



Welcome to academic year 2026/27!

We are so excited about the upcoming year and have some extremely exciting plans for the school over the next 12 months.

Whether you are new to our school or a seasoned pro (!), we have put this document together to introduce you to, or remind you of some of our school procedures and ways of operating.





Everyone is welcome

We are an inclusive school that fully embraces diversity and equality for all.

Many of our staff choose to wear a rainbow lanyard to demonstrate their commitment to our philosophy that **everyone** is welcome at Kea CP School.



THE SCHOOL DAY



We pride ourselves on punctuality and our morning registration period is 8:45am-9:05am each day.

8:45am is when the school gates and classroom doors open. Before this time, there should be no unaccompanied pupils on the school site as there is no adult supervision. If your child walks to school by themselves*, please ensure that this is timed to ensure they arrive on the school site between 8:45am and 9:05am

The school day ends at 15:30 and children will be dismissed as close to this time each day as possible. Again, after this time there should be no unaccompanied pupils on the school site and the site should be empty by 15:50.

* Year 5 and 6 children can be added to our unaccompanied list which means they are able to leave the school site unaccompanied but not be on the school site unsupervised.

School day

08:55-10:30	Session 1
10:30-10:50	Morning break
10:50-12:00	Session 2
12:00-13:00	Lunchtime
13:00-13:55	Session 3
13:55-14:05	Afternoon break
14:05-14:55	Session 4
15:00-15:20	Assembly
15:20-15:30	Story time



Attendance

Alongside- and linked to- pupil safeguarding and wellbeing, pupil's attendance at school is one of our top priorities.

There is a vast amount of research that shows links between attendance and future attainment and wellbeing.

We aim for a whole school attendance figure of at least 96%. We monitor attendance extremely regularly and will let you know if we have any concerns regarding your child's attendance.

Our aim, if there are concerns, is always to try and support improving attendance. We are aware that there are range of reasons why attendance might be affected, and we are committed to helping our school families in achieving the best attendance possible.

Our 'Improving Attendance Lead' is our headteacher, Mr. Barritt. The administration side of monitoring attendance is undertaken by our school administrator, Mrs. Lamerton. If you have any questions about our attendance policy, please contact her in the first instance.





We encourage families to be as economical as needed to meet the requirements of the list below. Branded or school-badged items are neither required or encouraged. We want our children to feel *clean, comfortable, confident and ready to learn* as a priority. For more information about our approach to uniform, please read [this blog](#) on our website.

If there are any issues with any of the items on this list, please do let us know as we may have options within school. We would also encourage you to contact our PTA, Kea School Friends who run a wonderful second-hand uniform purchase 'shop'. They can be contacted via email at ksfpreloveduniform@gmail.com

Uniform:

Bottle green sweatshirt, fleece, cardigan or hoodie

White polo shirt or plain white t-shirt

Plain grey/dark grey trousers, skirt, grey pinafore, shorts (shorts can be PE shorts) or green gingham dress

Comfortable, safe shoes for the day (these do not have to be black and can be trainers which could also be worn for PE)

Any colour socks or tights

PE kit:

White T shirt

Plain shorts (black/green)

Green hoodie (could be the same as item mentioned above) or red hoodie

Trainers (could be the same as school shoe wear)

Udesköle* kit:

A pair of wellington boots

A waterproof coat

A pair of waterproof trousers

Or a puddle suit if preferred



A bag to carry reading books to and from school is also required, but this can be whatever type of bag you would prefer to provide.

All stationery items and pencil cases (where used) are provided by the school.





Parking

There is limited parking on the school site. In line with our Eco School credentials, if possible, we would love you to travel to school using a more environmentally friendly option than driving, such as walking, cycling or even skating!

However, we remain committed to ensuring that the few parking spaces we do have, continue to be available for families' use. Therefore, please park considerately in the school car park and use only the designated parking bays marked by white lines. Please do not block any vehicles in or park in such a way that hinders their safe and easy exit.

We are required to provide constant vehicle access on to the school field in case of emergency and we do have families that require the use of disabled parking bays. As such, these are **strictly for blue badge holders only**. If you park in one of these bays, please ensure that you have your blue badge on display.

If you are parking on the roads around the school, please park considerately. Please do not block any driveways or gated field access. The area is routinely monitored by the highway agency and the police, and we are keen to maintain our positive working relationships with residents and businesses.





SCHOOL DROP OFF

THANK YOU FOR HELPING KEEP OUR CHILDREN SAFE! 

From 8:45am we operate a rolling school drop off service to support working families and/or those that live outside of walking distance from school. All children can be dropped off in the drop off bay in the car park which is manned by Kea school staff. They then enter the school site through the white gates and walk around to their classroom door to be greeted by their teachers. There is no lower age limit for pupils that use the drop off service, and we ask that initially you decide when your child is ready to be dropped off in this way. If we had concerns about pupils who had been dropped off, we would contact you to discuss this and potentially ask that they are accompanied onto the school site in the usual way if there are frequent issues.

We do insist that the points on the following slide are observed to allow the drop off service to be provided.

☆ **READY**  | **RESPECTFUL**  | **SAFE**  ☆ *Thank you!* 





SCHOOL DROP OFF

THANK YOU FOR HELPING KEEP OUR CHILDREN SAFE! ♥



Please ensure that children only exit the vehicle in the designated drop off bay.



Please only allow children to exit the vehicle when a school adult is there to open the doors.



All children should exit the vehicle on the drop off side of the car.



Please turn your engine off whilst you are waiting.



Adults- please remain in your vehicle at all times.



Please pull forward to the blue cones.

☆ **READY**

RESPECTFUL

SAFE

☆☆ *Thank you!* ♥





We Are Proud to Be a Healthy School! 🌞

At our school, we're committed to helping every child grow, learn and thrive—and that includes supporting their health and wellbeing. As a **Healthy School**, we work hard to promote positive habits that children can carry with them for life.

This means:

- 🥗 Encouraging balanced lunchboxes and healthy snack choices
- 🚶 Building movement into the school day through active play and energising breaks
- 💡 Supporting emotional wellbeing, kindness and positive relationships
- 💧 Promoting regular hydration
- 🌈 Helping children understand how to look after their bodies and minds

🍎 **Our Healthy Snack Options**

Children in the **Foundation Stage and Years 1 and 2** receive a free piece of fruit each day for their mid-morning snack. You're also welcome to send your child in with a healthy snack in a **labelled plastic container**.

Snack options from home include:

- ✓ Fresh fruit
- ✓ Vegetables (e.g. carrot batons)
- ✓ Cheese
- ✓ A plain biscuit or cracker

We do not allow snack items such as crisps and chocolate.

⚠️ **Allergies:** We are currently working towards being an 'allergy aware' school rather than a 'nut-free' school, but in the meantime please could you support us by ensuring that snacks do not contain nuts or sesame products. This includes items such as hummus and pesto.

Friday Treat Day:

On Fridays, children may bring a small treat such as crisps or a biscuit. However, **sweets are not allowed**.

Birthday and Christmas Celebrations:

We know children love to celebrate their birthdays and Christmas, but we kindly ask that **no cakes or sweet treats** are brought in to share with the class or included inside Christmas or birthday cards.

Thank you for working with us to keep our school a happy, healthy and inclusive place for all children. 🧡





Individuality Days



Every first school Friday of the month* we hold one of our Individuality Days. On these days, children can come to school dressed however they feel comfortable. This may be in school uniform, PE kit, non-uniform or even a costume. The only rule is that whatever they are wearing is safe for the school day.

Individuality Days are very important to our school ethos and vision and link to British Values.

You can read more about Individuality Days [here](#)

* Sometimes the *first* Friday of the month falls in a school holiday. We will still hold the Individuality Day on the first *school* Friday of the month.



Contacting the school



01872 272265

secretary@kea.cornwall.sch.uk

Office opening hours:

08:30-16:00



For most day-to-day general enquiries, the school office will be your first port of call. Mrs. Trivett is our school secretary and is on hand to deal with questions about school clubs, lunches, trip arrangements, all of the usual whole school goings-on that you might want more detail about.

Our school office opening hours are 08:30-16:00.

Outside of these hours the office is unmanned, and the phone will likely go to answer machine. When there are after school clubs running there is always a member of staff on site until 16:30 but they may not be able to attend the office.



Mrs Trivett- School Secretary





Who should I go to at the school?

For anything that directly involves your child's classroom experience- e.g. homework, friendships, bullying, behaviour, day-to-day concerns



Class teacher

If the issue has already been raised with a class teacher and not yet resolved



EYFS lead: Mrs. Lawrence
KS1 Lead: Mrs. Pickford
KS2 Lead: Mrs. Peters

If the issue has already been raised with a class teacher and head of key stage and not yet resolved or involves school policy, staff conduct or health and safety



Assistant Headteacher: Mrs. Drzymala
Headteacher: Mr. Barritt

mbarritt@kea.cornwall.sch.uk



Mr Barritt
Designated
Safeguarding
Lead

ldrzymala@kea.cornwall.sch.uk



Mrs. Drzymala
Designated
Safeguarding
Lead Cover

kbray@kea.cornwall.sch.uk



Mrs. Bray
Designated
Safeguarding
Lead Cover

hpickford@kea.cornwall.sch.uk



Mrs. Pickford
Designated
Safeguarding
Lead Cover



Contact our Whistle-blowing Governor via the school office.

**Safeguarding is everyone's responsibility, and we work on the basis that 'it could happen here'.
Please be vigilant in reporting any safeguarding concerns you may have.**

Kea School office (8:30am-4:00pm)- 01872 272265



Linked to safeguarding?

Concerns around safeguarding can be emailed direct to a member of the safeguarding team (see below). Please put 'safeguarding concern' in the subject bar of the email.

If it is information that may need acting on within 48 hours, please also call the school office.

You can email class teachers about non-urgent matters directly on their email address. If your child has two class teachers, please email both teachers. Staff may not see the email for up to two working days depending on their schedule. For more urgent matters, please call the school office. We aim to acknowledge receipt of all emails within two working days and respond in full (or arrange a meeting or phone call) within three working days

While teachers or staff are available for very quick messages at the start of the school day, we ask parent/carers book appointments to discuss:

- Any concerns you have about your child's learning
- Updates related to pastoral support, your child's home environment, their SEND, behaviour or their wellbeing.

If you would like to schedule a meeting with a member of staff, email the appropriate email address or call the school to book an appointment. Meetings between school staff and parent/carers should be of a reasonable duration and frequency. We try to schedule all meetings within seven working days (of the member of staff's working pattern if part time) of the request.

We use ClassDojo Stories to communicate individual class news and information (via the class story) and whole school news and information (via the school story).

ClassDojo is for all the things you might *like* to know. For things that you *need* to know, then whenever possible we will send this via email.

At the end of the school day, a school adult will supervise the children leaving the classroom and going to their parent/carers. **It is not possible to do individual handovers for all parent/carers. If there is information to give to a parent/carer this will be done via a phone call after the children have left, or via a ClassDojo message.**

ClassDojo messages are one-way only, from school to home. The inboxes are not monitored, so if you need to contact the class teacher, please follow the process above.

SUMMARY of target response times:

Safeguarding report via call to school office- treated as urgent and responded to **ASAP**

Email- **2 working days** to acknowledge response, **3 working days** for full response or meeting (virtual or in-person) booked

Meeting request- within **7 working days**

Request for phone call- scheduled within **2 working days**

mbarritt@kea.cornwall.sch.uk



Mr Barritt
Designated
Safeguarding
Lead

ldrzymala@kea.cornwall.sch.uk



Mrs. Drzymala
Designated
Safeguarding
Lead Cover

kbray@kea.cornwall.sch.uk



Mrs. Bray
Designated
Safeguarding
Lead Cover

hpickford@kea.cornwall.sch.uk



Mrs. Pickford
Designated
Safeguarding
Lead Cover



Mrs Trivett-
School secretary



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Kea School office (8:30am-4:00pm)- 01872 272265



Aimed response times:

Email

Request for
phone call

Request for
meeting



Acknowledge response in 2 working
days
Full response or meeting scheduled in
3 working days



Scheduled within 2 working days



Scheduled within 2 working days
Meeting to be within 7 working days
where schedules allow

Please note- On occasions, requests for meetings or phone calls with the SENDCO or leadership team may operate on different timescales depending on workload.

Kea School office (8:30am-4:00pm)- 01872 272265





Staff email addresses:



Glover class

abevis@kea.cornwall.sch.uk,
klawrence@kea.cornwall.sch.uk,

Jackson class

ikeat@kea.cornwall.sch.uk,

Pentreath class

hpickford@kea.cornwall.sch.uk

Emidy class

fduquenne@kea.cornwall.sch.uk
ngrant@kea.cornwall.sch.uk

Hobhouse class

dhead@kea.cornwall.sch.uk

Rescorla class

apeters@kea.cornwall.sch.uk,

Parry class

ldrzymala@kea.cornwall.sch.uk





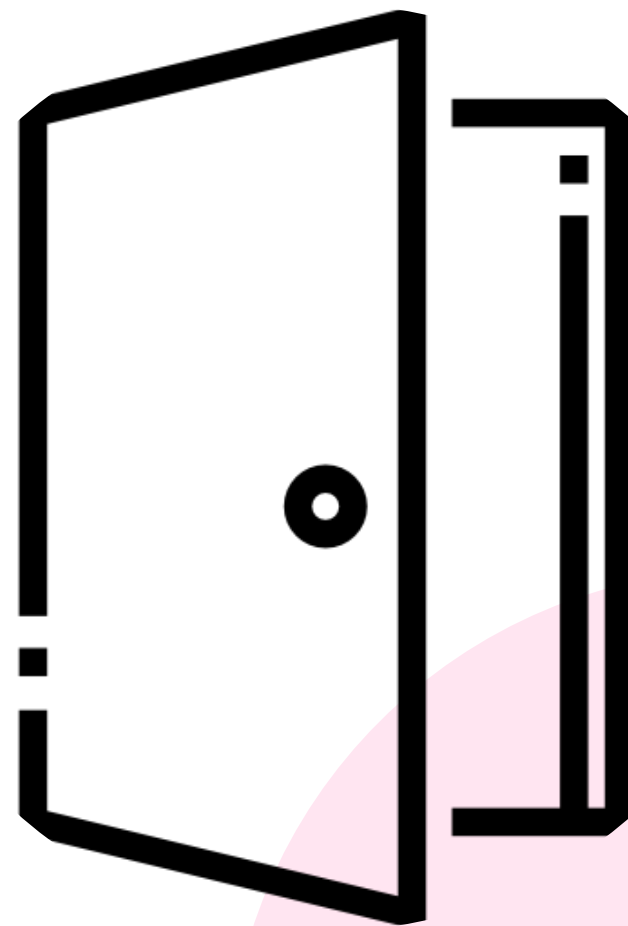
'Catching' the teacher at the door

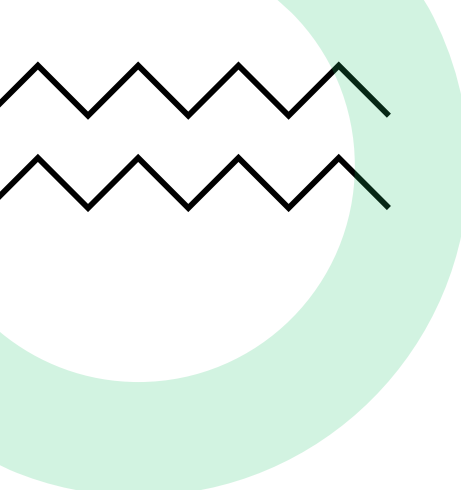
Our teachers want to be as available to you as possible, and there is usually time for a quick message at the classroom door at drop off and pick up times.

However, our morning sessions *must* start extremely promptly, so if do you need more time with the class teacher, please let the office know and they can arrange for them to give you a quick phone call or organise a face-to-face meeting at a mutually convenient time.

This is the same at pick-up when class teachers must ensure that all children are safely supervised as they are dismissed.

On a Wednesday, our teacher meetings start after school at 3:40pm, so this is likely to be the day when it is trickiest for teachers to be able to stop and chat.





DROP-IN SESSIONS

If you would like to talk to the headteacher, there are drop-in sessions every Tuesday and Thursday from 9-10am. No appointment is necessary, and you can wait with a cup of tea or coffee in our reception area if there is a queue! We limit drop-in appointments to around 10 minutes, so if you need more time than that, please arrange an appointment through the school office. You can also email the headteacher on the addresses below. They will endeavour to respond within 48 hours. Again, if you require a quicker response than this, then please go through the school office.

Headteacher- head@kea.cornwall.sch.uk





Sharing safeguarding concerns



The communicating of any safeguarding concerns obviously takes priority over any other form of communication. If you have any concerns related to safeguarding, you can report them to member of the school staff, who will pass the information on to a member of our safeguarding team.



Mr. Barritt
o Designated
Safeguarding
Lead



Mrs. Drzymala
o Designated
Safeguarding
Lead Cover



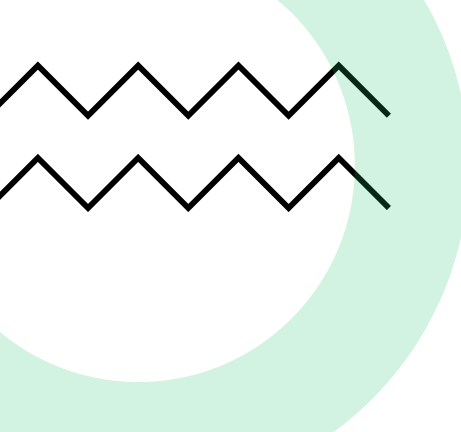
Mrs. Bray
o Designated
Safeguarding
Lead Cover



Mrs. Pickford
o Designated
Safeguarding
Lead Cover

OUR SAFEGUARDING TEAM





HOW WE COMMUNICATE WITH YOU

Alongside email communication, we also use ClassDojo.

After taking feedback from you via parent surveys, we aim to communicate everything you will *need* to know via email and then use ClassDojo to communicate things you might *like* to know.

This should mean that you can engage with ClassDojo as much or as little as you would like and not miss anything important.

Each class teacher will post between 3 and 5 times a week on the class story page and there will be a similar amount posted on the whole school story.

If you ever have any issues accessing ClassDojo, Mrs. Trivett, our school secretary, is a proud ClassDojo mentor and always happy to answer any questions related to the platform!

Glover parents will also have access to the Tapestry app which is used to communicate and share progress linked to the EYFS (Early Years Foundation Stage).



TOPIC OVERVIEWS

Each half term every classes' learning topic changes. An overview of the topic will be posted on ClassDojo and on your child's class page on the school website. If you would ever like more information about the learning undertaken each half term and how you may be able to support this at home, please contact your child's class teacher in the first instance.

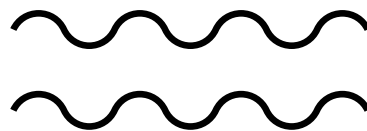


POLICIES

There are many policies that the school adopt and adhere to, that help ensure we have a clear way of operating and responding to the needs of our children and community. From our uniform policy, to how we respond to complaints, you can find nearly all of them on our [website](#). If you can't find a specific policy, please contact our school office.



SEND & PUPIL WELL- BEING



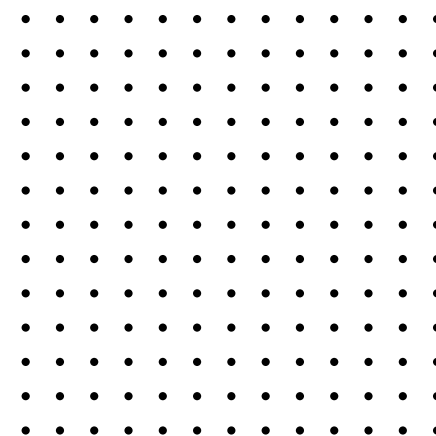
SENDCO & Wellbeing
Lead- Katie Bray

Our SENDO (Special Education Needs and/or Disabilities Co-Ordinator) and Well-being Lead, Mrs. Bray, works to ensure that the provision for all pupils with additional need is put in place in a timely manner and of a high quality.

We have a clear process for quickly identifying pupils with SEN and a comprehensive package of support that we can put in place where appropriate.

If you are ever concerned about any aspect of your child's learning, please contact their class teacher initially who may take advice from Mrs. Bray about whether a referral to her as SENDCO may be necessary.

Mrs. Bray will be there to support you directly if a referral is made via a class teacher.





Bullying

Whilst we accept the possibility that bullying may take place in our school, we have zero tolerance for it. We do lots of work within the curriculum to support children's understanding of the impact bullying can have on wellbeing and on how they can access support if they need it.

We have a very clear process for handling incidents or reports of bullying, and we offer support for all parties involved when incidents are confirmed. We use many of the anti-bullying alliance's resources as part of our response and strongly suggest that all parent/s/carer/s engage with their comprehensive parent/carer [toolkit](#).

If you ever have any concerns that your child is involved with bullying, please contact your class teacher as soon as possible and they will advise on the steps we take and the support that we can offer.

