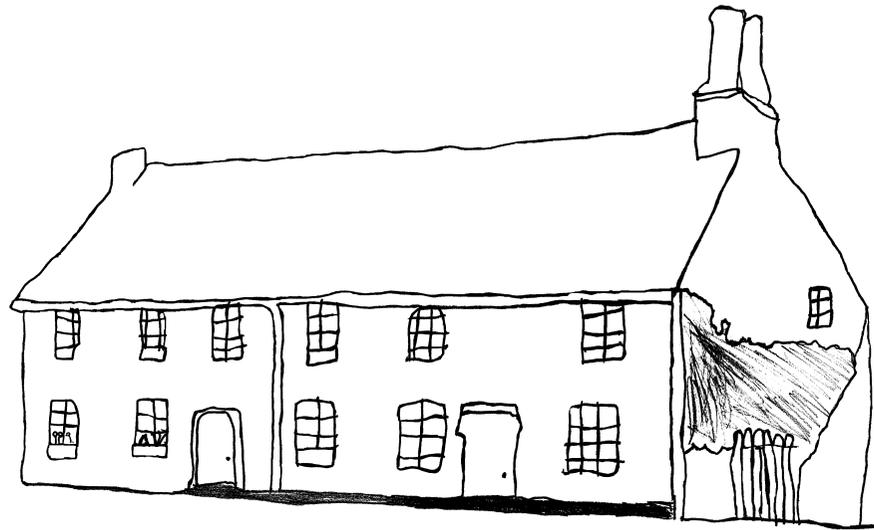


Kenton Primary School



Parent's Handbook

HANDBOOK FOR NEW PARENTS

KENTON PRIMARY SCHOOL
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This handbook is arranged in alphabetical order. It is intended as a reference guide for you. However, please do not hesitate to phone or ask if you have queries that are not answered in this handbook!

Absence

Illness: If, for example, your child is ill and unable to attend school, please phone school or send a message with another adult. If we do not hear from you, the school will telephone you to find out why your child is not in school. I am sure you will understand there are safety reasons for this precaution. If your child has suffered from vomiting please do not send them to school for 24 hours after the last bout.

Holidays: Attendance is a key factor in your child's development and progress. You should be aware that legally parents do not have an automatic right to take their child out of school for holidays during term-time. Authorisation of absence depends on a good attendance record at other times and whether one holiday has been taken at another time during the academic year. Any authorisation will be for one holiday which is considered to be the family's annual holiday. A request form is available from the school office. (Please complete form: 'Request for Authorisation for School Child's Holiday during Term Time')

Special Occasions: Schools are required to consider each request individually. Only exceptional occasions warrant leave of absence. For example, attending the wedding of a family member would be acceptable, but a day's absence for a child's birthday or shopping trip in school hours would not. The school's decision would take account of the child's attendance pattern. A request form, available from the school office, is required for any such circumstance. (Please complete form: 'Request to Take an Absence during Term Time')

Accidents In the event of an accident, a teacher or learning support assistant will render first aid. If it is felt that further treatment is necessary, parents will be informed immediately. If you are not available an ambulance will be called. In the event of a more minor accident, a letter informing you that an accident has taken place will be sent, via your child, on the same day, indicating the nature of the injury. The child will wear a 'bumped head' sticker throughout the day to alert all adults to a previous head injury.



Assemblies Assemblies are held every day. This is an opportunity for the whole school community to meet together. The children (of all ages) lead the first part of the assembly and make contributions. The second part is an act of collective worship, where themes are explored and it usually ends with a song and a prayer. Our assemblies are of a broadly Christian nature, providing the framework of moral guidance. Stories and celebrations from other religions are included so that we may value the diversity of race and culture in our society. Parents may request that their child be withdrawn from religious education and collective worship.

On Friday, we have a celebratory assembly, and twice a term each class will present an assembly describing and illustrating their learning. Parents are invited to attend these assemblies, which are held first thing in the morning. Children are also invited to share achievements gained out of school - bringing in trophies/certificates and talking about these to the school.

Behaviour Children are encouraged to take a positive attitude to their behaviour in school. Rules are designed to enable them and other members of the school community to learn effectively, enjoy school and to be safe. There are a few school rules that are intended to ensure the happiness and safety of all the children. These are explained frequently to the children and they are encouraged to understand the reasons behind the rules. Children also help to develop their own rules through discussions with their class teachers. We do not allow fighting (even 'play' fighting) or retaliation. Teachers, the meal-time assistants or the lunchtime playleader are always on hand to help children sort out their difficulties peacefully. Parents are asked to encourage children to always ask for an adult's help. It is essential that children always show respect and politeness to any adult in school, even when they are upset or in trouble. If they feel they have been unfairly treated, they should politely approach the teacher concerned and discuss it. Sanctions can range from reproof/warning, withdrawal to another area of the classroom or to another classroom, through to exclusion for serious indiscipline or persistent misbehaviour. Parents will be informed if their child's behaviour is causing concern.



Buddy System When your child starts school in Class 1, he/she will be assigned to a buddy in Class 4. The older child will become a particular friend for your child and will take special care of him/her in the playground and around the school. Once a week, usually on a Friday afternoon, Class 4 will visit Class 1 where they work and play together.

Bullying If your child reports to you that he/she is being bullied please let us know - we will look into it straight away. The school takes all reported cases of bullying very seriously. Kenton Primary School has adopted Devon's Anti-Bullying Policy.

Child Protection The school will take any reasonable action to ensure the safety of its pupils. The designated person with responsibility for child protection is the Headteacher.

In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Local Authority Child Protection Procedures and inform the Social Services Department of their concerns. Our first concern is to your child's welfare and therefore there may be occasions when we have to consult other agencies even before we contact you. Should this be necessary we want to reassure you that any concerns we may have about your child will be fully discussed with you after we have talked to the other agency. (From Guidelines set by Devon Education Authority)

Clubs There are a range of clubs run by teaching and non-teaching staff and some parent volunteers. Although these change termly, they are opportunities for children to undertake a range of sporting, science, ICT, music, art and fun opportunities. There are a range of clubs, both for younger and older children. Each term you will receive a club timetable, giving you and your child the opportunity to select which clubs your child would like to join. The clubs run for the core part of the term, (starting a few weeks into term, and finishing a few weeks before the end).

Complaints We hope that you will never need to complain and that any concern is easily resolved informally by discussion with staff or the Headteacher at school. The school has a policy for complaints. The procedure for complaint varies depending on the nature of the complaint. If parents are not satisfied with the school's response, then they have the right to approach the Governing Body with the complaint in a written format. Please ask at school for information about the procedure.



Curriculum The curriculum followed by our children is constructed as follows:

- ❖ the **core** subjects are English, mathematics, science and information technology
- ❖ the **foundation** subjects - geography, history, design and technology, art and design, music and physical education.
- ❖ Religious education is not part of the national curriculum, but it is a compulsory subject and is taught throughout the school.
- ❖ Personal, social and health education is also taught.

There are opportunities for the children in Key Stage 2, (age 7-11), to learn French. The school provides opportunities for the teaching of sex and relationships education. Some of this is in work undertaken in science in the units on 'Life and Living Processes'.

However, the school endeavours to teach this holistically, not only through Personal, Social and Health Education lessons, but also in other lessons. Parents/carers are welcome to discuss this and view some of the material that the school uses.

DELIVERING THE NATIONAL CURRICULUM

The staff are constantly reviewing the best way to deliver the curriculum. The Primary Strategy is central to this, and we aim to provide as broad and as balanced a curriculum diet as possible. Many of the subjects are linked and taught through a topic approach, rather than being taught separately. This enables the children to see links between different subjects and for skills learnt to be applied to other subject areas.

THE CURRICULUM FOR THE UNDER FIVES

The age group 3-5 years is now called the 'Foundation Stage' and work in reception classes is based on the 'Early Learning Goals'. These comprise:

Personal and Social Development

Language and Literacy

Knowledge and Understanding of the World

Mathematics

Creative Development

Physical Development

Whilst these Early Learning Goals form the basis of our provision, we also ensure that tasks are constantly matched to each child's individual needs through the year and blend into the statutory requirements of the National Curriculum to be followed from Year One. All children at the end of the reception stage are assessed via the national Foundation Stage Profile. Throughout their time in reception, children are assessed using the Foundation Stage Profile, and this detailed document forms the basis of reports back to parents.



Daily Physical Activity As part of the school's commitment to health, each day the whole school gathers on the playground to undertake a session of daily physical activity to music led by children in class 4. The session runs for about 5 to 10 minutes.

Eco Council The eco council has a child representative from each year group. The council meets with a member of staff to discuss environmental issues that are important to them and the children in their classes. They are directly involved in recycling duties, and make decisions on how the school can improve its sustainability.

Fruit Snack

Younger children: The children in Classes 1 and 2 have a fruit or vegetable snack break in the morning (before assembly) and the afternoon. For children in Classes 1 and 2, the morning fruit snack is provided by a Government Scheme, which is free of charge. The children are encouraged to bring in their own snacks for the afternoon break. (The children usually eat this at the beginning of afternoon playtime.)

Older children: The children in Classes 3 and 4 have a morning fruit or vegetable snack break, before assembly. The children are allowed any type of fruit or vegetable. Please cut up or peel and send to school in a container if your child cannot do this or cannot manage the whole fruit at once!

Gifted and Talented Children More challenging targets and extension work is provided for more able pupils. There are some opportunities for the children to undertake work outside of school, eg maths days. The school has a co-ordinator for gifted and talented children who works with the child's class teacher, to ensure that his/her learning needs are met.

Governors Governors act rather like a board of directors, and make decisions about how the school is run. They meet twice a term as a full governing body, and also work within committees. The minutes of these meetings are posted on the board in the hall. The names and positions of Governors can be found on the Governor Notice Board in the hall. The Clerk to the Governors and the Chair of Governors can be contacted via the school address.

Homework The homework structure has recently been reviewed. There are different expectations about homework depending on the age of the child. You will be informed about these expectations at the class meeting that is held at the beginning of each academic year.

Information About Learning There is a range of ways in which you will be informed about what your child is currently learning. There is a termly letter from the class teacher indicating what areas of learning are to be covered, as well as a regular 'Big Picture' of the English and Maths learning, displayed in the hall. This will enable you to converse with your child about what has been going on in school. (See Assemblies) The school also runs Parents Evenings in which there is an opportunity for you to find out more about your child's learning.

Information About Progress Each term there is an opportunity for the parents, child and teacher to meet together to set and review targets for the child. The child's annual report is produced in the spring term.

Children in the Reception Year receive the completed Foundation Stage Profile at the end of the summer term (no written report in the spring term). End of year test results are reported to parents for all children from Year 2 to Year 6 in the summer term.

Lost Property Please try to name everything that your child brings to school, particularly what they are wearing! Any lost property is put in a container by the door in Class 2. Parents or children are welcome to go through this when an item of clothing goes missing. Please do not encourage children to wear expensive watches or jewellery - these items of lost property are usually handed in to the administrator.

Lunchtime Lunchtime is the opportunity for your child to socialise with others both while in the dining hall and in the playground. School lunch is provided by Mr Matt Tilt, who is the chef of the Rodean Restaurant. Simply Lunch @ School was set up to provide good quality food for the children and has been running successfully for several years now. The menu is sent home monthly, and a copy is posted on the school's website. Books of vouchers are sold every day from 8.40 to 9 am. The children (and parents) come into the hall first thing every morning, and tick their choice for lunch (main course and pudding) or packed lunch. Mr Tilt is in the hall to discuss any questions you may have. If you wish your child to have a packed lunch, this should be brought in a single labeled container, preferably a packed lunch box, and named.



Medication If your child is taking medication prescribed by a Doctor, please inform Mrs. Linda Thorne, the learning support assistant with special responsibility for first aid, and complete the medical consent form. Medicines should be handed in to her in their original containers so that the prescribed dosage is clear. These are kept in the staffroom. At the end of each day, they will be returned only to the parent and not the child. Medicines that are not prescribed by a doctor cannot be administered by the school.

Newsletters These are sent out at least 3 times a term. They give details of what has happened and future events as well as details of term times. A copy of the most recent newsletter is included on the website.



Parents' Association (KSPA) Kenton Parents' Association organises social events for both parents and children and fund raising events. All parents are welcome. If you would like to become involved, please let a member of staff know and we will put you in touch.

Parent Forum The school has a Parent Forum, which meets with the Headteacher and a Governor twice a term. Each year group is represented by a parent/carer. The primary purpose of the Forum is to further foster a good dialogue between home and school. Any concerns should be brought to the attention of the representative of your child's year group and this can be addressed at the next meeting.

Playtime Arrangements All the children have a break at 10.45 to 11 am. A member of staff is on duty, with a learning support assistant on call if there are any accidents. From 12 to 1 pm the children have their lunch. Whilst not in the dining room, the children will be playing in the playground. There are two mealtime assistants and a playleader to ensure their safety. The playleader also ensures that the children have a range of activities using play equipment. In the afternoon, the younger children (in Class 1 and 2) have a regular playtime from 2.10 to 2.25 pm. On some of these afternoons, the children will have play equipment, and on others they enjoy free play. This playtime is supervised by the Class 1 or 2 teacher. On some days, the older children (in Class 3 and 4) may have a short playtime in addition to the daily physical activity. If it is wet, the children stay in their classrooms under the supervision of adults. Activities are provided.

Reading The school has a very good range of fiction and non fiction books, including a range of different 'scheme' books. If your child is beginning in Class 1, you will be invited to a meeting about how the school teaches reading and how you can take an active part in your child's learning. The meeting is in the first few weeks after your child starts school (September or January). Your child will have a reading diary throughout the school, and your contribution to this is highly valued.

Residential Every two years, the children in Class 4 go to Heatree Activity Centre just outside Manaton for a week. Your child will either undertake this residential in Year 5 or Year 6. It is a wonderful opportunity for the children to experience a range of



exciting activities under the supervision of qualified and experienced leaders, as well as the adventure of being away from home for four nights! Planning and preparation for this begins early (in the spring term), and there is the opportunity to stagger payment. (Families entitled to income support should contact the school office with regard to payment.)

School Council The school council has child representatives from each year group. The council meets with a

member of staff to discuss issues that are important to them and the children in their classes. They raise a small amount of finance through non-uniform days, and make decisions on how this should be spent. In addition, they decide on the charities that the school supports. The councillors change annually.

Special Educational Needs Children have special educational needs if they have a learning difficulty, which calls for special educational provision to be made for them. We welcome information from parents of children who may have special educational needs. This helps us provide information to staff and support early on where it is most needed. The school has a special educational needs coordinator. Their role is to co-ordinate the teaching provided for children with special educational needs, liaise with class teachers and learning support assistants, keep in touch with parents and work with external agencies if this is necessary.

Staff Each class is taught by more than one teacher, and there are learning support assistants in class too, providing additional support for the children.

Headteacher Mrs Amanda Somerwill

Class 1 Mrs Rachel Garner and Miss Jo Slack

Class 2 Miss Amy Tucker and Mrs Amanda Somerwill

Class 3 Mrs Sue Narramore and Mrs Angie Lunn

Class 4 Mr David Kay, Mrs Sue Narramore and Mrs Angie Lunn

Learning Support Assistants Mrs Linda Thorne

Mrs Linda Baker

Mrs Jacqui Hohl - playleader at lunchtime

Mrs Julia Williams

Mrs Vivienne Clifford - mealtime assistant

Mrs Leanne Walters

Mrs Debbie Ironside-Smith - mealtime assistant

Other adults you will find in school:

Administrator Mrs Christine Wilson

Catering is provided by Mr Matthew Tilt - Simply Lunch@School

Cook's Assistant Mrs Maria Ridgers

Meal Time Assistants Mrs Selina Downing, Mrs Claire McDonald,

Swimming Every year, the children in Years 3, 4, 5 and 6 travel to the Dawlish Leisure Centre for lessons in swimming and water survival. The children undertake a course of 5 sessions over a two week block. They all make good progress and have a great time!

Uniform We are a 'uniform' school and believe that wearing a uniform contributes to the sense of belonging to the school family.

The uniform consists of:

Yellow polo shirt

Green sweatshirt or cardigan

Grey school trousers or shorts (not combat, tracksuit or jeans)

Grey skirt, pinafore dress or trousers (not combat, tracksuit or jeans)

Skirt length - preferably not too long or too short, not restrictive to allow ease of movement at playtime.

Green and white summer dress (check or stripe)

Plain socks/tights

Flat or low heeled dark shoes - not trainers

White or plain sandals - to provide good support for feet at playtime

Sun hat to be provided in summer

Hair - plain hairbands - safe and tidy

No 'party' hair accessories, including hair colour

Jewellery - watch and ear studs are permitted. No other jewellery

Nail varnish - not permitted

PE

Plain dark shorts (not bermuda)



Plain white T-shirt

Change of socks if possible

Class 3 & 4 - trainers

Class 1 & 2 - plimsolls or trainers (not laces!)

Track suit or joggers and sweatshirt for children in Class 3 & 4

Long hair to be tied back for PE

All school uniform items can be obtained from Thomas Moore, Fore Street, Exeter or from the Parents' Association (see our website for a form). The Parents' Association also has a certain amount of second hand uniform.

Please ensure all items of clothing are named. This considerably cuts down wasted time!

Water Your child should bring a bottle of water (sports bottle type) to drink as and when they wish during the day.

Please return this form to school if you would like to be considered for the role of Governor should a vacancy arise:

Interest in becoming a school governor

Name

My child/ren is/are in Class 1/2/3/4.

I would be interested in becoming a school governor.

Signature

Please return this to the school office.