

Welcome to

# KENTS HILL SCHOOL



*"Tomorrow's success begins today"*

This booklet is for parents of children starting Reception.

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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.

### ***Organisation of the Reception Classes***

The Reception Classes are situated in their own designated area of the school in Area 1. Each homebase (Ash and Beech) has a carpet area, touchscreen and cloakroom and children will share a large practical area and toilets. Outside the Reception area, there is a secure, designated play area with large toys and outdoor play equipment and a covered area, some of which is shared with Nursery.

The Reception classes provide places for 60 children and are staff by two teachers and Learning Support Assistants. As the children go through the school year they will have increasing opportunities to integrate with the main school by attending regular assemblies, sharing in whole school activities and using the main playground.

## *What time will my child start and finish?*

To help your child settle into Reception in September, there will be a period of induction. You will be given details of your child's induction pattern.

### **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.

As the children come into their homebase, they register by finding their name on the Touchscreen. It is important that the children arrive promptly for the beginning of the session. Parents are asked to leave the building by **8.55am** so the doors can be locked and the children can be gathered together to begin their day.

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/by telephone. The person collecting will be asked for a password that will have previously been agreed by you.

## *Parents as partners*

It is vital that parents are involved in their child's education. We encourage parents to participate from the beginning. Children will have the opportunity to spend some time in their Reception class before they start school. There will be an opportunity for parents to meet the class teacher early in the term to share your child's previous learning experiences and discuss any queries you may have. Prior to the start of term in September, a home visit will be offered to those children who have not attended Kents Hill School Nursery.

It is hoped that the induction process will help your child settle into school. If, however, your child is not happy and is clearly distressed, you are welcome to stay at school to settle your child in. Please do not leave your child in a distressed state without telling the teacher or teaching assistant. You are most welcome to phone the school during the session to see if your child has settled down.

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. We complete on-line learning journals throughout the year, sharing your child's development. Observations and photographs are recorded using a system called 2Build a Profile. At the end of each half term, we will email you a copy of your child's learning journey. We will encourage you to contribute to this by completing the home learning.

There will be a Parent Consultation Meeting early in the Autumn term so that we can share your child's progress and how well they have settled in. Parents may also see the class teacher at other times during the terms 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, they may request a meeting to discuss how to help your child.

This website has a wealth of useful information for parents of young children, including advice about starting in a Reception class:  
[www.foundationyears.org.uk](http://www.foundationyears.org.uk)

## *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 embroidered sweatshirts or cardigans, which are available to buy online via our school website. Alternatively, if you wish to buy in person, Kedaph Schoolwear Ltd are our new supplier who are based locally (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.

All children required 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

Initially, children will not be expected to change for PE. However they will need to be able to take off and put on their shoes and socks independently. As they become more confident, your child's teacher will send a note home to ask for your child to bring dark shorts and a white t-shirt. For indoor PE children will have bare feet. Children will also need suitable clothes and footwear (shorts, t-shirt, jogging trousers/leggings 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 P.E. days. Earrings must be removed on P.E. days. Newly pierced ears may be covered with micropore 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 work. These are available to buy from the school office and will need to be checked on a daily basis.

## ***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. Parents can select a main (meat) or vegetarian meal, a jacket potato with filling or a cold packed lunch. Please note that orders must be placed by 2pm on the Monday for the following week's meals. The following link can also be found on our website: [www.mealordering.bluerunner.co.uk](http://www.mealordering.bluerunner.co.uk). If you don't have internet access, please contact the customer care line on 01908 615705.

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 or 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).

***How can I prepare my child for school?***

Preparing your child for entry into Reception is very important. Here are some suggestions of things you can do to help.

If your child has not been in Nursery or another setting, try to get them used to other people. Encourage them to spend some time with a trusted adult away from home. Also encourage other children to come and play and let your child go to other children's homes.



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Encourage your child to dress themselves. Be patient and give them plenty of time. Get them used to being dressed early in the morning so they have that as part of their routine before starting school. Children will also be expected to put their coats on independently at playtime and to hang them on their peg when they come into school.

Make sure they can manage the toilet on their own and can ask clearly when they need to go. This includes remembering to flush the toilet and wash their hands.

Children learn through play. Let your child experiment at home with dough, water and sand. Helping to clear up is also part of their learning.



Let your child draw on big sheets of paper with thick crayons, pencils and chinks. Help your child to cut out - they may need special scissors if they use their left hand.

Talking with your child is very important - and so is listening to them. Try to answer their questions if at all possible.

Give your child the chance to follow instructions. Praise them when they have done as you ask.

At Kents Hill School your child will be working in an attractive and colourful teaching area. Within this happy and secure environment your child will have opportunities to make many new friends. They will also be working alongside children and adults in a variety of situations.

They will be encouraged to grow in confidence and independence and to

enjoy their own successes as well as those of other children.

This will be achieved through the many new learning experiences we will be providing for your child.

We will share together your child's progress in learning, working and playing with others.



### ***Medical Needs***

If your child has an ongoing medical need which requires either treatment or monitoring, please discuss it with staff at induction or home visit. If possible, parents should administer all medication. We can 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 5:45pm.

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.

### ***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 slip to sign 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.

## *Absences*



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 and individual certificates and medals for 100% attendance.

## *Reception Curriculum*

The curriculum for our Reception classes is based on the national Early Years Foundation Stage Curriculum.

At Kents Hill School we provide a broad, balanced and rich education that encourages children to be independent learners.

The curriculum comprises of seven different areas of learning.

The prime areas are:

Personal, Social and Emotional Development

Physical Development

Communication and Language

The specific areas are:

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

All of these areas are covered within our topics. These are based on children's interests and are changed each half term. We also learn about festivals and celebrations throughout the year as well as seasonal changes.

Creativity runs through the whole curriculum, offering opportunities for children to make choices, think through solutions to problems and find unique ways of expressing their ideas. This may be through talking, drawing, painting, making models, making music, singing, dancing and moving, enabling them to become confident and independent learners.

Children will be learning phonics (sounds) to support their reading and writing. At Kents Hill School we use the Read, Write, Inc. scheme.

Your child will benefit hugely from your involvement in their learning. Children can access an internet-based resource Purple Mash from home and school, once you have received a login. This is a very engaging website with a wealth of suitable activities. We also post ideas for learning to support the Foundation Curriculum on the school website.

## *How will I know how my child is getting on?*

From when children start school, staff will find out about their knowledge and abilities, so that each child's learning needs can be met. This assessment takes place through normal, everyday class activities and the children are generally unaware of the process. We assess their development across all areas of the curriculum. Staff will also take into account any information received from parents and/or previous settings. This information is recorded through an 'Early learning Outcomes' document.

Your child's progress in the Early Years Foundation Stage will be reported to you at Parents Consultations (one each term) and in their end of year written report. These records are all kept as a Learning Journey in Reception and will be sent home by email to you on a regular basis. If you or we have any concerns regarding your child in between Consultations, we will arrange for a discussion to take place at a mutually convenient time.

### *Good Behaviour*



Our school behaviour 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, on a Friday, 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.co.uk](http://www.kentshillschool.co.uk)

We love to share our news on Twitter. Please follow us [@KentsHillSchool](https://twitter.com/KentsHillSchool).



## *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.

Once a week on a Thursday morning, some of our children's family members meet for coffee and a chat. A member of school staff is usually available to share this time. Parents, Grandparents and other family members including younger children are very welcome to join us at 9am.

We have an active Friends Association who meet every half term. If you are interested in being part of this, just speak to any member of staff, a member of the committee or email: [kentshillfriends@googlemail.com](mailto:kentshillfriends@googlemail.com)

## ***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.

We encourage families to walk, scoot or cycle to school, wherever possible. This has many benefits to individuals, as well as reducing congestion by the school gates. Cycle/scooter parking is available within the school grounds, but please ensure that you and your child walk from the school gates, for the safety of all our families.

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.

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

**WELCOME TO KENTS HILL SCHOOL!!**

## ***Kents Hill School Golden Rules***

- We use kind hands, kind feet and kind words.
- We always try to do our best in our learning and at 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.

### ***Homebase Golden Rules***

- I sit quietly on the carpet.
- I can say please and thank you.
- I will always try my best.
- I put my hand up and wait my turn.
- When an adult is talking to me, I look and listen.
- When I hear the bells ringing I stop, wriggle my fingers and listen.

### ***School Values***

We explicitly teach our children values that we believe will support them throughout their lives, as well as during their time at Kents Hill School. Tokens are collected in school when a child shows the value of the month.

|           |                |
|-----------|----------------|
| September | Happiness      |
| October   | Appreciation   |
| November  | Care           |
| December  | Patience       |
| January   | Responsibility |
| February  | Determination  |
| March     | Respect        |
| April     | Cooperation    |
| May       | Honesty        |
| June      | Equality       |
| July      | Tolerance      |