

KENNINGTONS PRIMARY ACADEMY HANDBOOK



Helping children to get better and
better at everything they do

ACADEMIC YEAR 2013-2014

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Welcome to Kenningtons Primary Academy

We hope you will find this handbook useful. It covers most of the general questions that parents usually ask us about:

- Term dates & times, punctuality, absence & holidays
- Play times & lunch times
- Pupils' medicine & jewellery
- Parents helping in school & speaking to teachers
- School uniform

However, if there is other information you need, please contact us. We look forward to working with you and making sure that together, we do the best for your child during their time at Kenningtons Primary Academy.

If you need to contact us:
Tamar Drive, Aveley, Essex RM15 4NB
Telephone 01708 865663 Fax 01708 869376
www.kenningtonsprimaryacademy.co.uk .

Term Dates 2013 - 2014

Autumn Term 2013:

Monday 2nd September to Friday 20th December 2013
(Half term Monday 28th October to Friday 1st November inclusive)

Spring Term 2014:

Monday 6^h January to Friday 4th April 2014
(Half term Monday 17th February to Friday 21st February inclusive)

Summer Term 2014:

Tuesday 22nd April to Tuesday 22nd July 2014
(Half term Monday 26th May to Friday 30th May inclusive)

Non-pupil days: Monday 2nd September 2013, Tuesday 3rd September 2013, Monday 4th November 2013, Monday 24th February 2014, Monday 2nd June 2014.

Staff

Miss Jo Sawtell	Headteacher
Mrs Caroline Clarke	Deputy Headteacher
Miss Lauren Brewster	Pupil and Curriculum Leader
Mrs Jannine Walby	Foundation Stage Leader
Mrs Alana Branch	SENCO
Mrs Raj Shina	Gifted and Talented Leader
Miss Emily Bannon	Class Teacher
Mrs Louise Blaber	Class Teacher
Mrs Leea Chatfield	Class Teacher
Miss Eleanor Fisher	Class Teacher
Miss Johanna Fisher	Class Teacher
Miss Abigail Gilbert	Class Teacher
Miss Sarah-Louise Hill	Class Teacher
Mrs Jo Johnson	Class Teacher
Miss Heather Kiely	Class Teacher
Miss Rebecca McClean	Class Teacher
Mr Matthew Newland	Class Teacher
Miss Sinead Reid	Class Teacher
Miss Abigail Robinson	Class Teacher
Miss Jenna Symonds	Class Teacher
Mrs Laura Waldron	Nursery Teacher
Ms Lynn Hains	HLTA
Mrs Bibi Flynn	LSA
Mrs Natalie Levy	LSA
Mrs Sue Higgs	LSA
Mrs Chris Smith	LSA
Ms Tarnjit Kaur	LSA
Miss Stacey Stone	LSA
Mrs Lisa Brown	LSA
Mrs Audrey Worton	LS
Mrs Karen Cooper	LSA
Mrs Angie Bee	Lead LSA
Mrs Emma Gould	LSA
Miss Linda Mills	Lead LSA
Mrs Portia Lavender	LSA
Mrs Abigail Redgewell	LSA
Miss Sophie Newnes	LSA
Miss Sue Kiely	LSA
Mrs Tracey Crouch	LSA
Mrs Jayne Shea	Academy Manager
Mrs Tracey Dole	Pastoral Manager
Miss Cate Milton	PA to Headteacher and Clerk to Governors
Miss Jody Montague	Support Officer
Mrs Tina Longhurst	Support Officer
Mrs Jane Cox	Senior MDA
Miss Lesley Crisp	MDA/Cleaner
Mrs Sheena Foskett	MDA
Mrs Angela Vincent	MDA
Miss Elizabeth McGovern	MDA
Mrs Angela Leeds	MDA/Cleaner
Mrs Ann Ward	MDA/Cleaner
Miss Chris Twatchman	MDA/Cleaner
Mrs Bernardine O'Grady-Turrell	MDA
Miss Kelly Williams	MDA
Mrs Tracey Payne	Cook
Mrs Jackie Harvey	Catering Assistant
Mrs Jill Fenn	Catering Assistant
Mr Rob Barley	Caretaker
Mr Rick Walker	Assistant Caretaker
Mrs Jean Kingdon	Cleaner

Information about the school

Type of school:	Primary Academy
Age range of pupils:	3 to 11 years
Number on roll:	400 full time
Gender of pupils:	Boys and girls
School address:	Tamar Drive Aveley Essex RM15 4NB
Telephone number:	01708 865663
Fax number:	01708 869376
Appropriate authority:	Kenningtons Primary Academy Governing Body
Headteacher:	Miss Jo Sawtell

Times of the school day

	<i>Morning</i>	<i>Afternoon</i>
<i>Nursery:</i>	<i>8.30am - 11.30am</i>	<i>12.30pm - 3.30pm</i>
<i>KS1:</i>	<i>8.55am - 11.55am</i>	<i>12.50pm - 3.15pm</i>
<i>KS2:</i>	<i>8.55am - 11.55am</i>	<i>12.50pm - 3.15pm</i>

Punctuality

We expect pupils to arrive at school in good time for the morning and afternoon sessions. We do our best to make sure the school is secure and therefore external doors are locked at 8.55 a.m. If you arrive after these times, please report to the main reception to register your child. Pupils who arrive after 10.30 a.m. should bring a packed lunch unless a meal has been ordered for them, before 10.30 a.m. on the day it is required. You may order a meal for your child by telephoning the school if you know your child is going to be late.

Collecting pupils during the school day

If for any reason you need to collect your child during the teaching sessions, please contact the office beforehand to inform the school. Please come to the main reception. The office staff will collect your child from their class and sign them out. So that this works well for everyone, please provide us with a note, in advance, that gives the time and reason you will be collecting your child. The schools requests that parents avoid making routine appointments during school time as this can be disruptive.

Absence

If your child is away from school, please telephone the school at the beginning of the morning or afternoon session on that day and select Option 1. With our telephone system you can leave a message on the answer phone. It is the school procedure to contact parents if we have not heard from you by 10.00a.m on the first day of absence. You will be aware that we are required by the Government to keep a list of all absences and the reasons for them. It is essential when your child returns to school, you provide a written note explaining the reason for the absence. If we do not receive a note, under national regulations the absence counts as unauthorised. Parents are also asked to keep children at home for 48 hours following the last bout of sickness or diarrhoea. This is to minimise infection.

Holidays during term time

The Governing Body have decided any holiday taken during school time will be unauthorised.

Admissions to the school

Pupils are admitted into Reception in September. All admission applications are processed by Thurrock Council. As an Academy we have our own admissions policy which can be found on the school's website.

Content and organisation of the curriculum

The curriculum is organised to meet the national requirements for pupils aged under five years, in the Foundation Stage, in Key Stage 1 (aged five to seven years) and Key Stage 2 (aged eight to eleven).

Pupils in the Foundation Stage follow the nationally expected **six areas of learning**. They are:

- Personal, social and emotional development
- Physical development
- Communication and language
- Literacy

- Mathematics
- Understanding of the world
- Expressive arts and design

From Year One all pupils follow a modified version of the ***National Curriculum and study Religious Education***. The subjects are:

- National Curriculum core subjects: English, Mathematics, Science and Computing;
- National Curriculum Foundation Subjects: Art, Design and Technology, Geography, History, Music, Physical Education;
- Religious Education is provided in line with the Essex Agreed RE syllabus that is broadly Christian in nature, but includes the study of other world faiths.

Concerns and Complaints

Although we aim to do our best for your child, sometimes you may feel we get things wrong. We aim to rectify any issues or concerns as quickly as possible. Often it is best to express your concerns in an informal manner by speaking first with your child's classteacher or the school office. In the event this does not solve the problem, the school's Complaints Procedure should be actioned. Parents should bear in mind that while sometimes they may not agree with decisions made by the school, providing these actions comply with school policy and the relevant legislation, then this would not be grounds for a complaint. The school also asks parents to avoid voicing their concerns on social networking sites. Comments made here are often damaging to individual members of staff and the school.

Concerns regarding child protection

If you have any concerns regarding child protection, copies of the school policy are available in reception and on the website. Jo Sawtell, Headteacher, and Caroline Clarke, Deputy Headteacher, are the designated members of staff for child protection. In their absence, Jayne Shea, Tracey Dole and Lauren Brewster also have enhanced child protection training. All staff receive refresher training every September.

Homework

Homework involves regular activities that link between the, home and school. These are often set so that parents can work with their child, for example in sharing a reading book, learning spellings, times tables, mathematical challenges or finding information to support work in the classroom.

KS1 and KS2 will be receiving one piece of literacy, numeracy **or** family homework a week. Family homework is designed for children to work with their parents/carers on different skills and strategies they have learnt at school.

Reading with your child

We emphasise the importance of regular reading to and with your child. This is one of the most valuable activities that will help your child to make good progress. We encourage you

to make a comment in the diary when you have heard your child read or shared a book with them. It may not be necessary to comment every time you hear your child read, but do please date and sign the diary so we know they have read at home. The class teacher will comment at least once a week.

We aim to hold parent workshops to assist you with supporting your child.

Special Educational Needs

There are pupils whose needs vary from those of their peers and need additional support in order that they can fully access the curriculum. All children are carefully assessed in order that the school may meet these needs. This is always carried out in consultation with the carers/parents. The school is fully equipped to accommodate wheelchair users. Alana Branch is the school SENCO and Raj Shina is the Gifted and Talented leader.

Medicines in school

If pupils are unwell, the best place for them is at home. However, if your child does require prescribed medicines during the school day, an adult must bring the medicine to the main school office and sign a consent form explaining the dosage (inhalers are administered when required). Parents are most welcome to come into the school and administer any other medicine (e.g. hayfever medicine) themselves. Any medicines must be collected at the end of the school day by parents or carers.

For long-term medication, for example inhalers, that need to remain in school over time, we ask that they be labelled clearly with your child's name and requirements. All medicines will be sent home at the end of each term.

It is the responsibility of parents to ensure any medication brought into school is within its expiration date.

Daily collective worship and assembly

Each day an assembly is held that all pupils are expected to attend. It is your right to withdraw your child from the worship within these activities if you wish. In this case, please speak to the Headteacher so that alternative arrangements can be made.

Sport

Physical education is an important part of the curriculum. Our pupils have the opportunity to enjoy and take part in many different types of physical activity such as gymnastics, competitive games and dance. These are chosen carefully to meet their ages and experience and include.

Each half term children will compete in an Interhouse competition. Parents will be invited to one event annually. Children will be required to wear a t-shirt of the colour of their house.

Barrett (Blue) – Owned Belhus Manor
Dacre (Red) – Last Owner of Belhus Manor
Leonard (Green) – Owned Belhus Manor

The school also offers Inter school competition against different schools from the Borough within Key Stages 1 and 2. We welcome parents to attend these events and to help with transport.

Dealing with any incidents of bullying or racism

Any allegations of bullying or racism are taken seriously. Incidents are investigated with the aim that matters should be resolved immediately. The Headteacher is involved in dealing with any incidents of bullying. The school has clear sanctions for dealing with any unacceptable behaviour, but may at times create a bespoke response based on professional judgement of senior members of staff. The aim is always to stop the behaviour and in some cases repetitive punishment may not be the appropriate way of ensuring this.

Charging for school activities and educational visits

We do not impose a compulsory charge for activities during the school day, although we may ask for voluntary contributions for activities such as educational visits, visiting speakers and entertainers. The school always subsidises the cost of events such as educational visits and will ensure parents are never charged more than £10 per child. This is to ensure trips are affordable for families.

We aim to provide activities that build on the subjects of the National Curriculum and are important to the pupils' experience. No pupil will be penalised if you cannot contribute, but if insufficient voluntary contributions are received, the activity may not go ahead.

If there is a specific reason you are unable to make a contribution and you would like to discuss this with the Headteacher, please feel free to make an appointment to do so.

We charge a nominal fee for after school clubs. This money is used to buy resources for the after school clubs.

Parents are able to pay for trips, clubs and schools dinner online through our ParentMail service once they have registered. This is a more effective way of making payments and also removes the need for permission slips to be returned to school if payment is made online.

Lunch times

Pupils can go home, have a school dinner, or bring a packed lunch.

- **Pupils going home** must be collected from the main reception and signed out at 11.55am for KS1 and 11.55am for KS2. They should not return to the School until 12.50pm. Please bring them back to the main reception and sign them in.
- **Pupils who have a school dinner** should bring £9.00 for the week's meals (£1.80 daily) on a Monday. Price includes a drink. This amount can be paid by cash or cheque, payable to Kenningtons Primary Academy. This **MUST** be brought in a sealed envelope, marked with your child's name, their class, and the days that meals are

required. If a child does not bring in their dinner money, they will not automatically be given a school dinner.

Pupils who have packed lunches should bring their food in a small lunch box. This must be labelled with their name and class. Drinks are allowed in unbreakable flasks or in plastic bottles or packets, but no glass containers. Drinking water is always available free of charge.

The children are asked to bring in a healthy packed lunch which should include:

A good portion of starchy food, e.g. wholegrain roll, tortilla wraps, pitta pocket, pasta or rice salad;

A portion of lean meat, fish or alternative, e.g. chicken, ham, beef, tuna, egg, beans or hummus;

Plenty of fruit and vegetables, e.g. an apple, Satsuma, handful of cherry tomatoes or carrot sticks, small tub of fruit salad or small box of raisins;

A portion of semi-skimmed milk or other dairy food, e.g. reduced fat cheese, yoghurt or fromage frais;

A drink, e.g. fruit juice, semi-skimmed milk, yoghurt drink or bottle of water.

A healthy lunch does not mean giving up all the foods that children enjoy. One treat in a packed lunch will be ok, e.g. a small packet of low fat or baked crisps, a chocolate biscuit or a piece of cake.

Parent helpers in the School

We welcome parents/grandparents to help in the school. This can be listening to pupils read, playing number games, cooking, sewing, labelling resources, or any one of many other activities. If you would like to help in the school on an occasional or regular basis, please contact your child's teacher (subject to police check procedures.)

Speaking to your child's teacher

We hold two formal parents consultations each year. These give you the chance to find out about your child's progress by talking to their teacher. The parent consultation in the Autumn term is held during the school day and the Spring consultation after school.

If you wish to talk to the teacher at short notice, please remember it is best at the end of the school day as first thing in the morning they are preparing lessons. For urgent matters, however, telephone the school after 8.30 a.m.

Communicating with other members of staff

When dealing with parent queries, it is important that they are forwarded to the correct member of staff. This is to ensure parents are provided with an answer as soon as possible. In order for this to happen efficiently, a member of the office staff will complete a parental enquiry form and forward it to the appropriate person. Please be aware it is highly unlikely this member of staff will be immediately available but be assured that your query will be dealt with within a reasonable amount of time.

School uniform

Our school Governors have put in place a uniform policy. This means that we expect all pupils to wear the school uniform each day. Our school colours are navy blue, grey and white. The uniform is intended to be smart, practical, and economical.

Please make certain that ALL items of clothing are labelled clearly with your child's name to avoid items going astray.

School uniform items:

White shirt or blouse; white polo shirt or Kenningtons logo polo shirt; navy blue jumper or cardigan or school logo sweat shirt or cardigan; grey flannel trousers for boys, navy for girls; (grey flannel shorts if preferred); navy knee-length pinafore dress or knee-length skirt; light blue and white summer dress; plain black shoes (no trainers or boots). In the Summer term, children are allowed to wear black sandals but they must be worn with socks. Please inform us if your child is unable to wear their full uniform for any reason. Girls: white/navy socks or white/navy tights Boys: grey or navy socks.

Physical Education kit: black slip-on plimsolls, navy blue shorts or black shorts; plain white T-shirt. P.E. kit should be kept in a drawstring bag. P.E. bags are available.

It is helpful if children in Reception also bring to school a pair of Wellington Boots for outside provision.

Buying school uniform

'Sue's Schoolwear' in Grays (Telephone 01375 377253) stock all Kenningtons Primary Academy uniform at competitive prices. Kenningtons logo sweatshirts, cardigans, PE kit and bag, sun hats, and logo polo shirts are available from 'Sue's Schoolwear' or by filling in an order form available from the school office.

Jewellery

Because of health and safety regulations, we do not allow any jewellery to be worn in school. The exception to this is a wristwatch and a small pair of studs, which should be practical to wear and not a fashion item. If a child has forgotten to remove an item of jewellery prior to arrival at school we will ask them to remove the item and take it to the office for safe keeping until it can be collected at the end of the day. (If jewellery is worn as a religious requirement, please contact the Headteacher to discuss this matter).

Care outside the School

We do ask that you take care at the school entrances. For the safety of all children, please:

- Do not enter through car park

- Do not bring dogs, other than guide dogs, into the School grounds
- Do not enter the school without prior arrangement

Kenningtons Primary Academy visitor expectations

We welcome visitors to our school.

We will act to ensure it remains a safe place for pupils, staff and other members of the community.

We will be polite to you.

We will treat you with respect. We expect the same in return.

Action will be taken against any persons acting in an abusive or threatening manner towards any member of our school community.

Endnote

Thank you for reading this information. We hope you have found it helpful, but if anything is not clear, please let us know. To run smoothly our school needs everyone to work together. By following the routines in this handbook you will be working with us for the good of all children in our care.

**Headteacher, Governors, and the staff of
Kenningtons Primary Academy.**

The information contained in this Parents Handbook correct at the time of writing (Sept 2013) but is subject to amendment.

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfES.