

# Information for Parents of Children joining Kea Primary School



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## **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
- ❖ 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.

Morning Session      8.55 am – 12.00 pm

Afternoon Session    1.00 pm – 3.30 pm

Children are welcomed by staff at the classroom door at 8.55 am and taken inside for registration. We ask that parents/carers do not come much earlier than 8.45 am/3.30 pm to avoid the playground being too busy in the morning and afternoon.

### **Wake & Shake**

Wake and Shake (a musical exercise routine) takes places most mornings in the main play court at 8.50 am.

### **Punctuality**

Children should arrive at school at 8.55 am.

Repeated lateness is upsetting to the children as they miss vital information, learning and social opportunities at the start of the day. This sometimes results 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. Parents of persistent late comers will be invited to meet with an Education Welfare Officer from Cornwall Council.

### **Absence from school**

If your child is away from school, please phone or email 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 9.30 am. If we do not get official notification from you as to the reason 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 be 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 is poor.

The Government dictates 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 on the school website. When you book your holiday, please check that it does not clash with school term dates.

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 agreed 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 are dismissed from their classrooms and brought down to the carpark to meet their parents. They are also permitted to walk home alone. Y5/6 pupils with younger siblings are taken to collect them from their classrooms and are then permitted to walk round to the carpark to meet their parents.

## **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. Kea School Friends have a large stock of second hand items, please contact the school for details.

Uniform is as follows:

- Bottle green school sweatshirt with school logo or plain or a bottle green cardigan
- White polo shirt with logo or plain or plain white shirt
- School fleece with logo or plain
- Optional red & green tie
- School coat with logo (optional)
- Personalised book bag (optional)
- Personalised infant or junior rucksack (optional)
- Grey trousers or shorts or grey skirt, pinafore or culottes
- Green gingham summer dresses may be worn in warmer weather
- Grey or black socks or grey, black, red or green tights.
- Black shoes (not trainers or boots) velcro is better than laces for infant children if they cannot tie laces. Heels of no more than 2cm may be worn.

## **PE Kit**

All children have regular PE lessons. We ask that children wear their PE kit for the whole day on their PE days.

- White T-shirt with school logo or plain
- House coloured T-shirt (optional)
- Red hoody personalised with school logo and child's name (optional)
- Green shorts
- Girls' bottle green skirt (optional)
- Gym bag with school logo (optional)
- Plimsolls or suitable trainers and socks
- Suitable sports footwear, e.g. football boots
- Personalised PE Bag (optional)

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.

Wellington boots are required for children in (Foundation class, year 1 and year 2)

## **Jewellery and Makeup**

For safety reasons we strongly discourage children to wear any jewellery. Children with recently pierced ears may wear plain sleepers or studs as ear rings. Ear rings cannot be worn for PE lessons. Make up and nail varnish are not permitted.

## **Swimming**

Children in Years 3, 4 and 5 attend swimming lessons every day for a two week block during the autumn term at Truro Leisure Centre. There is a charge for this activity and children require:

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

## **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 outside. Anything left after 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.

## **2. School Meals**

Our cooked school meals are provided by Autograph.

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

**Hot school dinners which are free to all infant children** and cost £2.35 for junior children (Years 3 – 6). All meals are produced using fresh, seasonal produce and meet all the statutory nutritional requirements. Children 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. A copy of the menu is available on the school website. School lunches need to be booked by parents using Parent Pay. When your child starts school you will receive a letter to activate your child's lunch account. When your child reaches year 3 you will need to use Parent Pay to pay for your child's school lunch.

### **Free School Meals**

Free School Meals are available to all children whose families are in receipt of appropriate benefits. Parents/carers can apply via the Cornwall Council website -

<https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/school-meals/>

It is the parent / carer's responsibility to ensure that free school meals are applied for. Free meals will not be provided until the school has been notified by Cornwall Council that a child is eligible for Free School Meals. If your child is an infant (therefore entitled to a universal

free school meal) and you are entitled to certain benefits, it is worth filling in a free school meals form so the school can receive Pupil Premium funding for your child. Please speak to us if you would like more information.

### **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. As we have children in school with nut & sesame allergies, we ask that no nuts/sesame products are included in lunches (this includes hummus and pesto).

### **Healthy Snacks**

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. You are also welcome to send your child to school with a healthy snack in a labelled plastic container. Children may bring a piece of fresh fruit, vegetables (e.g. carrot batons), 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. As we have children in school with nut & sesame allergies, we ask that no nuts/sesame products are included in snacks (this includes hummus).

On a Friday children may bring in a treat such as crisps, other biscuits but we do not allow sweets.

Whilst we appreciate that children would like to celebrate their birthdays by sharing food with friends, we do not allow cakes or any other sweet treats to be shared with their class.

Please provide your child with a named water bottle. During COVID-19 the water fountains are not in use and water bottles are refilled from the classroom sinks.

## **3. Communicating with Parents**

Most written communication is by email and most forms can be completed online. We distribute information relating to current school activities via our regular newsletter which is posted onto our school website every fortnight and an e-mail link is sent to parents. A small number of printed editions are available in the school foyer. Term dates and other essential information is contained in the newsletter, so please read it regularly. The latest edition is always displayed on the school website, [www.keaschool.org.uk](http://www.keaschool.org.uk). All other letters are also published on the website on your child's class page. We send an email notification when a new letter is published.

### **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, sporting activities and other skills? Don't wait to be asked, please volunteer. There are so many ways in which you can help.

Often we rely on parents providing transport for class visits and sporting fixtures. If you can help with transport please speak to the school office. All volunteers must complete a DBS check and undergo induction training led by the headteacher.

### **Kea School Friends (KSF)**

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 they also arrange social functions. Kea School Friends warmly welcomes parents old and new.

## **4. 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 (Infants – Years 1 and 2) 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.

Please see the school website for more detailed information on the school website.

### **Assessment and Evaluation**

Assessment is a continuous process. Teachers keep detailed records of each child's progress in the core curriculum subjects (reading, writing and mathematics). Children's reading is regularly assessed to ensure that progress is being made in this vital area. More formal assessments are carried out termly. Year 2 and Year 6 formal assessments and teacher assessments take place in the summer term.

Parent Teacher consultations take place in November and again before the end of the Spring term. A written report is sent home at the end of the academic year.

**In the Foundation Class at Kea School the staff use 'Tapestry Online Learning Journeys' to record, track and celebrate children's progress across their Foundation year.**

Tapestry is used to capture each individual child's experiences as well as used to monitor development and learning. This unique journal is shared online with parents, who are able to see special moments and view their child's progress. After signing the necessary consent form, parents are provided with their own log-in and passwords so that they can access their own child's 'Learning Journal' at their convenience. Parents are also encouraged to share and contribute experiences and observations from home with school staff these can include text, photos and short videos.

### **Homework and Help at Home**

We have a homework policy and children are encouraged to pursue work at home. We hope you will be able to share this side of their school work with them. If you would like some ideas of how to support your child in any particular area of the curriculum, please talk to your child's teacher.

### **Special Educational Needs**

We work in accordance with the Special Educational Needs and Disability Code of Practice 2015. Children identified as having Special Educational Needs or disabilities make good progress at Kea 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 required.



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 review 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 'SEN Support'. 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 an Education Health Care Plan (EHCP). These have replaced the Statement of Special Educational Needs. The EHCP 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.

### **Educational Visits**

Throughout the year, educational visits provide an important stimulus for class activities. For some visits, we welcome parental support and involvement. 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. Recently Kea School Friends have agreed to fund transport for school trips. All transport companies used by Kea School comply with statutory safety 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. The programme includes a two day/one night Year 4 camp to BF Adventure, a two night/three day Year 5 residential at Porthpean and a four day/three night Year 6 visit an out of county outdoor activity centre.

### **Extra-curricular Activities**

Our staff are committed to the needs of our pupils and give freely their own time to organise a variety of clubs. Some clubs are very popular and therefore are restricted to certain age groups or classes.

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 your child's teacher or 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 in school hours. We use school funds whenever possible to subsidise the cost of these activities, sometimes activities can only take place if sufficient parents agree to make a contribution. We endeavour to limit the cost for day trips to no more than £10 per child per term.

A charge is made for board and lodging when we undertake outdoor education (in years 4, 5 & 6), but families who are entitled to certain benefits may be entitled to a concession. Please speak to the headteacher about this. We believe that by providing a rich and varied experience in and out of school, will enhance the children's learning and development.

## **Collective Worship**

Our 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 have the right to withdraw their children from Collective Act of Worship and are welcome to discuss this matter with the headteacher.

## **Sex and Relationships 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 take part in age appropriate sex and relationships education covering relationships, body changes, 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 relationships 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**

We offer a variety of music lessons available to children in Years 1, 2, 3, 4, 5 and 6 during the school day. Keyboard, guitar, violin, brass and woodwind lessons are provided through the Cornwall Music Trust and other independent music providers.

## **5. Health matters**

We have a useful leaflet which provides guidance on illnesses and medicines in school. This can be downloaded from the school website. If you have any worries about medical matters and you wish to arrange a meeting with a school nurse, please contact the school office. 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 and ensure we have best provision in place for your child.

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 the risk of possible infection.

Prescription medicines will be administered when necessary by members of staff subject to a medical consent form being completed by a parent/carer. The exact dose to be administered should be clearly marked as well as your child's name. Medicines must be brought to the school office (and not the classroom) and can be stored in a fridge if necessary. Medicines will not be administered unless:

1. The medicine has been prescribed by a doctor,
2. The required medical form has been completed and signed by a parent/carer.

## **Medical Conditions**

### **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 their tray in the classroom so that it is immediately available for use.

The full responsibility for the use and safe keeping of the inhaler will rest with your child. We would encourage children to adopt this option as soon as possible. Younger children will be supported by members of staff.

Children with severe asthma will require a care plan provided by a doctor or nurse. We work closely with parents to ensure that children's health needs are met.

### **Diabetes**

Children with diabetes will require a care plan provided by a doctor or nurse. We work closely with parents to ensure that children's health needs are met.

### **Epipens**

We work closely with parents of children who suffer from severe allergic anaphylactic reactions and require an Epipen. We provide training for class staff to ensure they can best meet the child's needs.

### **Dental Care**

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

## **Injuries and accidents**

Parents will be informed by the class teacher or TA of any minor injuries which have required first aid, or by a head bump injury letter, at the end of the school day. Should a more serious incident take place we will always make every effort to contact you immediately. If your child is ill or has to go home for some reason, you will be contacted, therefore it is important that we hold accurate contact telephone numbers. Please ensure that your contact details, held by the school office, are kept up-to-date.

All 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 will always contact a parent/carer if hospital treatment is required.

## **6. 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, After School and Holiday Club. For more details or to make a booking please visit their website at [www.keapreschool.co.uk](http://www.keapreschool.co.uk) or telephone them on 01872 260299.

### **Transfer to the Secondary School**

The school has formed close links with several local secondary schools. Transition between primary and secondary schools is carefully planned including visits from secondary staff to talk to the pupils at Kea and visits to their new secondary school prior to the end of the summer term. This enables the children to move on with confidence.

### **School safety and security**

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

After school, your child will be handed to the care of a parent or nominated carer 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. 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 at school reception 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, blue-badge holders or taxis.

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 dogs are not permitted onto the school grounds. The only exception to this rule is a guide dog.

**No smoking**

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

**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.

We do have a formal complaints procedure, which is published on the school's website.