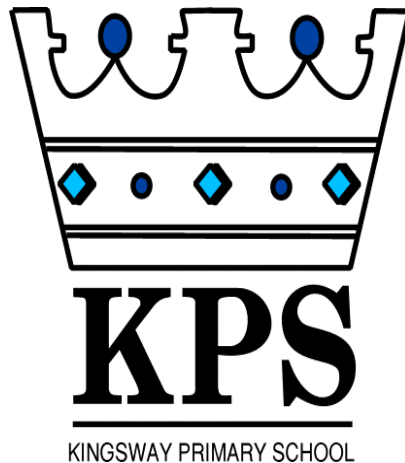


Kingsway Primary School



Welcome Booklet

September 2021

**Please find enclosed information for the start of the
new school year**

Welcome

We look forward to welcoming everyone back to Team Kingsway on Thursday 2nd September 2021. In order to make for a great transition and help parents / carers we are sending out our welcome booklet before the Summer holidays. We have enclosed information for the start of the Autumn term and the change in arrangements for drop off and pick up as we return to 'normal.' We hope that this will support children to settle back in to school life and also to ensure the development of productive home- school links.

We hope that you are all able to have an enjoyable and relaxing Summer break.

#Team Kingsway

At our school the children and their learning are at the heart of everything we do. We aim to support the children throughout their school life with us in succeeding and achieving their full potential. Every decision in school is taken with this in mind.

As a school we have developed an expanding team of highly skilled and experienced staff who work extremely hard to ensure progress for all children and take great pride in their work.

They are clearly focussed on the needs of each child and committed to the development of the individual, both academically and socially.

Home—School Partnership

An important aspect in ensuring your child is settled and learning well at school is the support both your child and school receives from home. This supports in developing a strong home—school partnership.

If you are unsure about anything, your first point of contact should always be your child's class teacher as they have extensive knowledge of your child and are best placed to answer any questions you may have. The only way we can resolve any concerns you may have is if you come and talk to us.

Teachers are very busy at the beginning of the school day, so if you feel that you need to speak to your child's teacher at length please contact school so that a mutually agreeable time can be arranged. As you will appreciate, the teacher will be focussed on their teaching in order to provide the best learning experiences for both your child and all of the other children in their class.

If school has anything they need to share with you regarding your child's learning or behaviour we will discuss it with you directly, usually via the class teacher, in a confidential manner.

Whilst there can sometimes be different viewpoints, sharing information often clarifies things and allows for factual information to be shared. Please be open minded and ready to listen to what the teacher has to say. Unfortunately, sometimes there can be instances where what has been reported to school is different to what was observed.

We will be working hard to ensure that children are treated respectfully by other children, school staff and volunteers. As part of our core values which contribute to the ethos of our school this is an important focus for us and we will be encouraging children to do the same.

All our staff deserve to be treated with respect too as we always do our best to resolve your concerns you may have. As a school we will not tolerate threats or abuse in any way directed towards staff and such occurrences will be treated very seriously, especially as they are extremely upsetting not only for your own child to witness and also for other parents and children who do not wish to witness such inappropriate behaviour.

As parents you play a vital role in fostering good behaviour and positive attitudes to learning in your child. Therefore parental support for school procedures and ethos is crucial. Parents should be aware that their own behaviour provides a model for their children, greatly influencing their behaviour and attitude to learning in school.

Any concerns or complaints are taken extremely seriously by the school and we endeavour to resolve issues as swiftly and informally as possible. A copy of the Complaints Procedure is available via the school website which must be followed in order to support in this process.

Behaviour and Learning

We are sure you agree with us that every child has the right to get on with their work in the classroom without distraction. In order to achieve this we expect high standards of behaviour and attitude to learning which is underpinned by our school behaviour policy and our school rules.

Our home school agreement outlines the expectations of school, pupils and parents. As always we will continuously reward good and outstanding behaviour along with positive attitude to learning and effort.

By using our whole school rules and behaviour systems we have noticed that our children are more able to make positive choices and take responsibility for their actions. We believe these are very important skills children will need both throughout their education and life. We continue to support our children in this area by constantly evaluating and developing our systems further.

As we have been using Class Dojo for nearly a year now, we have found that the children love to receive dojo points and like that parents / carers can see when they have been rewarded. We are now using these for examples of good work, effort and learning behaviour in addition to our **Kingsway KIT** themes which also form the focus for our weekly assemblies.

Kingsway KIT

At the end of the Summer Term we began to introduce our Kingsway **KIT** to the children which links to our core values of;

Kindness

Independence

Teamwork

Each term we will be focussing on one aspect of our **KIT** and the linked skills and personal qualities through our PHSE and curriculum work. Please see the Kingsway Values sheet for details of the skills and vocabulary the children will encounter.

Our School Day

We have made some changes to our school day for September. Whilst there were some arrangements from our Covid procedures which we are pleased to see the end of there have been other things which have worked very well. For example, we are keen to keep our staggered lunchtimes which provide more playground space to play. These new arrangements have allowed us to make changes to the end of the school day in order to make collecting children easier and safer.

Morning Routine

The one way system will remain in place in September. Enter from side gate and exit via carpark gate. There is a slightly staggered end to the school day in order to support in safely getting children to their parents and to avoid crowding on the playground. In order to get the children in to school and settled as quickly as possible each morning please support us in ensuring that your child gets a good start to each school day by arriving on time. The morning bell will go at 8.55am and at 9.05am registers will close and the day's lessons will start.

From Thursday 2nd September

The doors will be open from 8.45am as usual for children to go into their new classes and engage in some morning activities before the morning bell. Children in **Foundation Stage** will enter via the gate to the Foundation Stage area when they are in school.

Year 1 children

Ladybirds will enter via the coloured fence area outside Ladybirds classroom

Dragonflies will enter via the grey door. Miss Limb will be at that door.

Year 2 children will be able to enter via the side door at the car park end of the building. Mrs Watson will be at these doors.

Years 3 and 4 / Year 5 Falcons will enter via the blue door nearest our playground entrance. Mrs Bradbury will be at these doors.

Year 5 Hawks and 6 children will enter the new building via the doors they normally use. Doors will be closed at 8.55am when the school bell goes and any late arrivals will need to enter via the school office.

End of school day

3.15pm

Side gate open for **Foundation / Year 1 / Year 2** parents to come and collect their children. Mrs Bradbury will be at the gate and the gate will close at 3.20pm in order to make sure younger children can be collected before Year 3 / Year 4 parents come onto the school site.

F2 children – collected from the F2 fence / gate

Year 1 – Ladybirds door / grey side door for Dragonflies

Year 2 – will come out with teachers and line up to the side of the dining room in classes to be collected.

Parents leave school site unless waiting to collect older children.

3.25pm

Side gate open for parents of children in **Year 3 / Year 4**

Year 3 blue doors on the stairs near carpark gate

Year 4 blue doors on the stairs near office end

Once children are collected they need to leave the school site with their parents.

3.30pm

Year 5 / Year 6 children come out. Falcons via 4 blue doors on the stairs near office end.

Hawks and Year 6 from the new building doors they normally use.

We recognise that some parents of our older children in Years 5 and 6 will want them to walk home by themselves. This will require parents to complete, sign and return the permission agreement form.

Contacting School

If you need to contact school or any member of school staff please phone on **01623 408259** or use the school email **office@kingsway.notts.sch.uk** Office hours are 8.30am—4.30pm (4.00pm on Fridays). Sometimes office staff do have to leave the office in order to pass on messages to children and staff, etc. Therefore, if your call is not answered immediately please bear with us and call again. If you email the office someone will get back to you and will make contact via the phone you have registered with school so please keep us up-to-date with any changes in your contact number. All absences should be reported to the school office via phone or email.

OurSchoolsApp

Please make sure that you are signed up for **OurSchoolsApp** as this will now be the primary method we will use to contact parents / carers to inform about any unforeseen changes to arrangements in the case of a whole school emergency situation. E.g. closure due to snow. We will also use this service to inform about school events.

Class Dojo

This has proved to be a great communication tool between parents and teachers, especially during lockdown periods. It has been great for sharing class news, work and photos to support parents in connecting with their child's learning in school.

Whole school news, such as assemblies and updates to the whole of Team Kingsway are also So please check regularly to keep yourself up to date with the latest school news and events.

School Website

You can find our website at **www.kingsway.typepad.com**

It is mobile friendly as we appreciate that most people also access websites using their mobiles for convenience. Most of the whole school messages from Class Dojo are also on the website along with policies and other information for parents available via the 'Information for Parents' tab on the drop down menu.

Absences

Thank you in advance for your co-operation in contacting school via telephone, email or letter if your child is not going to be in school for any reason. Although wherever possible we ask that dental and medical appointments be made out of school hours. We appreciate that this can not always be the case, therefore could you please make school aware of any appointments via the school office in advance if possible.

To report illness absences please let us know as soon as possible if your child will not be in school either by phoning on **01623 408259** or email us at **office@kingsway.notts.sch.uk**

If a child does not arrive at school and we have not been informed of the reason we will contact parents / carers to find out why the child is absent. This is to ensure your child's safety.

Good attendance is crucial to your child's progress, both academically and socially. There are just 190 days in an academic year and with the pace of learning now required of children since the introduction of the new curriculum, each day is crucial. With this in mind school will not be able to authorise any absences for the purpose of a family holiday. If you do feel your child needs to be absent from school due to exceptional circumstances (such as a family bereavement or family crisis) please write a letter detailing the circumstances and hand it in to the school office.

Attendance Management Procedures

Attendance is tracked regularly and where there is cause for concern, due to significant absence or a pattern identified, school; will follow the attendance management procedures outlined below;

Stage 1

You will be sent a letter to alert you to the attendance issue and the impact on your child's learning and progress if your child's attendance is at **94% or below**. We will track attendance half termly to identify if there has been any improvement.

Stage 2

If your child's attendance has not shown improvement you will be invited to a meeting in order to discuss the absences, any relating issues and to put in place any support required.

Stage 3

If your child's attendance has still not improved significantly you will be invited to a further meeting during which involvement of other agencies may be required.

***Attendance will continue to be monitored to ensure any improvements are sustained.**

Celebrating Good Attendance

We celebrate good attendance with:

- ◆ Certificates for individual pupils achieving 100%
- ◆ Letters to parents/carers celebrating their child's 100% attendance.
- ◆ Weekly attendance tickets for each child with 100% which go into the class box for a winner to be drawn from each half term
- ◆ Attendance Champions Trophy for weekly class attendance winner
- ◆ Rockets attendance display in the upstairs hall showing weekly attendance for each class.
- ◆ Celebrate 100% attendance weekly with a certificate, a special event for the class i.e. in discussion with the Class Teacher the children choose three special treats and this is finalised by the Headteacher e.g. sports or craft afternoon etc
- ◆ End of year individual rewards for 96% and above attendance.

Breakfast and After School Club (Halfmoon Club)

Our breakfast and after school clubs are now well established and will continue to operate from this September. In order to ensure we have the correct staffing and food available we are asking parents to book in advance. A booking form for the Autumn Term is available from the school office for new children. If your child currently attends you can continue to book online. Both clubs are run by existing school staff who know the children, are familiar with our school systems and expectations and are able to arrange suitable activities for the children.

Breakfast Club

Start time: Drop off 8.00am

Finish time: 8.55am (start of the school day)

Provision: cereals, toast and a drink

Cost: £3.50

After School Club

Start time: 3.30pm

Finish time: pick up by 4.30pm or pick up by 5.30pm

Provision: snack – sandwich, fruit, cake / biscuit / yoghurt and a drink

Cost: £3.50 per hour

School Uniform Information

Why we wear a school uniform

We believe that our School Uniform looks very smart and creates a sense of shared identity and a pride in our school.

Aims

1. To create a sense of community
2. To promote safety by making pupils instantly recognisable when out of school.
3. To promote health and safety by wearing suitable clothes for their activities

Parents are asked to support us by sending their child to school in full uniform.

This consists of:

Black school shoes. No brightly coloured trainers for everyday wear.

Grey trousers or Grey skirt/pinafore

Yellow or navy blue polo shirt (with or without logo)

Kingfisher blue sweatshirt / cardigan (with or without logo)

- Grey tights, White socks
- Black or grey socks
- In warmer weather grey tailored shorts or yellow / blue gingham dresses may be worn

Other items

Book bags are available from the school office and we prefer children to use these rather than using a backpack as a bookbag as we do not have the space in the classroom to store backpacks and it is much easier to change books regularly when we do not have to search through backpacks.

P.E. bags are available from the school office.

Water bottles are also available from the school office and spare lids can also be purchased.

PE Kit

White plain T-shirt

Black shorts

White socks for games

Black plimsolls - inside PE sessions

Appropriate training shoes for outdoor games sessions

(For colder weather and outdoor games the children may also wear a black jumper and black joggers or leggings)

Jewellery

No jewellery other than stud earrings and a small watch may be worn in school at any time. Studs and sleepers must be removed or taped over for any physical activity if they can not be taken out. Please provide your child with tape / plasters.

For swimming no earrings may be worn.

We also ask that children do not wear nail varnish for school and that any headbands / bobbles are a sensible size and appropriate for school.

Lost Items

Please label all clothing with your child's full name. At the end of each term we display any lost property and this greatly assists this process. We cannot guarantee to keep any items from lost property into the next term but you are always very welcome to check through the lost property container at any time.

Children not wearing uniform

- The expectation is that all children will wear the full uniform – both the main uniform and the PE uniform, and adhere to the code on wearing jewellery. However if the child is unable to wear uniform due to exceptional circumstances parents should contact the class-teacher to let them know in the first instance. If you are having difficulties in providing your child with school uniform please discuss this with us and we may be able to assist you.

1. Children not wearing uniform will be reminded to do so by their teacher in the first instance.
2. If this re-occurs a letter will be sent home.
3. If this continues the parents will be asked to make an appointment with the Headteacher or Deputy Head in order to help resolve the matter.
4. A small selection of school uniform spares will be available to provide children with if they do not come to school wearing the correct uniform.

Please consider the appropriateness of outerwear hoodies, jackets and coats which children may wear outdoors or to come to school in. Recently we have been made aware of clothing with inappropriate images or logos being worn. As you will appreciate we will not be able to allow such clothing to be worn.

First Aid

The majority of our school staff are trained to administer first aid which means we can deal quickly with minor injuries, such as slight grazes or bumps, whilst the children are still on the playground or field.

When first aid has been provided a slip will be completed and given to your child. Please check book bags each day. If your child reports having received first aid and you can not find a slip please contact school as we keep a duplicate record where any first aid treatment has been given.

We do encourage children to go straight to a member of staff if they have a fall or bump but, as you may appreciate, when children are busy playing at break times they are sometimes so keen to continue with their game that they do not inform an adult. Please support us by encouraging your child to go to a member of staff straight away if they have an accident.

As usual, any head bumps or more serious injuries will have extra advice provided and we will contact you if we are at all concerned.

Parking

We continue to respectfully ask that when you are parking you consider the implications for pedestrians and please be courteous to the adults and children around you. Please avoid parking on the double yellow lines or blocking the pavement or driveways. In order to support in improving road safety Nottinghamshire County Council's CCTV enforcement vehicle will be used in the area around our school. For further details please see the link below.

<https://www.nottinghamshire.gov.uk/transport/road-safety/cctv-vehicle-enforcement>

The school car park should not be used by Kingsway parents and the gate from the car park onto the playground is access for Rocking Horse Day Nursery and will not be opened for Kingsway parents to enter or leave the school site. A permit system operates in the carpark and the area is covered by CCTV. This is to enable us to keep the school site secure and safeguard your child .

School Support

We are always running a variety of fundraising events and activities in order to raise money for 'those little extras' which go towards providing our children with wider learning opportunities and experiences. Previously the funding supported in the purchase of ipads which have proved very popular with the children, extending their learning activities.

Help is always welcome and very much appreciated, whether you can spare a little time to support an event or help with some preparation. Details of help required will be included in event letters. Please let the office know if you are able to support.

Volunteering in School

We are very grateful for the time parents and other adults spend helping in our school. Extra adult support is a valuable resource and has a positive impact on the children's learning and development. If you have volunteered before or feel that you would like to start now could you please contact the school office for a copy of our new volunteer information leaflet and guidance for volunteers form. As part of our school safeguarding we do DBS check our volunteers.

Parental Feedback

We are constantly looking at ways to improve our school even further in order to get the best outcomes for the children in our care.

If there are any actions we are able to take to improve things further we will do. For instance, issues raised regarding congestion at the entrance gate in a morning. With this in mind, we made changes to our morning routine which have supported getting the children promptly into class and working, whilst also helping to ease congestion on the playground in the morning.

Useful documents

Please see the school website for the following documents which have recently been updated and approved by our governing body;

Behaviour Policy

Attendance Policy—Attendance Matters booklet

Home – School agreement

GDPR information / privacy notices

Thank you in advance for your kind co-operation