

Kingsholm C of E Primary School

Learning Successfully Together

General School Information

Office Hours

The school office is open from 8.00am until 4.00pm. An answer phone is left on after these hours.

Times of School Day

Morning	08.50 - 12.00	YR and Y1 - Doors into classrooms will open at 8:45
	08.50 - 12.30	Y2 and Y3
	08.50 - 01.00	Y4, Y5 and Y6
Break	10.50 - 11.05	
Afternoon	13.00 - 15.10	YR and Y1 (optional afternoon break of 10 minutes)
	13.30 - 15.15	Y2 and Y3
	14.00 - 15.15	Y4, Y5 and Y6

Many of you make arrangements to meet your children at **3.10/3.15 p.m.** when school ends. If for any reason you wish to change the arrangement or have another adult meet your child please inform the class teacher with a note or by personally visiting the school office.

Attendance & Absence from School

If your child is *unwell* and cannot attend school it is important that you inform the office between 8.00-9.00am on their first day of absence. A message can be left on the school answerphone machine before 8.00am. In general we believe that if children are not fit for outdoor play or P.E. they are not fit enough for school.

In addition, request for *holidays* or any other absence to be taken during term time will be unauthorised. There are exceptional circumstances which at the Headteachers discretion may result in authorisation.

If advance notice of a *medical or dental* appointment is given, children may be collected from school. We regret that it is not possible for any child to be released from school unaccompanied.

Security

All visitors to the school are requested to report to the office and sign the visitor's book. They are requested to wear a visitor's badge at all times during their visit. This is not only for security in case of fire, but also for the security of the children.

Emergency Closure Procedure

Decisions to close schools are not taken lightly. The school will be kept open in whole or in part for as long as is reasonable. The main consideration in these situations is always the health and safety of the pupils and staff, especially in respect of travelling to and from school. In the event of school being closed for the day, a notice will be posted on the gate. In addition to this, once Shire Hall has been notified of the closure they will inform Heart FM (102.4 FM) and BBC Radio Gloucestershire (104.7 FM). Normally these stations broadcast information regarding school closures immediately following their news bulletins at 7.00 am and 8.00 am. School closures are also listed on the following website: <http://www.glosclosedschools.com> and you can now subscribe to text alerts via a twitter feed '@Glos_schools'. Information regarding the following day will normally follow the 7.00 pm news bulletin. In addition we now have our text messaging service which will inform you if the school is closed. Please make sure we have the correct mobile number for you.

Uniform Policy

The Governors and staff believe that the wearing of school uniform:

- Promotes equal opportunities
- Makes an important contribution to raising standards
- Is a social leveller
- Provides protection from peer pressure
- Aids child safety on school visits

Children should wear neat, comfortable and practical clothing in the school colours of royal blue, grey and white. Shoes should be black, flat (no higher than 2cm), sensible and should be closed for comfort and safety. Trainers, hooded sweatshirts, jeans and football strips are unacceptable.

Boys

White polo shirt **
School sweat shirt **royal blue/grey
blue/grey
Grey/black trousers
trousers
Grey socks
Sensible shoes (as above)
Fleece jackets (black with logo)**

Girls

White polo shirt **
School sweat shirt /cardigan** royal
Grey pinafore dress/skirt or grey/black
Grey or white socks/tights
Sensible shoes (as above)
Fleece jackets (black with logo)**

Summer

Blue or yellow gingham dress

**Can be bought at the National Schoolwear Centre shop in Northgate Street (all sweatshirts/cardigans/fleece jackets and polo shirts are embroidered with the school logo).

Hair should be kept neat and tidy (extreme styles are not acceptable) and long hair should be retained with black, brown or cream accessories.

We ask you that you clearly mark items of clothing with your child's full name. Many items of clothing are identical and it is impossible to trace their owners without clear identification. Children should not wear jewellery to school.

PE/Games

For PE/Games lessons it is important that children bring to school a change of clothing - black, plain shorts and white T-shirt and appropriate footwear (plimsolls, trainers, football boots). KS1 children will only need footwear in the summer term. A cap should be provided for hot, sunny days. These can be bought from school. Jogging bottoms may be worn in the winter months.

For indoor PE lessons children should normally wear plimsolls or be barefoot.

Please also provide a hair band for long hair.

Children who do not bring PE kit to school will be provided with second hand clothing to wear instead.

Children should not wear jewellery for P.E. Earrings must be either removed or micropore tape must be provided from home to cover them during P.E lessons.

Lost Property

Storage of lost property is located in the entrance to Key Stage 2 Oak hall. Any unmarked items of school clothing will be left there.

Book Bags

All children enjoy taking books home to share with the family. To protect books we do ask that no book is taken home unless in a suitable folder or bag. School book bags for this purpose can be purchased from the National Schoolwear Centre.

Our Caring Community

The ethos of our school emphasises a caring and considerate atmosphere, develops respect for the individual, values achievements of everyone and encourages attitudes which enable children to make a positive contribution to, and live harmoniously with others in the community.

Home to School Involvement

Home is quite properly the most dominant influence in a child's life affecting each child's attitudes, performance and behaviour. We believe that all parents want their children to be able to take full advantage of curricular and extra-curricular activities offered in school, therefore, co-operation between parents and staff is essential.

While in school we will be doing all we can to help each pupil and we would be grateful if parents could help with the following:

- **When you are on school premises you are mindful of our school rules.**
- **Ensure your child has adequate rest and sleep. As you well know a tired child is often irritable, will disrupt the learning of others and will not be able to learn himself.**
- **Children must not be allowed to bring dangerous items such as, penknives, matches etc. to school.**
- **Items of value, especially jewellery, personal stereos etc. should not be brought to school.**
- **Children should not arrive at school before 8.45 am when supervision begins.**
- **Children should be collected from school on time at the end of the day.**

Parents have many skills which can benefit all the children and because of this parental participation is welcomed and encouraged. We hope that you will be able to assist with the organisation of fund-raising activities and that some of you will assist with cookery, creative work, stories and conservation. Parents

are of course always welcome to visit the school to celebrate the successes of the children e.g. Theme Shares, Harvest Festival, Christmas celebrations, Sports Day and Parent Consultations.

Letters from school - Monthly newsletters are written on 1st Thursday of every month (on yellow paper) to keep you informed of what is happening at school. A copy is displayed on the Parents' notice board. Spares of all letters are available in the racks in the school office. If you would like to receive your newsletter please let the school office know.

Internet contact - E-mail is encouraged. (admin@kingsholm.gloucs.sch.uk).

Correspondence - Correspondence should be addressed to Mrs. Jan Buckland (Head Teacher), Kingsholm C of E Primary School, Guinea Street, Kingsholm, Gloucester GL1 3BN

Parents evenings - These will be arranged twice in each academic year. The Head Teacher will also be available for discussion. They may be on separate evenings for different classes or year groups. An appointments system will be operated. At the first evening, teachers and parents can discuss how the child is settling into the classroom routine. At the second meeting, parents will be invited to see the children's learning, view current classroom activities and discuss progress.

Reports - Written reports are issued annually to all parents. For Year 2 and Year 6 children the report will contain the levels of attainment reached at the end of Key Stage 1 and Key Stage 2. A meeting can be arranged to discuss the report with the teacher.

Parent, Teacher and Friends Association

The school has always enjoyed the excellent support and involvement of parents both informally and through the Friends of Kingsholm C of E Primary. Fund raising has and will continue to provide additional resources to enrich the quality of educational opportunities available for the children. We are very fortunate to have a number of parents who give freely of their time to assist with a wide range of activities - in the library, cooking, assisting with educational visits, reading, and many other classroom related activities. We cannot overestimate the importance of the partnership between home and school.

All parents whose children attend the school are members of the Friends.

Healthcare

School Doctor and Nurse

If your child needs to be seen by the school doctor you are always informed and invited to attend. The school nurse can advise parents on a range of health related issues. The school dentist makes routine dental inspections and advises on further treatment to parents who request this.

Medicine

If a child is taking a course of medicine or pills, these should only be administered at home. Children should remain at home until the treatment is complete, except in exceptional cases.

Asthma

If your child needs to have access to an inhaler/volumatic please label them clearly with your child's name and give details of when it is to be used. These will be kept in a classroom cupboard.

Emergencies

In the case of an accident to a child requiring expert medical attention, we would need to contact you immediately. **Please keep us informed of your emergency telephone number and an alternative contact person.** If we are unable to contact you we will take your child straight to the Casualty Department of Gloucestershire Royal Hospital. We will continue to try to contact you.

Illness at school

If your child is ill we will contact you to arrange for his or her safe return home.

First Aid

Some staff have achieved the First Aid at Work qualification, others have been trained in 'Emergency Aid at Work'. All other staff have received basic first aid training.

Headlice

If you should find evidence of head lice in your child's hair, please inform the school so we can ask all parents to be watchful. Leaflets are available in school. All cases will be dealt with confidentially without identifying the child.

If your child is infected with head lice, the recommended treatment is the wet combing method with a plastic head louse detector comb; these are available from your local pharmacy. As a precaution it is recommended that all other family members also treat their hair. Head lice infections occur quite commonly among children. While many people may react to this with feelings of disgust, head lice are harmless and are in fact passed from person to person irrespective of standards of hygiene and cleanliness. As parents you can help prevent head lice infections by checking your child's hair **daily** with a head louse detector comb.

Health and Safety

Jewellery

The wearing of any type of jewellery to school is discouraged for reasons of safety. The school cannot accept liability for loss, and would discourage any jewellery apart from that which is essential for religious reasons. If a watch is worn to school it is the responsibility of the wearer.

If your child has pierced ears, only studs should be worn. Following the Authority's advice on Health and Safety all stud earrings should be removed for PE by the wearer (Y3 - Y6 children). If earrings cannot be removed by Key Stage 1 children, they must be covered with tape provided from home.

For reasons of health and safety:

- **No dogs** are allowed in the school grounds.
- In accordance with legislation, the County Council allows **no smoking** in any part of the building or on school grounds.
- Children's bicycles should be stored and locked in the cycle shelter. The school cannot accept responsibility for unsecured cycles left in the shelter.
- Bicycles should be pushed, not cycled in school grounds. It is strongly recommended that children wear a cycle helmet if cycling to school.

Behaviour

The school aims to 'promote and expect agreed standards of behaviour and self-control where individuals respect themselves and others'.

To achieve this aim we strive to create an encouraging environment where the children are praised for their good work and behaviour. We place great emphasis on weekly achievement certificates which are given out during the Achievement Assembly every Monday. In this way the children's efforts are acknowledged by everyone at the school. We award Kingsholm Star Awards termly to those children who have tried consistently hard in any aspect of school life over the course of the whole term. These children receive certificates and badges in an assembly attended by parents and are rewarded by having a special lunch with the Head Teacher and other adults from the school staff and wider community.

Children are helped to acquire self-discipline, self-esteem and enjoyment of the learning process. We expect to give children increasing responsibilities, as they grow older, to help develop positive and responsible attitudes towards their peers and school. Children are taught to be courteous, honest and considerate at all times. The children are expected to abide by the school code which is written by the children themselves and is re-visited at the beginning of each academic year.

Aggressive and intimidating behaviour is never accepted and action is always taken immediately to stop it if it should occur. All staff are fair and consistent in dealing with any misbehaviour. In the event of persistent unacceptable behaviour, parents are consulted and their support in eliminating the unacceptable behaviour sought. The Educational Psychologist is also available for advice if necessary. Exclusion procedures will only be considered as a last resort.

In cases of exceptionally bad behaviour the Head Teacher may exclude a child for the lunch time period. This would mean the parents would have to make arrangements to collect the child at the end of the morning session and ensure they are returned for the start of the afternoon. This action is known as 'debarment' and is used to distinguish between 'exclusion'. Reasonable notice (24 hours) will be given where practicable.

Child Protection Policy

We take Child Safeguarding very seriously and we aim to meet our statutory obligations and provide a safe and secure environment. The school has a series of interconnected safeguarding policies which are available from the school office.

Equal Opportunities / Inclusion

The organisation of our school, of teaching and of learning, reflects a philosophy which caters for individual differences and allows children to progress at different rates according to their different development stages. This individuality relates also to their ethnic identity and cultural experience and we in school must build on the experience of all children in today's multi-ethnic society.

Anti-racism Statement

The Governors and staff positively recognise the ethnic and cultural diversity present within our school and society as a whole and oppose any form of racism. Our aim is to provide the best possible education according to the individual needs of every child in a concerned and caring environment.

Our Healthy Community

School Meals

We run our own catering at the school and a hot mid-day meal is prepared for the children in our school kitchen and served in our dining room. All produce is sourced locally.

The current cost for a school meal is £2.20 per day. The School Office can advise on eligibility for free school meals.

Please note:

- We prefer you to use Parent Pay when paying for school meals (details from School Office)
- ***That all monies should be sent on Monday morning, in a clearly labelled envelope stating the amount sent and the days your child will be staying.*** Cheques for dinners should be made out to Kingsholm C of E Primary School and have your child's name on the back.
- ***That we only allow for one meal to be taken without payment. If the money is not received the following day subsequent meals will be refused.***

Packed Lunches

Children may alternatively bring a sandwich lunch which should be packed in an appropriate lunch box. Please remember that little fingers have great difficulty managing complicated fasteners and stiff screw top lids.

Lunch boxes should not contain glass bottles, fizzy drinks, sweets or chocolate. Chocolate covered biscuits such as kit-kat, clubs, penguins are acceptable.

The Food and Drink Federation suggests the following tips for a healthy lunchbox:

- Base the main part of the lunch on starchy foods like bread, rice or pasta.
- Be creative with alternatives to sandwiches, for example, wholemeal pitta pockets, tortilla wraps or pasta salad.
- Include some protein such as lean meat, chicken, tuna, ham, cheese, egg or hummus.
- Aim to have at least one fruit or vegetable food or drink in the lunchbox to count towards your child's five fruit and vegetable portions a day.
- Add a portion of semi-skimmed milk or other dairy food such as cheese or fromage frais.
- Fluids are an important part of a child's diet. Try a variety of different drinks such as a carton of fruit juice, water, yoghurt or milk drink.

We have produced a booklet containing a weeks' worth of suggested menus based on the Food and Drink Federation guidelines. Please ask in the school office if you would like a copy.

Mid Morning Snacks

Key Stage 1 children are provided with free fruit or vegetables at morning break.

Key Stage 2 children are allowed to bring fruit as a snack for morning break.

Y2, Y3, Y4, Y5 and Y6 children can buy a slice of buttered toast daily for 20p

All children under the age of 5 are entitled to free milk. Parents of children over the age of 5 who wish their children to have milk each day can register with the Cool Milk scheme.

Breakfast Club

We run a Breakfast Club on site. You do not need to book if you would like your child to attend. The doors to the club (opposite the main school office) are open from 7.45am to 8.15am each morning. Children have a healthy breakfast and the opportunity to play before school. The cost is £3.00.

After School Club

We also run an After School Club, named the Cool Kids Club. This club runs until 5.30pm Monday to Thursday and 4.30pm on a Friday. Costs per child per session are as follows:

3.15 - 4.30pm £5.50

3.15 - 5.30pm £11.00

4.15 - 5.30pm £5.50 *if staying for after school extra curricular activity until 4.15pm*

You will need to book for these sessions as spaces are occasionally limited.

Walking Bus

Each morning a member of staff and volunteer parents operate a Walking Bus, collecting children from houses in the vicinity of the school. Further details are available from the school office if you are interested in using this facility.

Extra-Curricular Activities.

The school is fortunate in having members of staff who are willing to give up their free time to provide additional activities for the children's benefit. These are varied and depend upon the interests and availability of teachers and the time of year. At present club activities include Art, Hockey, Netball, Gardening, Smiles, Rugby, Knitting, Circuits & Badminton, Sewing, Home Learning, Young Voices, Junk Modelling, Drama, Teddy Bear, Computers and Football clubs.