continued

PE Kit and Pupil Belongings

Named PE kits need to be in school every day so that pupils are equipped for PE lessons. All uniform and personal belongings, such as lunch boxes, must also be named so that any lost items can be returned to their rightful owners. Any lost property is put in the green box in the parent shelter in the playground so please check in there if you have lost anything.

Dinner Money

Eden runs the school kitchen and deals with dinner money on behalf of the school. Children can select their meal preference in class with their class teacher each morning. School lunches can be paid for either by cash or cheque. Payments can be sent in with your child to hand in to their teacher at morning registration. Alternatively parents or children can put their dinner money in the red post box in the school foyer. All payments must be in an envelope with your child's name and year group on it please. Cheques need to be made payable to Interserve Catering Services Ltd and are £2.30 per day.

Correspondence for the School Office

There is a box in the school foyer for parents and pupils to return any correspondence to the school office. Any money for school trips etc needs to be put in a named envelope please. Please do not put dinner money in this box. Hopefully by everyone using this box it will reduce waiting times for those parents who have enquires and need to speak to the office staff. Please note that the school office is very busy first thing in the morning between 8.30 and 9.30 am and again in the afternoon between 2.45 and 3.30 pm so unless your enquiry is urgent please try to avoid phoning between these times.

Appointments during the school day

Parents/carers who need to collect their child during the school day for a medical appointment must sign out their child from the school office. Please do not go direct to your child's classroom. This is for health and safety reasons. You do not need to complete a absence form for medical appointments.

After School Clubs

Information regarding after school clubs was circulated at the end of last term. Unfortunately children cannot stay for any after school activities unless the office has received the online booking form. Please go on the link below to see what is on offer. Wildlife watchers club is already full.

http://www.keaschool.org.uk/website/clubs_/55691

Contact Details

It is really important that you keep us up to date with any changes to your contact details in case we need to contact you in an emergency. A change of details forms is available on our website under documents or hard copies are available from the school foyer. The annual data collection sheet will be sent home next week for parents to update and return as soon as possible please.

Absences during Term Time

If you unavoidably need to take your child out during term time you need to complete an absence request form. Forms are also available from the website under documents and hard copies are also available from the school foyer. Please note that family holidays during term time are not authorised and your child's absence will be recorded as unauthorised.

Queries or Concerns

If parents have any concerns about any aspect of school life then please do come and talk to us. We are always happy to talk through any concerns with parents. The normal procedure is to talk to the class teacher first as most matters can be sorted out with your child's teacher. If the problem is not resolved in this way then do make an appointment to see our headteacher, Miss Warren. If the concern still remains unresolved then the matter can be referred to the Chair of Governors Mrs S White. At Kea we work really hard to develop positive working relationships with parents and we will always take the time to listen and endeavour to help wherever we can.

Parking

Can parents please only park in the marked spaces or out in the road, avoiding the marked double yellow lines, when dropping off or collecting children from school. Thank you for your assistance.

Breaktime Snacks

Children are permitted to have a snack at morning break. Children are allowed to bring any of the following items:

Monday – Thursday: **Fruit (fresh or dried), veg, piece of cheese, plain biscuit.** We do not permit yogurt or chocolate covered raisins, cereal bars or fruit roll ups as although some varieties are healthy, others contain very high levels of sugar. Staff do not have time to check ingredients of each item.

Friday (treat day) – **any of the above + crisps, biscuit or cereal bars** (not chocolate bars or sweets)

Music Lessons

Please note that all admin and payments for music lessons are done by Cornwall Music Service Trust and not through the school office. If you have any queries regarding payment or if your child is in year 3 and above and would like to commence music lessons please contact them direct on 01872 246043 or email: office@cornwallmusicservicetrust.org or their website: cornwallmusicservicetrust.org. Their service agreements can be located on the right hand side of their website page.

The school informs music teachers when lessons coincide with school trips and the teacher will rearrange the missed lesson. If, however, your child is sick, the teacher will only make up a missed lesson if they have time. Any concerns about missed lessons can be addressed to the music trust.

Mr Carter, who is not employed through Cornwall Music Service Trust, offers keyboard lessons and if you want any information he can be contacted on: jonathon@cornwallmusicprovision.uk Tel: 01872 211821 website: www.cornwallmusicprovision.uk

Child Health Form & Health Questionnaire

If your child is in Year F or Year 6 you will soon be sent home an important information booklet about health checks carried out at school.

It is important that you read this booklet and return any necessary paperwork back to the school.

Starting School September 2018

If you have a child born between 1 September 2013 and 31 August 2014, you need to apply for a school place for September 2018. The deadline is 15 January 2018. More information is available on the Cornwall Council website ww.cornwall.gov.uk/admissions.

Transfer to Secondary School September 2018

If you are a parent of a current Year 6 child please remember to apply for their place at secondary school. The deadline is 31 October 2017. You should have received a letter from Cornwall Council giving you information on how to submit your application. More information is available on the Cornwall Council website www.cornwall.gov.uk/admissions.

Kea School Friends AGM

Please remember to come along to the Kea School Friends AGM in the school hall on Friday 15 September at 2.45 pm. At the AGM the new committee members will be formed - Chair, Vice-Chair, Secretary and Treasurer. Everyone is welcome and it's a good opportunity to meet other parents and to discuss fundraising ideas to raise money for the school. Any money raised is used to fund new equipment and to contribute towards the cost of school trips.

Scholastic Book Fair

The school's annual book fair is being held on the following dates and times:

Friday 22 September - 8.15 - 8.45 am & 3.20 - 3.50 pm
Monday 25 September - 8.15 - 8.45 am & 3.20 - 3.50 pm
Tuesday 26 September - 8.15 - 8.45 am & 3.20 - 3.50 pm
Wednesday 27 September - 8.15 - 8.45 am & 3.20 - 3.50 pm

Please try to come along and support the school if you can. The more books we sell, the more commission we will receive for new books for our library. Parents can pay for books by cash or cheque. Unfortunately we cannot accept card payments.



HARVEST FESTIVAL



Everyone is welcome to join us for our Harvest Celebrations on **Friday 6 October**. There will be a short service for parents of **Infant children (YF, 1 & 2) at 9.15 am**. Parents of **Juniors (Y3, 4, 5 & 6) are welcome to a service at 2.00 pm**, and everyone is invited to the auctions that will be held at the end of each service. Donations of harvest goods would be very much appreciated. Perishable items will be auctioned and the money raised will also go to Foodbank. Non-perishable items will be given to the Food Bank for distribution to families in need in the Truro area. The Food Bank is particularly in need of:

Milk (UHT or powdered)
Sponge pudding (tin)
Packets of biscuits
Tinned Fish

Sugar
Tinned tomatoes
Soap
Pasta Sauce

Long life fruit juice
Tinned rice pudding
Toothpaste
Coffee

Tins of soup
Tins of fruit
Toilet paper

Notice Kea School distributes fliers and magazines offering family services or posts details of local activities on the newsletter. Whilst we think that parents might like the information and find it useful, the school does not necessarily endorse these services.