

# Parent Handbook

At Kings' Wood School and Nursery we aim to provide a happy and secure environment in which all children, at every stage of their development, can achieve to the best of their ability.

Our school aims to:

- Nurture our children to be the best they can be
- Create an environment where everyone feels happy, safe, respected and diversity is valued
- Help our children to become resilient learners who embrace challenge
- Place no limits on learning by valuing effort as well as attainment
- Offer an enriched curriculum which encourages aspiration, co-operation and creativity
- Equip our children with the values, morals and skills to enable them to make a positive contribution to British society
- Work in partnership with families and be actively involved in the wider community.

At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils at King's Wood.

We want to work in partnership with you to help your child to achieve their full potential and make a positive contribution.

On rare occasions our concern about a child may mean that we have to consult other agencies even before we contact you. The procedures, which we follow are in line with national guidance on Keeping Children Safe in Education, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures or the policy, they are available on our website. Alternatively, please speak to the Headteacher or your child's class teacher.

## Curriculum

At King's Wood we provide a stimulating curriculum aimed at giving children a wide range of learning opportunities.

### EYFS

In Nursery and Reception the first curriculum your child will encounter is the Early Years Foundation Stage. This is a curriculum designed for under-fives and has a strong emphasis on learning through play, both indoors and out.

The areas it covers are split into the prime areas and specific areas. The prime areas are communication and language, physical development and personal, social and emotional development. The specific areas are literacy, maths, understanding the world and expressive arts and design.

Children are also encouraged to develop the characteristics of learning which are:

- playing and exploring,
- active learning, and
- creating and thinking critically

### National Curriculum

As children move out of the Foundation Stage and progress through Year One they begin to study the National Curriculum.

### Core Subjects

These are English, Maths and Science. Your child will take part in English and Maths lessons every day, usually in the morning. The work covered is in line with national guidance.

In English we focus strongly on ensuring children learn to speak, listen, read and write to a high standard. We also work towards them developing a love of stories and literature which allows children to extend their vocabulary and develop an understanding of characterisation and narrative. We explore a wide range of genres including information texts, reports, persuasive writing and poetry.

We use a structured phonics scheme called 'Read Write Inc' (RWI). This starts in Early Years and helps children to learn their sounds and become readers quickly. It then goes on to build on these skills by helping them to transfer what they have learnt into their writing and spelling.

All our children learning to read have daily RWI lessons where they are grouped by stage not age. They move through the coloured bands as quickly or as slowly as they need to. When ready to, each week they will bring home the RWI book they have been working on in school and a book bag book with the same sounds. In addition to this they will have a coloured band for 'Reading for Pleasure' books which they can change as frequently as you wish. We would value your support in sharing their books with them for a short time every evening.

Once reading proficiently enough to move beyond the RWI scheme our children are taught in fluency groups to improve intonation, speed and accuracy. They then move into Reciprocal Reading which further develops this. For home reading they continue to have coloured banded books which become increasingly harder until they are at the point of being 'Free Readers'. At this point they can bring books from home or read any book they wish provided in school. We also have our star readers challenge where children can challenge themselves to earn bronze, silver or gold books. Throughout all of these stages children will be taking part in comprehension activities so they are able to discuss the texts they have read and answer questions about them.

We encourage children to develop their spelling skills through our Doodle spelling programme, which is an online platform. We would appreciate your support in ensuring your child practices spelling at home using Doodle. Letter formation and handwriting are taught from the Early Years using the RWI scheme initially, children print first then learn to join their letters. We work towards every child being able to present their work to a high standard.

We teach our children to write in a range of genres using 'Power of Reading' as the basis for our lessons. Children study a text and base their writing on the techniques observed and modelled in them. Central to our approach is teaching children how to edit and improve their writing and they are taught this from a young age with purple pencils. When ready children will have a draft book in which to write and revise their work, editing becomes more sophisticated using red pens for secretarial errors, such as spelling and punctuation and purple pens to improve style and content. Once ready their final piece is published in their red books.

In Maths your child will be taught about number systems and calculation, this is then applied to problem solving and reasoning. They will cover all aspects of mathematics including shape, measure and data-handling. There is a strong emphasis on mental maths and we encourage children to learn their multiplication tables using Doodle or Times Table Rockstars.

Science is taught for up to two hours a week and wherever possible is taught through practical activities and investigations. Children are asked to select questions to investigate within topics, design experiments, select equipment to carry them out and predict outcomes. They then analyse their results and draw conclusions from them.

IT is used in all aspects of the curriculum as well as being taught as a discrete subject, computing. We have a computer suite as well as sets of laptops and i-pads the children use in class and interactive smartboards in every classroom. Children learn how to use word processing and publisher programs, graphics software, data handling spreadsheets, power point and control technology including programming. They also have access to the internet throughout the school and are taught how to use it safely and responsibly. Your child will be asked to sign an internet agreement before being allowed to access the World Wide Web. Our internet system contains strong firewalls with a high level of security and we track access in order to follow up on any attempts to look at inappropriate material or sites.

### Foundation Subjects

All the other subjects within the curriculum are known as the foundation subjects. History, Geography, Art and Design and Design Technology are taught through subject related themes lasting for several weeks. We have found that the children gain a greater depth of understanding and are better able to make links with other curriculum areas when taught in this way.

Our music curriculum is structured so that children will have the opportunity to learn to play an instrument in every year group. We use specialist providers to do this where needed. We also have music appreciation and singing assemblies. There are lots of music clubs in school which pupils are welcome to join and in Key Stage Two there is the opportunity to have guitar, violin or keyboard lessons provided by the music service at a small cost to parents. We also have musicians come into school and perform for the children on a regular basis.

### Religious Education and Collective Worship

At King's Wood children learn about all world faiths and are taught to respect the beliefs of others. Through R.E. we encourage children to reflect on their experiences, behaviour and opinions and in doing so prepare them for adult life. Assemblies take place in school every day and focus on moral messages, current issues and faith-based celebrations.

Parents can withdraw their children for all or part of religious education or religious worship. If parents do wish to withdraw their children from either of these aspects of school life please contact the Headteacher who will discuss alternative provision.

King's Wood is a community and has no direct link to any Church, but we do have links with the local churches and religious groups. We regularly welcome visitors from these groups into our school.

### P.E

All children are expected to take part in PE. The games programme covers a wide variety of activities with equal access for boys and girls. Your children will also take part in gymnastics,

dance and athletics. Swimming is taught in Year Four with top up lessons in Year 5 and the children go out to a local pool for this.

School uniform PE Kit includes shorts and a T-shirt with plimsolls or trainers. A thicker top and tracksuit bottoms in dark blue or black is a good idea for colder days. From Year Two onwards children can come to school wearing their PE kits on the days they have PE. In Reception and Year One the children bring their kits to change in to in a PE bag. This is to support the children in developing their ability to dress and undress themselves.

A written note should accompany any child to be excused P.E., Games or Swimming for health reasons. Earrings may not be worn as they represent a safety hazard during PE and Games. Children having their ears pierced need to do so at the beginning of the summer holidays so that earrings can be removed for the start of term.

### PSHE and Relationships and Sex Education

We teach health and relationships education using the resources produced by the PSHE association. As part of this children learn about keeping themselves healthy and safe and the importance of forming positive relationships, at an age appropriate level. They also learn about how their bodies develop and grow. Parents have the right to remove their child from sex education but relationships education is compulsory. We will always send out letters before undertaking a unit that involves an element of sex education and all our policies relating to this can be found on our website.

## Security

No child is allowed to leave the premises during the school day, including the lunch hour, unless being collected by a parent or guardian.

Parents are welcome to visit the school during normal school hours. If you wish to visit in order to discuss a matter with the Head Teacher or a member of Staff, please telephone the school office so that a mutually convenient time can be arranged. All visitors should report to the school office on arrival.

## The School Day

The gates open at 8.40am. Foundation pupils go through the pirate ship area to their classroom doors. Members of staff are on duty at the gate to this area if you need to speak to them.

KS1 pupils enter via the external doors to their classrooms. These open onto the car park and courtyard areas.

KS2 pupils enter through the courtyard and go up to their classrooms where a member of staff is always on duty from 8.40am. At 8.50 the school registers are taken.

The school cannot be responsible for those children who arrive earlier than 8.40am. Children on the premises before that time should be supervised by their parent / carer and are expected to behave sensibly in the car park area.

At home time Foundation, Year One and Year Two children are dismissed from their classroom doors. They will not be allowed out until the teacher is sure a parent /carer is there to meet them. Similarly, the KS2 teachers dismiss on the playground and will only let children go if they can see the person who is collecting them. It helps if parents and carers can stand close to the area that the children are dismissed from so that the teacher can see you.

If you or the person who normally collects your child (ren) cannot do so for any reason then please let the class teacher or the school office know. We will not let any child go home with another adult if we have not been informed about it.

Children should be aware of arrangements that have been made for the end of the day, please check that your child is clear about any alternative arrangements that have been made.

If an emergency prevents you from getting to school on time to collect your child (ren), please inform the school by phoning the office on **01494 521401**

Some of our older KS2 pupils walk home on their own. We will only let them do this if we have a letter from you giving them permission to do so.

### School hours

KS1		KS2	
8.40am	Classroom doors open for Reception and KS1 children to come in.	8.40am	School doors open at the bottom of the Year 6 stairs so pupils can go up to their classroom
8.50am	Registration	8.50am	Registration
8.55am	Lesson time	8.55am	Lesson time
10.05am	Break	9.55am	Assembly
10.20am	Lesson time	10.05am	Lesson time
11.50am	Lunch	11.05am	Break
12.45pm	Lesson time	11.20am	Lesson time
3.00pm	Assembly	12.35pm	Lunch
3.20pm	Close of day	1.20pm	Lesson time
		3.25pm	Close of day

## **School Meals**

If your child is not allowed to eat certain foods for medical, religious or other reasons please let us know to avoid anxiety.

Hot meals are provided by the caterer Dolce. If your child is in KS1 they are entitled to a free meal. Please fill in the hot meals form to claim this.

In KS2 meals cost £3.09 each and details of how to purchase them are included in your welcome pack.

Parents in receipt of Universal Credit or Job Seekers Allowance may be entitled to free school meals in KS2. The relevant forms can be obtained from the school office.

If you prefer your child to have a packed lunch then please make sure that the food is packed in a proper lunchbox i.e: zipped canvas/plastic lunchbox or a plastic sealed container clearly marked with your child's name and that any drinks are in a leak-proof and unbreakable container. Children are not allowed to bring in cans, fizzy drinks or glass bottles. In the summer months it is worth putting a small ice pack into the sandwich box as this helps to keep everything cool.

Lunches should contain healthy foods, no NUTS or food containing nuts are permitted in school, as we currently have several children with severe allergies to nuts. No chocolate or chocolate biscuits in school please.

All children whether having a packed lunch or a school dinner are supervised during meal times.

We provide water throughout the day. Your child needs to bring in a named water bottle that can be re-filled.

## **Break Times**

Children in KS1 are provided with a piece of fruit free of charge daily if they wish to have it. KS2 children are welcome to bring a fruit snack to have at break time. We are trying very hard to support and encourage healthy eating. Therefore, we ask that children do not bring sweets or chocolate into school.

## Medicines in School

Please note that the school can only administer medicines that have been prescribed by a doctor and require a dose to be given four times a day. If your child needs to continue medication on a short-term basis following an illness or because of a medical condition you will need to come and sign a medical form and give details of the dosages and administration times.

The staff members who will administer the medicines are the Office Staff, the Headteacher or the Deputy Headteachers. These guidelines are to ensure proper protection for both staff and children.

## Medical Matters

If your child is unwell we will contact you by phone as soon as possible. **It is essential that we hold up to date information about contact numbers.** Please check that you have filled in a contact form and please let us know of any changes immediately so we can amend our records. Children who are ill can become very anxious if we cannot make contact with home. Most of the school staff hold a First Aid Certificate and are consulted when necessary.

The school nurse team visit the school on a regular basis to carry out routine examinations. A completed consent form is required before any child is examined. If you have any concerns that you would like to discuss with the Schools Medical Service then please contact the school and we will pass the concern on.

We are advised that children who suffer an attack of sickness and or diarrhoea should be kept at home for a minimum of 24 hours after the last attack. This is to prevent the spread of infection.

## Uniform

The children are required to wear school uniform as follows:

### **Girls**

Blue sweatshirt with logo  
White blouse or polo shirt  
Grey or black skirt, pinafore dress  
or trousers  
Grey / black tights / white socks  
Black school shoes

### **Boys**

Blue sweatshirt with logo  
White shirt or polo shirt  
Grey or black trousers  
  
Grey / black socks  
Black school shoes

No laces for reception class

Blue & white dresses (summer)

Grey or black shorts (summer)

## **PE Uniform:**

White t-shirt	(with blue school logo optional)
Black shorts	
Black plimsolls	(for indoor PE; some lessons are barefoot)
Trainers	(for outdoor PE)
Track suit (black / navy)	(advisable for outdoor PE in the cold weather)

Children may be asked to bring specific kit if they join one of our sports clubs. E.g. shin-pads and football boots for football club.

School uniform items printed with King's Wood School logo are on sale from:

**PMG Schoolwear** Eden Shopping Centre, Unit 73-74 The, 11-15 Eden Walk, High Wycombe  
HP11 2AU, Tel: 01494 529693

The wearing of jewellery is not permitted except for standard wrist watches (smart watches are not allowed) and stud earrings if pupils have pierced ears. Inappropriate jewellery will be confiscated and locked away to prevent loss and returned at the end of the day. All jewellery must be removed during PE.

## **Charging Policy**

Our policy for charging is in line with current legislation and the Local Education Authority's policy on charging. The full policy is available on our website or from the office.

There are circumstances in which charges may be made.

These are:

- Private instrumental music tuition
- Materials used in lessons where parents wish to own the finished product.
- Board and lodging costs on residential visits- in or out of school hours
- Optional extras/activities/trips which take place wholly or mainly outside school hours, this includes lunchtimes and after school activities.
- The cost of damage, willful or otherwise, caused by your child to school property or the property of others.
- The cost of activities and trips organised by a third party even when the activity takes place during school hours.

Parents will be asked to make a voluntary contribution to cover the cost of educational visits and activities in school time. We will not refuse to take a child due to non-payment, but should there be insufficient funds the activity will be cancelled.

(Please note that currently we are in the fortunate position of being able to subsidise many of our trips so the cost can be limited to £15 per term. Should this no longer be the case the charging policy above would be applied. Residential visits are also subsidised but cost more.)

## **Attendance**

It is very important that your child attends school every day. Poor attendance leads to disrupted learning and will stop your child making the progress they should. Expected attendance for a primary school child is 95%.

If your child is unwell please phone or email the school by 9.30am at the latest. If we have not heard from you, we will text you with a request that you contact us. If you do not respond we will follow up with a phone call or a home visit. When your child returns to school, please ensure that you send an email to the school to confirm the absence with the reason for it. Unauthorised absences occur when the school is not informed of an absence or the reason for the absence is not acceptable.

Children who arrive late, after 8.50am, are given a late mark in the register. The registers close five minutes after the start of the school day (8.55am).

Periods of prolonged absence with no explanation are reported to the County Attendance Team. Poor attendance or continuous lateness may result in a fine or court action.

The staff and Governors at King's Wood School work to ensure that each child is able to reach their educational and social potential. Parents can best support their child by ensuring that they attend regularly and are well prepared for the school day. Even short absences can have a detrimental effect on your child's learning.

Application forms for leave of absence or holidays are available from the school office however, during term time this **will not be authorised** and any holiday in excess of 5 days term time is likely to be fined. Please see the Attendance Policy on our school website.

## **Road Safety**

If you use a car to bring your child to school, please drive very carefully and slowly when near the school. Parking problems in Hollis Road are immense and we ask you wherever possible, to

walk to school or park well away from the school site. Inconsiderate and illegal parking regularly puts children at risk of serious injury.

**INCONSIDERATE PARKING IS A DANGER TO ALL OUR CHILDREN**

## **PTA**

The school has a Parent Teacher Association which both strengthens social ties through the events it organises each year, and provides valuable resources which enhance the life and education of the children in the school. All parents automatically become members of the P.T.A.

Please do offer to help if you have some spare time.

## **The Governing Body**

School Governing Bodies are given a range of duties by Parliament that concern the overall management of the school. Governors work in close partnership with the Head Teacher, who is responsible for the day to day running of the school, and with the teaching staff, to agree the aims of the school and to decide together how the standard of education can best be monitored and improved.

Governors bring to this role a range of interests, experience and expertise, meeting as a full governing body at least once a term. They may also serve on committees, which are asked to consider matters delegated to them by the full governing body. Any recommendations arising from such committee meetings are always referred back to the full governing body for final approval. Minutes of full governing body meetings can be found on our website once they have been approved.

Governors also carry out visits to the school and make every effort to attend as many school events as possible. Governors normally hold office for four years from their date of appointment.

If you are interested in becoming a parent governor then please contact the school.

All governors may be contacted via the school.

### **Chair of Governors**

Dr Lawrence Saunders