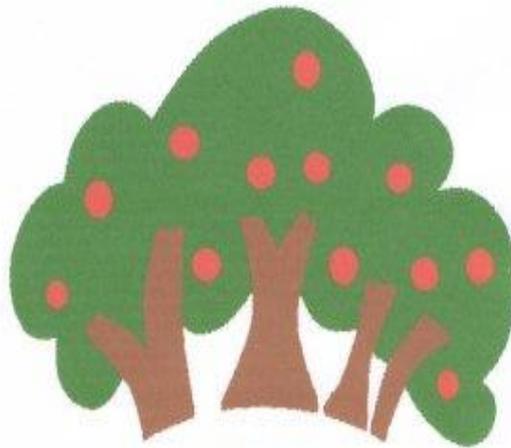


Welcome to

# KENTS HILL SCHOOL & NURSERY



*"Tomorrow's success begins today"*

This booklet is for parents of children starting  
Key Stage 1

September 2020

**Kents Hill School  
Birdlip Lane  
Kents Hill  
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**Tel: 01908 240038**

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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 Key Stage 1 Classes***

Key Stage 1 (KS1) refers to Year 1 & Year 2.

KS1 Classes are situated in their own designated area of the school. Each homebase has a carpet area, touchscreen and cloakroom and children will share a large practical area and toilets.

The KS1 class provides places for 30 children and is staffed by a teacher with an additional learning support assistant. The children enjoy attending regular assemblies, sharing whole school activities and using the main playground.



## 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.

As the children come into their homebase, they enjoy having time to interact with their class before the school day begins. Doors will be locked at 9.00 so please ensure that your child arrives promptly to school to ensure that they can have a positive start to the school day.

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

For safeguarding reasons parents are not encouraged to enter the school building at drop off.

- 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 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. 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. The primary expectation is that reading will happen at home at least 4 times a week.

There will be a Termly Learning Conversation (TLC) 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 KS1 Phase Leader. 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.



## What does my child need for school?

### Clothing

Our school uniform consists of black or grey trousers and skirts, with a white or pale blue polo shirt or shirt. Children wear royal blue embroidered sweatshirts or cardigans, which are available to buy from Kedaph Schoolwear Ltd, our locally based supplier [www.kedaphschoolwear.co.uk](http://www.kedaphschoolwear.co.uk) (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 are 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

The children will have PE lessons twice a week, starting in September including indoor and outdoor so please ensure your child wears the correct P.E kit. For indoor P.E the children will remove their shoes and sock. For outdoor PE children will require additional layers to keep them warm but nothing with a hood. They will need blue/black shorts or leggings and a white or blue t-shirt. These items should be brought to school in a PE bag, which is available to purchase in the school office. The teacher's will inform you when an outdoor kit is needed.

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. During gymnastics we will ask the children not to wear their studs to school on a PE day.

### 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. Please check book bags at the end of each day as all letters and notes will be sent home via book bags.

## ***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](http://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.

All children may bring in a juice drink for lunchtime, if desired, although water is always available on the tables. Children can have a water bottle in their learning area as long as it is filled with water.



## 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).



## *Medical Needs*

If your child has an ongoing medical need which requires either treatment or monitoring, please discuss it with staff prior to them starting school. If possible, parents should administer all medication. We will normally only administer medication that has 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.



## ***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 administer simple first aid and note it in our Accident book. In the case of bumped heads, you will be sent a courtesy message via email and given a slip at the end of the day 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. Children learn best when they 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

- Murphy the Everyday dog
- half termly 100% attendance badges
- medals for 100% annual attendance.

## ***Behaviour***

Our school Behaviour Policy is based on promotion of positive behaviour and by praising exemplary attitudes and behaviours. Children are rewarded for displaying positive values and attitudes, including towards their learning. If children are showing positive behaviour your child could move up on the "Ladder of Success" to *Kents Hill Role Model* or *Above & Beyond*.

## *Lenny Lion's Learning Zoo*

We explicitly teach our children the skills that they need to be good learners by using the Lenny Lion's Learning Zoo. Each animal in the zoo teaches the children a specific skill that will help them with their learning.



- Go For It Gorilla - I will have a go
- Persevering Parrot - I keep trying.
- Slinky Linky Snake - I can make links.
- Proud Peacock - I am proud of what I do.
- Creative Chameleon - I have my own ideas.
- Exploring Elephant - I am an explorer.
- Concentrating Crocodile - I join in and concentrate.
- I Know Rhino - I play with what I know.
- Choosing Chimp - I choose ways to do things.

If children have difficulties making the right choices, 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.

Our Behaviour Policy can be viewed on the school website.

## ***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](http://www.kentshillschool.org.uk)

## ***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!**