

KENNINGTONS PRIMARY ACADEMY PARENT HANDBOOK



Helping children to get better and
better at everything they do

ACADEMIC YEAR 2015-2016

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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

School Policies and Procedures can be found on the school website at the following link:

<http://www.kenningtonsprimaryacademy.co.uk/Policies-and-Reports>

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
Email enquiries@kenningtons.thurrock.sch.uk
Website www.kenningtonsprimaryacademy.co.uk .

Term Dates 2015- 2016

Autumn Term 2015:

Monday 7th September 2015 to Friday 18th December 2015.

Half term: Monday 26th October 2015 to Friday 30th October 2015.

Spring Term 2016:

Monday 4th January 2016 to Thursday 24th March 2016.

Half term: Monday 15th February 2016 to Friday 19th February 2016.

Summer Term 2016:

Monday 11th April 2016 to Thursday 21st July 2016.

Half term: Monday 30th May 2016 to Friday 3rd June 2016.

Non-pupil days: Thursday 3rd September 2015, Friday 4th September 2015, Monday 2nd November 2015, Monday 22nd February 2016 and Friday 22nd July 2016.

Staff

Miss Jo Sawtell	Headteacher
Mrs Caroline Clarke	Deputy Headteacher
Miss Bianca Brand	Assistant Headteacher
Miss Lauren Brewster	Assistant Headteacher
Mrs Jannine Walby	Key Stage One Leader
Mrs Jo Johnson	Foundation Stage Leader
Mrs Alana Branch	SENCO
Miss Emily Bannon	Class Teacher
Mrs Louise Blaber	Class Teacher
Mrs Nicola Burns	Class Teacher
Mrs Leea Chatfield	Class Teacher
Mrs Sinead Ford	Class Teacher
Miss Abigail Gilbert	Class Teacher
Miss Donna Gosling	Class Teacher
Miss Sarah-Louise Hill	Class Teacher
Mrs Claire Kavanagh	Class Teacher
Miss Heather Kiely	Class Teacher
Mrs Hope Martins	Class Teacher
Miss Stephanie McNeill	Class Teacher
Mr Matthew Newland	Class Teacher
Miss Stacie Simmons	Class Teacher
Miss Chloe Wallin	Class Teacher
Mrs Samantha Walter	Class Teacher
Mrs Mandy Brookes	Nursery Teacher
Mr Billy Coyne	PE Teacher
Mr Leon De Wet	Music Teacher
Mrs Linda Hains	HLTA
Mrs Angela Bee	Lead Teaching Assistant
Mrs Yemi Adegbite	Specialist Teaching Assistant
Mrs Emma Gould	Specialist Teaching Assistant
Mrs Natalie Levy	Specialist Teaching Assistant
Miss Sophie Newnes	Specialist Teaching Assistant
Mrs Lisa Brown	Teaching Assistant
Mrs Lisa Bryant	Teaching Assistant
Mrs Mandy Cleveland	Teaching Assistant
Mrs Karen Cooper	Teaching Assistant
Mrs Tracey Crouch	Teaching Assistant
Mrs Bibi Flynn	Teaching Assistant
Mrs Samantha Grimes	Teaching Assistant
Miss Elise Gurry	Teaching Assistant
Mrs Sue Higgs	Teaching Assistant
Miss Elizabeth McGovern	Teaching Assistant
Mrs Bernie O'Grady-Turrell	Teaching Assistant
Mrs Abigail Redgewell	Teaching Assistant
Mrs Chris Smith	Teaching Assistant
Miss Stacey Stone	Teaching Assistant
Mrs Audrey Worton	Teaching Assistant
Mrs Sandra Robson	Nursery Nurse
Mrs Jayne Shea	Academy Manager
Mrs Tracey Dole	Pastoral Manager
Miss Amanda Wynne	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 and Cleaner
Mrs Sheena Foskett	MDA and Cleaner
Mrs Angela Leeds	MDA and Cleaner
Miss Louise Lloyd	MDA
Miss Elizabeth McGovern	MDA
Mrs Bernie O'Grady-Turrell	MDA
Mrs Daniela Thomson	MDA
Mrs Angela Vincent	MDA

Mrs Claire Wallington
Mrs Ann Ward
Mrs Kelly Williams
Mrs Christine Hession
Mrs Jean Kingdon
Mr Rob Barley
Mr Rick Walker

MDA
MDA
MDA
Cleaner
Cleaner
Caretaker
Assistant Caretaker

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>
Nursery:	8.30am - 11.30am	12.30pm - 3.30pm
KS1:	8.55am - 11.55am	12.50pm - 3.15pm
KS2:	8.55am - 11.55am	12.50pm - 3.15pm

ParentMail

It is very important that all parents are registered with ParentMail. School letters, newsletters, learning overviews and event invitations are all issued via ParentMail. You must also pay for school trips, school dinners, breakfast club and any other expenses via ParentMail.

Letters informing parents of upcoming school trips, parents' day and other events are issued via ParentMail. In cases where parental consent is required (e.g. school trips) or

where appointment slots need to be booked (e.g. parents' day) parents must do this online via ParentMail.

The school newsletter and learning overviews (Reception – Year 6) are issued via ParentMail on a weekly basis. You may also access the school newsletter and the weekly learning overview on the school website.

It is a parental responsibility to check ParentMail regularly. It is possible to access ParentMail from a computer or from a mobile phone via the ParentMail app. Parents may access ParentMail from the computers in the School Office if they do not have the facilities to do so from home. Please speak to the School Office if you have trouble accessing or using the site.

Punctuality

We expect pupils to arrive at school in good time for the morning and afternoon sessions. There will be a member of staff at the entry doors to admit children into the school from 8:45am. Parents are not permitted to accompany children into the school building. Any notes for class teachers should be written down and passed to the member of staff on the door or given to the school office.

We do our best to make sure the school is secure and therefore external doors are locked at 8.55am. If you arrive after this time, please report to the main reception to register your child. You must accompany your child to the School Office if they arrive late. Pupils who arrive after 10.30am. should bring a packed lunch unless a meal has been ordered for them, before 10.30am, 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 before hand 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. It is not permissible to collect children early on a Friday afternoon without written evidence of a doctor's appointment.

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 10.00am 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 as per guidance from the Public Health England (PHE) Organisation. This is to minimise infection.

Holidays during term time

The Governing Body has decided that all holiday taken during term time is an unauthorised absence.

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. All admission appeals are processed by Thurrock Council. In-year admissions are also processed by Thurrock Council.

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. The Complaints Procedure can be accessed on the school website or in hard copy from the School Office.

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. If parents wish to escalate a complaint to the formal stage following informal discussion it is important that parents state which aspects of policy or legislation they feel the school to be in breach of in their formal written 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 on the school website and from the School Office. 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 the appropriate 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 or numeracy homework a week. 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 reading 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. There is an expectation that there will be at least four entries in the reading diary a week and children will be rewarded with a pride point when this target is met.

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 equipped to accommodate wheelchair users. Alana Branch is the school SENCo.

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). Medicines must be in their original packaging. 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 KS1 and KS2 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
Warrenne (Yellow) – Lord of Kenningtons 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 Pastoral Manager 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. Incidents of racism are reported to the Local Authority on a termly basis.

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 £10 fee for after-school clubs. This money is used to pay the after school club providers.

Parents are only 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. Cash payments are not permitted.

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** are required to have money on their ParentMail account to cover the cost of dinners. The cost is £9.00 for the week's meals (or £1.80 daily). Price includes a drink. Parents should pay for school dinners in advance via ParentMail. Amounts of £10 or more may be added at a time. If a child does not have sufficient credit in their dinner money account, they will not automatically be given a school dinner. Parents will be contacted to be asked how they would like to proceed.

- **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 School Office are not permitted to accept late/forgotten packed lunch boxes at the hatch. If your child has forgotten their packed lunch and there is no money in their school dinner account you will receive a phone call asking for confirmation that the school can issue them with a school dinner at a cost of £1.80.

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. and 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.

The end of the School Day

Teachers of Reception and Key Stage 1 must have sight of a known adult before releasing any child from their room at the end of the school day. **If for any reason the adult(s) known to the class teacher are unable to collect their child, and will be sending a different adult to collect, they must telephone the school office or email that morning so that the class teacher can be informed.** In emergencies only please telephone the school office as soon as possible to inform them of changes to plans for the pupil's collection at the end of the day.

Key Stage 2 pupils may make their own way home unless the school has been informed otherwise by a parent or guardian. Key Stage 2 teachers should remind children that if they expect to be met by an adult and there is no one there, that they must return to the class or go to the school office, where the office staff will contact parents.

Children attending after school clubs will be accompanied by a member of staff until their club begins.

Parents are reminded of the importance of picking their child up from school or after-school clubs on time. School Office staff will record the names of pupils who are collected late from school at the end of the school day or from after-school clubs.

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 consultations are held during the school day.

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 am.

Parent 'drop in' sessions take place after school once a week to enable parents to speak to their child's teacher or another teacher in their child's year group. Please check the school newsletter (available via ParentMail or on our school website) for confirmation of dates and which teacher will be available for each session.

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. A copy of our 'Contact Tree' can be found on the school website to explain which members of staff are able to assist with different queries. 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:

Girls

- White blouse or white polo shirt or Kennington's logo polo shirt.
- Navy blue jumper or cardigan or school logo sweat shirt or cardigan.
- Grey knee-length pinafore dress or knee-length skirt or grey trousers.
- Navy blue and white summer dress.
- White or grey socks or grey tights.
- Plain black shoes (no trainers or boots). In the Summer term, children are allowed to wear black or white sandals but they must be worn with socks.

Boys

- White shirt or white polo shirt or Kenningtons logo polo shirt.
- Navy blue jumper or school logo sweat shirt.
- Grey flannel trousers (grey flannel shorts if preferred).
- White or grey socks.
- Plain black shoes (no trainers or boots).

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

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. School logo sweatshirts, cardigans, PE kit and bag, sun hats, and logo polo shirts are available from 'Sue's Schoolwear'.

The expectation is that children will wear **plain** shirts or sweaters in the correct colour if they are not wearing the school logo.

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.

Hairstyling

Hairstyles should not be attention seeking. Extreme styles such as sculptured names/symbols, mohicans or dyed hair are neither appropriate nor acceptable for children of primary school age. For health and safety reasons long hair should be kept out of children's eyes and fully tied up for PE.

Makeup and Nail Varnish

Because of health and safety regulations, we do not allow any makeup or nail varnish to be worn in school.

Care outside the School

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

- **Dismount all bikes and scooters when entering the school grounds**
- Do not enter through car park
- Do not bring dogs, other than guide dogs, into the school grounds
- Do not enter the school building 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 2015) 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.