

Welcome to

KENTS HILL SCHOOL



"Tomorrow's success begins today"

This booklet is for parents of children starting
school mid-year.

**Kents Hill School
Birdlip Lane
Kents Hill
MK7 6HD**

Tel: 01908 240038

Website: www.kentshillschool.org.uk

Email: kentshillschool@mket.org.uk

Twitter: <https://twitter.com/KentsHillSchool>

Facebook: Kents Hill School

Welcome to Kents Hill School and the start of a very important and exciting partnership. In this booklet, we have put together some information which will help you and your child to prepare for their time at our school. One thing that we are proud of at Kents Hill is the open communication we have with our families and we hope that you will feel that you can ask us any further questions.

Your child's class name:

Your child's teacher:

What time will my child start and finish?

Full time session:

Doors Open	8:50am
School day ends	3:00pm



*Morning registration is taken at 9am - please be aware that arrivals after this time will be recorded as late. Frequent late arrival at school is monitored by our Attendance Officer and may incur a Fixed Penalty Notice.

Your child will have a peg for their coat and PE bag, plus a space for their Book Bag and, if required, their lunchbox. We encourage children to bring a named water bottle into school for drinks during the school day.

For health and safety reasons pushchairs cannot be brought into school. However, we would ask that you bring younger siblings into the building with you, as school staff cannot be responsible for children left in pushchairs outside. It is important that you look after younger siblings while you are in the building.

- Adults over 16 must bring and collect your child to and from school. You must inform us of who that person will be.
- If someone other than the normal adult is collecting your child for any reason, you must let us know either in person or by telephone. The person collecting will be asked for a password that you have previously agreed with the school.

Parents as partners

It is vital that parents are involved in their child's education. We encourage parents to participate from the beginning.

Parents have an extremely important part to play in helping their child at school. It is expected that you will support your child with their learning. Home Learning varies depending on the age and stage of the children, but as a very minimum, we would expect that children share books and read at home at least 3 times a week, to enable your child to develop their literacy skills. Our school website has curriculum information and ideas of how you can support your child at home.

We hold Parent Consultation Meetings three times during the year. Parents may also see the class teacher at other times during the term if they have any concerns or would just like to see how their child is progressing. If you have any queries or worries please do not hesitate to contact your child's teacher or the headteacher. We would rather you talked to us as soon as possible about any concerns you have. If your teacher has any concerns about your child's progress or behaviour, she may request a meeting to discuss how to help your child.

What does my child need for school?

Clothing

Our school uniform consists of black or grey trousers and skirts, with a white, royal blue or pale blue polo shirt or shirt. Children wear royal blue sweatshirts or cardigans, which are available with the embroidered school logo via our school website. Alternatively, if you wish to buy in person, Kedaph Schoolwear Ltd are our locally based supplier (see inside your pack for details). We ask that children wear black school shoes that they can fasten independently, with white/dark socks or plain dark tights. It is very important that their footwear is suitable for climbing and playing.



In the warmer weather, shorts may be worn and girls may wear blue school gingham summer dresses.

All children are expected to wear clothing that is suitable for school. **Please ensure all clothing and belongings are clearly named - you can buy self-adhesive name labels via the link: <http://www.name-labels.com>.**

P.E. clothes

Children should wear dark shorts and a white t-shirt for indoor PE. For indoor PE children will have bare feet. Children will also need suitable clothes and footwear (shorts, t-shirt, jogging trousers/legging and plimsolls or trainers) for outdoor PE. These items should be brought to school in a PE bag, which are available to purchase in the school office.

For Health and Safety reasons children are asked **NOT to wear any jewellery in school, with the exception of one stud earring in each ear.** Please tie back long hair on PE days. Earrings must be removed on PE days. Newly pierced ears may be covered with micro pore tape, provided by the child's parent for this purpose.

Book bag

Each child will need a book bag. It is important that these are kept clean and safe, as some letters from school may be put into book bags, along with books and children's recorded learning. These are available to buy from the school office and you will need to check the contents on a daily basis.

Voluntary Fund

We also ask that parents contribute towards the cost of cooking and other activities which take place throughout the year. This can be in the form of a regular donation or a single amount at the beginning of the year or term. We will send a letter about this in the Autumn Term.

Lunchtime

Children enjoy their lunchtime with their friends, eating in the hall and playing outside together. All children at Kents Hill School from Reception upwards are entitled to a free school meal.

We have hot meals delivered to the school each morning by our provider Dolce. Parents can select a main (meat/fish), vegetarian meal or a jacket potato with filling. Orders must be placed online at www.live-kitchen.co.uk/cashless in advance for the term. However, if needed, this can be done up to 9am on the required morning.

If you prefer to send in a packed lunch, it must be sent with your child in the morning. We encourage a healthy lunch. It should not contain sweets or chocolate and due to children's allergies in school, no nuts or chocolate spread is allowed. We also discourage yoghurt tubes, as these sometimes "explode" down school jumpers! If you send a yoghurt in a pot, please also provide a spoon (preferably plastic/disposable).

All children may bring in a juice drink for lunchtime, if desired, although water is always available on the tables.

Snacks

Children are provided with a piece of fruit to eat at snack time, free of charge.

Milk is available for your child via the 'Cool Milk for Schools' scheme. This milk is supplied free to children up to their fifth birthday after which a small charge is made. Once your child turns 5, milk must be applied and paid for through the 'Cool Milk' scheme (see the school office or the website).

School Environment

Before our school doors open at 8.50am and again, after 3.00pm, please note that your child is your responsibility. It is therefore important that you are aware of where your child is at those times and that they are behaving as we would expect at Kents Hill School.

We close and lock the school gates at 3.10pm, so that after school clubs can use the grounds safely. We therefore request parents to leave the playground by that time.

The car park at the front of school is Council property and is sometimes patrolled by PCSOs. We ask that you park in the bays and never block in other drivers. The two disabled bays should only be used by those who have a blue badge and need closer access to the school. The school gates must be kept clear in case emergency vehicles need access to the school grounds. We do recommend that parents park a little further away from school if possible, in order to avoid congestion. However, please be considerate of our neighbours, who may need access to their drives.

Medical Needs

If your child has an ongoing medical need which requires either treatment or monitoring, please discuss it with staff in school. We will normally only administer medication that has been prescribed by a doctor to be taken 4 times a day, but we will need a medical form completed. Exceptions may be made in the case of children attending Kents Hill Care Club (KHCC) until 6:00pm.

If staff are required to supervise a child taking medication, for example, an asthma inhaler, we will need prior written authority and full written instructions. Please ask the office for a medical form.

Our Medicines Policy can be found as part of our Health & Safety Policy (Appendix 6) which is on the school website.

What happens if my child becomes ill in school?

We will get in contact with you to explain the situation and, if necessary, ask you to collect your child as soon as you can.

If your child has had a bump to the head or a scrape, we will apply simple first aid and note it in our Accident book. In the case of bumped heads, you will be given a note to make sure you are aware of what has taken place.



If your child has an accident requiring a doctor's attention or becomes unwell, we will contact you immediately.

Attendance

It is required that your child attends school every day unless they are unwell and that they arrive on time. It is important to tell us if your child is absent from school. Please phone on the first day of absence by 8.45 am to avoid the need for us to chase up non-attendance.

If your child is unwell for 3 days or more, you should supply evidence that they have visited their GP - a standard form is available from the office, or the website, which your surgery receptionist can stamp and date for our records. It helps children to arrive on time into school. When they arrive with all of the other children, they follow the same routines and settle into the session more easily. Please aim to arrive on time every day.

Government guidelines state that holidays must not be taken in term time. Any request for leave of absence from school must be made through the Headteacher and will only be granted in exceptional circumstances. There are 14 weeks of the year when children are not in school and family holidays should be taken during those periods.

Any leave of absence not authorised by the Headteacher will be recorded as unauthorised. As a result, parents may be issued with a Fixed Penalty Notice (fine) by the local authority.

We make a point of celebrating good attendance in school, through an Attendance Bear, half termly badges for children who have attended every day and on time. Special medals are awarded at the end of the Summer term for 100% attendance throughout the academic year.

Good Behaviour



Our school behavior policy is based on promotion of positive behaviour and by praising exemplary attitudes and behaviours. We follow Golden Rules in school (see the last page of this booklet). Children are rewarded for displaying positive values and attitudes, including towards their learning . If children have difficulty following our Golden Rules, we will try to help them to understand how their behaviour is affecting others. Continuing unacceptable behaviour will be shared with parents. Children learn much more quickly when parents and school are working together.

Information from school

There are half-termly school newsletters issued which will provide information about events that will be happening as well as dates and news.

We aim to send letters and other information via email, where possible. Other information may be sent in your child's book bag. Please check your email account and child's book bag each evening. We also send text reminders from time to time. It is important that you let us know of any changes to your contact details - email and mobile numbers.

The school has its own website which is regularly updated with information:

www.kentshillschool.org.uk

We love to share our news on Facebook and Twitter. Please follow us:

@KentsHillSchool.



Kents Hill School

Parents helping in school

We welcome parents to help and support the children in school. You may have skills you would like to share with the children (using the computer, reading stories, artistic skills, sewing, cooking, woodwork etc). **Please, please come forward!** We love having other adults in school and so do the children.

We have an active Friends Association who meet every half term and organise fun events for the children as well as fundraising events during the year. Their contribution to the school enhances the provision for all of our children. If you are interested in being part of this, just speak to any member of staff, a member of the committee or email kentshillfriends@gmail.com

Please 'like' the Friends Facebook page to keep updated about events coming up.



Finally, we hope this will be a long and successful partnership between school and your family.

WELCOME TO KENTS HILL SCHOOL!!

Kents Hill School

The Reasons we come to School Every Day

- * To care for ourselves, each other and the world
- * To enjoy the challenge of setting and achieving our goals
- * To adapt and succeed in a changing world
- * To take responsibility for our actions and choices
- * To collaborate and understand everyone has something special to contribute
- * To recognise and celebrate achievements
- * To always try our best because we want to improve

These form the culture and the direction of the school and are part of all that we do.

Golden Rules

- We use kind hands, kind feet and kind words.
- We always try to do our best in learning and play.
- We look after our school and everything in it.
- We speak and listen at the right times and stop when we hear the bells or maraca.
- We always walk in school.

Sometime we make mistakes and we are sorry.