

Kingsleigh Primary School



**School Prospectus
2018/19**

www.kingsleighprimary.co.uk

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Welcome to Kingsleigh Primary School

Welcome to Kingsleigh Primary School. Thank you for taking the time to find out more about what we can offer you and your child. Making the decision about what is the right school for your child can be a difficult one but we hope that this prospectus will give you an idea of the opportunities we offer our children and help you to make the right choice for your child.

Introduction

Kingsleigh Primary School became an Academy in December 2015 (we were previously part of Bournemouth Local Education Authority). We are a four form entry primary school and we also have a pre-school. Most children begin school in our pre-school and stay with us until they are eleven. We also have Bourne Academy as our neighbour. Close links enable us to provide a wealth of facilities for our children to benefit from.

Bournemouth Septenary* Trust

Kingsleigh Primary School is a member of the Bournemouth Septenary Trust which means we are in a collaborate partnership with six other Bournemouth Primary Schools.

Moordown St John's CE VA Primary School, St Michael's CE VC Primary School, St Mark's CE VA Primary School, Muscliff Community School and Winton Primary School have formed an Umbrella Trust (known as the "Bournemouth Septenary Trust").

All six schools have their own unique ethos and strive to promote and secure outstanding school improvement and raise standards for the children in their schools. Each member school has recognised the value in coming together as a group of schools. The Bournemouth Septenary Trust promotes collaboration and the sharing of ideas. It works by strengthening each individual school through mutual respect and team work.

Our shared vision enables our school staff to work together for staff Inset and training. There are opportunities for professional challenge across the schools and the Trust encourages Boards of Directors to share ideas for school improvement.

More importantly, the Trust benefits our children through outreach projects. Across the six schools there are opportunities for our children to work together in topic work and other activities.

Membership in the Bournemouth Septenary Trust does not mean that we have become one school or a group of schools in a 'multi-academy chain'. We are an 'Umbrella Trust' which means that each school retains their own identity, Board of Directors and school budget. The working conditions for the school staff do not change. Each school has their own list of priorities. However, there are many times when the different schools have shared needs and priorities. The Septenary Trust, through scheduled board meetings, can focus resources and time on joint projects across the schools.

We hope that during this school year the children will benefit from our schools working more closely together. We will keep you informed during the year as to how we are securing outstanding improvements for the children.

Admissions to the School

Kingsleigh Primary School's Admission Policy is available on our website and follows alongside the Local Authority's Admission Criteria. Applications for school are made directly to the Local Education Authority. Applications for pre-school are made directly to Kingsleigh Primary School.

Reception children are admitted to school in the September before their fifth birthday. Applications are made directly to the Local Authority.

Pre-school children can be admitted at the age of three, at the start of the term following their third birthday. If there are spaces, it is possible to pay for your child to start from their third birthday (contact school office for details). Children in our pre-school will still have to apply to the Local Authority for a school place for Reception Year.

Parents who are considering registering their child at the school are welcome to make an appointment for a tour of the school and discuss their child's individual needs. Please contact the school office to make an appointment.

Working in Partnership with Parents

We recognise that it is only by working closely with parents and carers that we can help our children achieve their very best. We outline our aims for this in our Home School Agreement which is published annually and school, parents and children are all asked to sign this.

We strongly encourage parents to come into school to help with a variety of classroom activities. If you feel you could offer some time to help out in school, please make an appointment to see Mrs Monk. For your children's safety, all adults working in school are subject to the DBS checking procedures.

We have two Parent Support Workers, as well as a Parenting Practitioner, based in school who are experienced and trained to work directly with parents. The PSW's provide personalised support for families by offering help, guidance and signposting to relevant services in areas such as attendance, behaviour, divorce, domestic violence, health, finance and housing, welfare and bereavement.

Our School Vision

'Where everyone can be great, not just good'

At Kingsleigh Primary School we aim to provide a safe, happy, stimulating environment for everyone.

Within an ethos of support, challenge and encouragement to succeed, we will develop confident individuals with high self esteem and a positive attitude to learning and working together.

We actively encourage all members of the school community to value and respect each other and the world around them. We achieve this via the Rights Respecting School award (we have level 1) that is overseen by UNICEF. We believe that all children and adults in our school community have Rights that come entwined with Responsibilities that are enshrined in the United Nations Convention of Right of the Child (UNCRC).

Through high and consistent expectations we believe that every child can work to the best of their ability and acquire the skills to meet the challenges of a rapidly changing world.

It is the intention of the dedicated team at Kingsleigh Primary School to provide creative, varied and exciting learning opportunities for all, celebrating every achievement and success along the way.

Aims

At Kingsleigh Primary School we aim to create a positive, welcoming environment for children, parents and carers. We know that when children feel safe and valued they will want to come to school. It is our aim to create strong links between home and school to promote punctuality and attendance.

Safeguarding

The school is committed to safer working practices. We follow rigorous procedures in the selection and recruitment of staff. All staff and helpers are required to have a DBS check to ensure they are fit to work with children. Protecting children from harm is a crucial aspect of our life. The designated Child Protection Co-ordinator is the Headteacher, any concerns should be reported directly to him.

Staff List

Headteacher

Richard Gower

Deputy Headteacher

Victoria Monk

Assistant Headteacher

Holly Graff

SENCO—Shelagh Swatridge

SEN- Karen Goodman

Speech/Language Therapist—Debbie Randall

MFL/EAL/PPA Teacher - Hilary Knowles-Patterson

Music/PPA Teacher - Rachel Crane

Pre-School

Teachers—Jane Cartwright - Foundation phase Leader

Nursery Assistants—Julie Denison, Gemma Spencer-Frost, Carol Noles, Claire Davies

Reception

Year Leader—Charlotte Booth

Class Teacher—Sean Cash

Class Teacher—Katie Tindall/Jill Wilkinson

Class Teacher—Laura Willis

Teaching Assistants—Donna Garland, Yvette Johnson, Kerri Gilbert, Michelle Anderson, Elsie Steel, Sonja Knipe, Sasha Stockley

Year 1

Class Teacher - Natalie Acreman - Year Leader

Class Teacher- Gemma Pain

Class Teacher- Kristina Nichol

Class Teacher- Soraya Allen

Teaching Assistants - Sarah Hiles, Pauline Hiles, Sue Hopkinson, Jolene Hepburn, Samantha Johnson, Nicky Rowley, Jemma Watton

Year 2

Class Teacher - Kathryn Billington - KS1 Phase Leader

Class Teacher - Jenny Weller

Class Teacher - Jodie Rendell/Caroline Stacey

Class Teacher - Sophie Watson

Teaching Assistants-Natalie Wright, Leanne Reeks, Pauline Phillips, Emma Chen, Elaine Hayes, Nicky Millar

Year 3

Class Teacher - Nadia Zadeh - Year Leader

Class Teacher- Philippa Power/Sarah Hall

Class Teacher- Jo Pawsey

Class Teacher - Claire Tarrant

Teaching Assistants- Wendy Hawke, Amanda Alkan, Jo Snell, Sharon Prescott, Annie Johnson, Kay Johnson, Richard Davis, Charlotte Fulwood

Year 4

Class Teacher- Hayley Plummer - Year 3&4 Phase Leader

Class Teacher- Abigail Murgatroyd

Class Teacher- Mary Cutler

Teaching Assistants—Angela Fernandez, Jacqui Bragginton, Laura Oates, Sarah Fish

Year 5

Class Teacher- Tony Maguire - Year 5&6 Phase Leader

Class Teacher- Charlie Milliner

Class Teacher-Caty Reade

Class Teacher - Jill Watson

Teaching Assistants - Alison Stone, Nikki Phillips, Tracy Tyas, Lauren Topp, Liz Thompson, Jo Baker, Nicky Ward

Year 6

Class Teacher-Simon Hart - Year Leader

Class Teacher - Emma Millar/Lauren Atkinson

Class Teacher - Ffion Watson

Assistant Headteacher - Holly Graff

Teaching Assistants- Amanda Newton, Mark Acreman, Su Michello, James Bainton, Nicky Ward

Pastoral Support Staff

Glynis Page

Tracy Cole

Alex Poll

Office Staff

School Business Manager -Kim Bainton

Office Manager - Tania Peden

Finance Manager- Debbie Francis

Senior Administration Officer- Penny Belmont

Receptionist - Heather St Peter

Receptionist - Melanie Kay

Site Staff

Site Manager - Trevor Evans

Assistant Site Manager - Simon Francis

Cleaning staff—Barbara Evans, Pat Garland, Donna Garland, Angela Gardner.

Lunchtime staff

Paula Randall, Pat Garland, Val Davis, Teresa Brooke, Ann Morrow, Arjeta Asamataj, Michelle McGowan, Christine Hansford, Mark Acreman, Trevor Evans, Richard Davis, Sarah Fish, Jacqui Bragginton, Jo Vanderburg, Sarah Hiles, Wendy Hawke, Charlotte Fulwood, Surani Michelo, Liz Thompson, Danielle Doland, Donna Lord, Elizabeth Mbenga

Directors list

Julia Glassborow* Chair of Directors

Heather McKell Vice-Chair of Directors

Directors

Kevin Roberts

Sally Lissenden

Natalie Saywell

Natalie Collinson

Rachel Cornish

Heather McKell

Mary Cutler

Laura Ralph

Victoria Monk Associate Director

Kim Bainton Associate Director

Trevor Evans Associate Director

* The Chair of Directors can be contacted via the School Office

The PTA

All parents are automatically members of the PTA and are welcomed at any meetings and generally become involved in the life of the school. The social aspect of belonging to the school community is the most important part. The PTA arranges various functions during the year including discos, fairs, sponsored events and other fund raising activities. The funds raised are used to enhance school life for all children including the purchase of new playground equipment and contributions to Christmas festivities. If you can, do come and join in!

Contact with Parents

We keep in touch with parents about their child's progress and about school events by:

A weekly newsletter

Marvellous Me

Facebook

Year group letters regarding curriculum and educational visits

Meet the teacher meetings early in each academic year

Termly drop-in sessions

Termly parent consultation evenings

Invitations to concerts and other special events

Reading diary and homework books

Annual written reports

Headteacher is in the playground at the beginning of the day

Parents are welcome to come in at the end of the day to see the teacher or Headteacher

We believe that it is vital for communication to be good between home and school. If you have any concerns at all regarding your child's education or welfare, please do not hesitate to contact us.

Parent Directors

Parents make up five of the places on our Board of Directors. They are a valuable asset to the life of the school. Periodically there are vacancies for these posts and all parents are notified and invited for nomination.

Complaints Procedures

Most problems can be dealt with informally by your child's class teacher and this is the best person to speak to in the first instance. If the matter is not easily resolved, the Phase Leader or Deputy Head Teacher will support. Problems will be referred to the Head Teacher when other procedures have not been effective. In some circumstances a formal complaint may be made to the Chair of Directors if the Headteacher is unable to resolve the issue earlier. The Directors adopt the LA procedure for dealing with complaints and copies of this are available from the Town Hall. Complaints about the curriculum, religious education and related matters would be made under Section 23 of the Education Reform Act.

School Times

Gates open at 8.40am

School starts at 8.50am

Children who arrive after 9.00am will be marked as late

School finishes at 3.10pm for Key stage 1 (Years Reception, 1 & 2)

School finishes at 3.15pm for Key stage 2 (Years 3, 4, 5 & 6)

School Uniform

Our school uniform was chosen in consultation with parents and children and our school badge, depicting Rory the lion, is based on a design by one of the children. We actively encourage and expect all of our children to wear school uniform, it is comprised of:

White shirt or blouse with collar (polo shirt for Foundation/KS1 and button down shirt for KS2)

School sweatshirt or cardigan

Dark grey or black trousers or skirt

School tie (optional in Key Stage 1)

Black sensible shoes

Blue and white gingham dresses for girls in the summer term

We expect our children to look their smartest at all times. Children with long hair must have it tied back for health and hygiene reasons during PE lessons.

We also ask parents to provide a PE kit to include:

White t-shirt

Black shorts (tracksuit in winter)

Plimsolls or trainers

Children in Years 3 and 4 will need a swimming costume and hat

All PE kit should be in school every day. All items need to be named and stored in a PE bag. These can be purchased from the school office. Sweatshirts, cardigans, ties and Key Stage 2 red PE shirts are available from the school office.

In the Nursery our uniform is:

Grey jogging bottoms

Red polo shirts

School sweatshirt

Velcro shoes

Black/grey shorts in the summer

We also ask that children have a suitable coat in school every day, unless it is a very hot day. Sweatshirts, cardigans and fleeces with the school logo may be purchased from the school office. During the summer, children should have a sun hat or cap in school. It is essential that all items of clothing are marked with a child's name so that they can be easily identified if lost. Neither the school nor the LA can accept responsibility for personal belongings.

Leaflets and application forms for free school meals and clothing grants are available in school.

The only forms of jewellery that children are allowed to wear in school are stud earrings and watches unless the items are worn for religious reasons. All jewellery must be removed or covered for PE. This is for security and health and safety reasons.

Children should not bring anything valuable into school as we cannot be responsible for any loss or damage. Children who bring a mobile phone to school will be asked to hand it in to the school office until the end of the day (a consent form must be completed by parents). Money should not be brought into school unless it is for a school related payment. Children should not bring trading cards into school.

The Curriculum

The Curriculum

When your child first begins school in the Foundation unit, they will follow the Foundation Stage Curriculum to include:

Prime Areas:

Communication and language
Physical development
Personal, social and emotional development

Specific Areas:

English
Maths
Understanding the World
Expressive arts and design

When children move into Year 1 and until they leave at the end of Year 6, they follow the National Curriculum. The key subjects covered are:

English
Maths
Science
Computing
Religious Education
Art & Design
History
Geography
Physical Education
Music
Personal, Social and Health Education
Languages
Sex Education (age appropriate)

More information on the National Curriculum can be found on the DFE web site www.dfe.gov.uk.

English

The curriculum is planned according to the requirements of the National Curriculum. Our aim is that all pupils will be able to:

- Read and write with confidence, fluency, enjoyment and understanding.
- Use knowledge of phonics and spelling to read and write accurately.
- Apply a range of reading skills to decode text.
- Have an interest in words and meanings and develop a growing vocabulary.

- Understand and write in a range of genres both fiction and non-fiction.
- Plan, draft and revise their own writing.
- Use suitable vocabulary to critically discuss and evaluate their reading and writing.

All of the children have access to our very well stocked school library and may take books out to share at home. We actively encourage children to take their school reading book home on a daily basis to share with their parents or carers. All children have a diary to keep note of reading at home. School book bags may be purchased from the school office.

Maths

We aim to provide a broad and balanced maths curriculum using a combination of practical activities and opportunities to apply knowledge and understanding in real life situations with more formal approaches and paper and pencil recordings. The curriculum is planned according to the requirements of the National Curriculum. We aim for all our children to:

- Have a sense of the size of a number and where it fits in the number system.
- Know by heart useful facts such as number bonds, multiplication tables, doubles and halves.
- Apply their knowledge to mental calculations.
- Know when it is appropriate to use a calculator and do so effectively.
- Make sense of and solve number problems.
- Know if their answers to calculations are reasonable and have strategies to check them.
- Estimate measures and suggest suitable units of measure.
- Construct and interpret graphs and charts.
- Apply their knowledge and understanding to real life situations.
- Explain workings and understanding using correct mathematical terms.

Science

In science, we aim to give children a wide range of practical experiences as well as developing thinking and recording skills. We encourage children to understand how their bodies and the world around them work. We encourage them to question and investigate things they do not understand, making their own predictions and drawing their own conclusions. Whole school Science Days allow children to share their learning across the school.

Computing

At Kingsleigh Primary School, our ICT facilities are excellent and we are constantly updating our facilities to ensure our children have access to new technology. We have a well resourced ICT suite as well as PCs, laptops and netbooks for use in the classrooms. We have Interactive whiteboards in all classrooms. All of these systems are linked to the school intranet as well as providing internet access. We have a school web site which we update regularly. Children are taught specific ICT skills as well as using ICT across the curriculum.



Religious Education

Religious Education is taught according to the Local Education Authority Agreed Syllabus. The curriculum aims to develop personal, moral, spiritual and social values and an understanding of the Christian religion and its festivals. Additionally, the children explore the culture and beliefs of Islam, Judaism and Hinduism. We aim to promote respect, sensitivity and open-mindedness.

There is a daily act of worship in assembly either as a large group or within classes and year groups. These assemblies are based on Christian values but are non-denominational in content. Parents have a right to withdraw their children from Religious Education on religious grounds. This can be arranged by writing a letter to the Headteacher.

Art & Design

In our art curriculum, we encourage children to develop creativity and imagination. We aim for children to experience and become confident in the use of a range of materials, tools and techniques. We develop children's critical awareness of artists and their work and encourage them to communicate what they see, feel and think. The children experience a wide range of art activities in our annual Arts and Activities week.

Children are given opportunities in design and technology to design, make and evaluate a range of products. They are encouraged to be creative and innovative and to develop a critical awareness of both their own and others' designs as well as those in the world around them.

History

In history lessons, children learn about significant events, people and places and the impact they have had on their own lives and the lives of others. A wide range of sources are used to find out about the past and good use is made of the local environment with visits to local museums and sites of interest.



Geography

Not only do the children become familiar with their local environment and the people who live there, they also explore the wider world. The curriculum encourages children to understand the impact they, and others, have on their environment and how they can help to protect and sustain it.

Design and Technology

Music

There are opportunities for children to participate in musical activities both as part of the school curriculum and as extra curricular options. In music lessons, children experience singing, composing and performing using a range of musical instruments and they will begin to learn about and use musical notation and scores. In Key Stage 2, children have the option to

learn to play a musical instrument through lessons provided by peripatetic teachers. There are also opportunities for Year 6 to perform with the school choir throughout the year. All children in year 4 learn a musical instrument.

Physical Education

At Kingsleigh Primary School, we believe that physical education is one of the most important areas of the curriculum. All children have at least two PE lessons each week; these will be a combination of games, dance, gymnastics or athletics. In addition, children in Years 3 and 4 go swimming for half of the year. Through PE we aim to teach children the importance and enjoyment of physical exercise for a healthy life, as well as knowledge of how their body works and the ability to appreciate and evaluate performance. We also offer a wide range of after school sporting clubs including football, rugby, cross country, athletics, rounders and netball.

Personal, Social, Health and Citizenship Education

Education at Kingsleigh Primary School does not end with the National Curriculum. Through PSHCE and Circle Time, we encourage children to understand and know themselves as individuals. We aim to develop high self esteem and good interpersonal skills through opportunities to talk, discuss and reflect on issues relevant to the world we live in.



Modern Foreign Languages

All children in KS2 learn languages with a specialist Modern Foreign Languages Teacher. French is taught regularly and Spanish is introduced. The children learn songs, counting, the weather, the days and the months. They also learn to hold conversations exchanging personal information. They also learn about animals, brothers and sisters, facilities in towns and schools, directions and clothing, amongst many other things.

Sex Education

Sex education begins with our very youngest children through a programme closely linked with health, science and religious education. In these early stages we aim for children to develop a positive attitude towards their bodies, an understanding of their feelings and knowledge of how their body works. As the children grow up, we discuss issues relating to growth and change and sensitively address facts surrounding sexual development, behaviour and attitude. Children are given opportunities to discuss questions they may have in mixed and single sex groups. We also invite the school nurse to talk to the children. We offer parents the opportunity to watch the videos that we show to the children and invite them to discuss any concerns they may have with their child's class teacher.

Home Learning

Home Learning is set across the school. A homework club is held on Friday lunchtimes where children can be supported in completing their work by teaching staff. Home Learning varies according to the age and ability of the children. It may take the form of reading, times tables, completion of class work, revision for a test, a piece of research or work that

reinforces learning that has been taking place in the classroom. For more information, see the Homework Policy.

Assessment

We are constantly assessing children's progress to ensure that we are meeting their individual needs. Formal assessments take place at specific times. Baseline Assessment takes place in the Reception year using the Development Matters materials. In Year 1, children take the Phonics Screening Check. In Year 2 and Year 6 the children have SATs (Statutory Attainment Tasks), the results of which are reported and explained to parents. Children in Years 3-5 undertake Optional SATS.

From Summer 2019, children in year 4 will take a national times tables test.

It is important that children do not miss these formal assessments.

Special Educational Needs

The school follows the guidelines set out in the Special Educational Needs Code of Practice and we aim to provide for the individual needs of every child. Our Special Educational Needs Co-ordinator works closely with class teachers to assess children's needs, set targets and monitor progress towards meeting these targets. Where required, carefully planned extra support is given to children by teaching assistants.

If a child's difficulties appear to be more specific, assessment and advice is sought from a range of external agencies. These include the Educational Psychology Service, Behaviour Support Service, Educational Welfare Service, Learning Support Service, Sight and Hearing Impairment Service and the School Medical Service which also provides Occupational Therapy, Physiotherapy and Speech Therapy.

Within school our Nurture room and our Emotional Literacy groups are able to support children with their social and emotional development.

Any concerns regarding Child Protection are reported to the Head Teacher who is the designated co-ordinator.



Any concerns regarding a child's physical, emotional or educational well being are acted upon immediately and we aim to involve parents at every stage.

The Able Child

We recognise that many of our children have specific gifts and talents in certain areas of the curriculum. We aim to meet the needs of all children through differentiated activities specific to individual abilities. We compile a Gifted and Talented register.

Extra Curricular Activities

At Kingsleigh Primary School we believe that extra-curricular activities are just as important as timetabled curriculum activities. We try to offer a range of clubs and other activities for the children to be involved in.

Breakfast Club

Breakfast is the most important meal of the day and our Breakfast Club provides breakfast for children from 7.45am each morning. The children are cared for and engaged in games and activities until the start of the school day. There is a charge for this club. If you would like more information or would like to register your child, please contact the school office.

After School 'Cool Kids' Club

Our After School 'Cool Kids' Club is run by school staff and is open until 5.45pm daily. The children are given a wide choice of activities and are often supported with their homework. There is a charge for this club. If you would like more information or would like to register your child, please contact the school office.

Other clubs

We are delighted to be able to offer a range of other clubs both after school and at lunchtime for the children to participate in. These include: football, rugby, netball, rounders, cricket, homework, puzzle club, grid club, ICT, cross-country, athletics and art. Further information about clubs can be found in the front entrance.

Educational Visits

We endeavour to bring learning to life for all of our children by making the most of what our local area has to offer. The children are taken on educational visits only after careful consideration of risks to health and safety.

Most visits require a voluntary contribution from parents towards the cost. Visits will only take place if sufficient contributions are received. Children will only be excluded from a visit if their behaviour poses a risk to the health and safety of themselves, other children or staff. Parental permission is sought for any visit off the school site and we often ask parents to volunteer their help.

Behaviour

At Kingsleigh Primary School, we have high expectations of the behaviour and attitudes of all of our children. We believe that all children have rights and with these come responsibilities. These are stated in the United Nations convention on the Rights of the Child (UNCRC) and ensure that everyone in our school is treated fairly and with respect. For instance we all have the Right to be safe, but also have a Responsibility to ensure that everyone else feels safe: i.e. no bullying or name calling.

It is important to have rules to ensure the safety and happiness of all members of the school community.

Each class develops its own 'Class Charter' to follow in line with Rights and Responsibilities.

At Kingsleigh Primary School, we encourage children to take responsibility for their own behaviour and we assist them in this through praise, encouragement and reward. Our aim is to develop self-discipline, co-operation and respect amongst all members of the school community.

If a child's behaviour is inappropriate, they are given a warning using a three strike system. If a child gets three strikes then behaviour is recorded in the behaviour log and a sanction given. Where there are ongoing concerns regarding a child's behaviour, parents would be contacted and invited to meet with their child's class teacher.

We pride ourselves on the care we take of our children; we believe that all children should feel safe and have the right to learn in a secure environment.

Occasionally there may be a child whose behaviour gives considerable cause for concern and, whilst we endeavour to support all children, in extreme circumstances, it may be necessary to exclude a child for a fixed period of time. In this situation, parents are kept informed and work is provided for the child to complete at home. All parties are invited for a reintegration meeting prior to the child's return to school and a behaviour plan may be put in place to enable the child to be adequately supported.

Parents may read our full behaviour policy or request a summary from the School Office.



Attendance

Absence

After the age of 5, all children must attend school every day unless they are legally absent. Regular attendance is 96% and that is what we expect. Children are legally absent if:

They are ill

They are attending a dental or medical appointment

They are excluded from school

Permission has been given for a religious observance day

If your child is absent from school, please inform the school office either in writing, in person or by telephone by 9am. If we have no record of a reason for a child's absence, we have to record this as unauthorised. It is also a legal requirement that any child arriving after the register has closed at 9am is recorded as being absent without authorisation.

Our registers are regularly checked by the school's Education Social Worker who will contact any parent whose child's attendance is causing concern.

Illness

Please keep the school informed of any reason your child is absent, particularly if the condition is communicable (sickness, chicken pox etc). Please also inform the school of any long term illnesses or conditions that your child may have. If your child has sickness and/or diarrhoea please keep them off for 48 hours.

If your child's attendance falls below 90% we will not authorise any absence due to sickness without medical evidence such as a doctor's note or a prescription. Any absences for sickness of five days or more will require medical evidence to be authorised. If we do not receive medical evidence, a penalty notice will be issued.

Medical appointments

We urge you to try to make medical/dental appointments outside of school hours but appreciate that this is not always possible. If you do need to take your child to an appointment, please bring them to school before their appointment and return following it. This way your child will receive their attendance mark for both the morning and afternoon sessions. Please bring either an appointment card or a text confirmation to the office for this absence to be authorised.

Medicines

All medicines are kept locked away in the first Aid room and are administered by staff holding a First Aid at Work certificate. Parents must complete an administration form at the office before any medicine can be administered. Also a form needs to be completed for any children who have Asthma with an inhaler in school. This must be clearly labelled with your child's name and class.

First Aid

We are fortunate to have a number of qualified first aiders working in school who will administer basic first aid for minor injuries. It is vital that we are informed of any allergies or reactions that children may have to any treatment.

In the unlikely case that an injury is more serious, we will always try to contact parents immediately. For this reason, please ensure that we have up to date contact telephone numbers. If a child has any kind of head injury during the course of a day, they will be monitored regularly and a letter will be sent home to inform you of the circumstances.

Leave of Absence

Research suggests that children who are taken out of school may never catch up on the work that they have missed. (A child with 90% attendance will have missed the equivalent of a half day each week). This can affect their education and overall outcomes at the end of their school years and beyond. The law states that parents/carers have a duty to ensure that their children receive a suitable education and do not have the automatic right to take their children out of school for holidays in term time.

We will not be able to authorise any holidays or leave of absence during term time unless there are exceptional circumstances agreed by the Headteacher. Any period of absence taken without permission will be classed as unauthorised and will result in legal action being taken. This may take the form of a Penalty Notice or prosecution under Section 444 of the Education Act 1996.

Should a Penalty Notice be considered the most appropriate action in these circumstances, the fine for each parent/carer for each child would be £60 if paid within 21 days, or £120 if paid within 28 days.

Leave of absence in exceptional circumstance

Headteachers may only grant leave of absence for exceptional circumstances. Bournemouth LA in consultation with Bournemouth Headteachers have agreed the following examples of such exceptional circumstances as a guide for Headteachers when considering leave of absence requests.

Before deciding whether to authorise leave of absence Headteachers will consider

- the impact for the student's academic progress of any absence
- The pupils attendance over the academic year
- Whether it falls within any key stage national tests or exams;

Examples of any exceptional circumstances where leave may be granted during term time

- Funeral of parent, grandparent or sibling - Headteachers should use their discretion having heard from parents about travel and funeral arrangements and taking into account the distance to be travelled
- Sudden loss of housing through eviction or domestic violence- up to a maximum of 3 days.
- Serious illness of a close relative - only if Headteacher is satisfied that the circumstances are truly exceptional
- Teenage parents responsible for the care of their own child - at the Headteacher's discretion.

- Out of school programmes such as music, arts or sport operating at a high standard of achievement and agreed by the LA - as appropriate. Bournemouth Education Social Work Service can advise schools on individual circumstances if required.
- Time- off relating to Child Entertainment Performances, subject to a license being issued by Education Social Work Service
- Religious observance - The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs".
- This would include the Islamic Eids, as well as religious observance days of the orthodox Christian, Jewish and other religions. Headteachers may specify that only one day will be authorised at a time (most of the families who request leave on religious grounds are Muslim and the request is for the two Eids).
- Weddings of parents and siblings - weddings can be arranged at weekends or during school holidays; however we acknowledge that there are times when the dates are dependent on other factors, such as the needs of the couple getting married. Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time. In difficult family situations the Headteacher may use his/her discretion in granting leave, for example where natural parents are separated, and in new relationships and it may cause a child further difficulties if he/she is excluded from a wedding. Each case should be addressed on its individual merits, taking into account the overall welfare of the child.

Examples of circumstances NOT considered as exceptional

- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence may be requested.
- Pilgrimages by parents (e.g. Hajj). These are rare but can result in children being away from school for significant periods of time (at least 5 days). They are not regarded as exceptional as children themselves do not perform Hajj, but tend to travel with their parents when they go.
- Holidays taken in term time due to lower cost/parental work commitments.

School Safety

Visitors

The safety of all who work in our school is vital. For this reason, we ask all visitors, parents and carers not to enter the school building unless they have signed in at the school office or they are accompanied by a member of staff. Parent helpers and visitors should wear a visitor's badge at all times during their stay. All adults who work in school on a volunteer basis will need to be checked with the DBS.

Road Safety

We ask all parents and visitors to use the road and to park with the safety of our children in mind. The yellow zigzag lines outside the school are designated no parking areas.

We encourage all parents to ensure that their child is brought to school and is collected by a responsible adult. Children who ride their bike to school must be accompanied by an adult or hold a Cycling Proficiency certificate. All children must wear a helmet. All children are encouraged to use the designated crossing patrol supervisors on the busier roads.

No Smoking

Kingsleigh Primary School is a designated no smoking area, this includes the building and the grounds.

Animal Welfare

Dogs are not permitted in the school grounds or left tied up outside.

Children walking home

If you would like your child in Year 5 or Year 6 to walk home without being collected, please put this in writing to their class teacher.

School Closure

Very occasionally, it is necessary to close the school if situations arise that may affect the health and safety of children or staff. Whenever possible, advance notice will be given through a letter sent home with the children. If this is not possible, the following procedure will be adopted:

- The school will contact Heart FM who will broadcast the notice of closure regularly.
- A notice will be placed on the school website
- A text message will be sent out to all parents via Groupcall, and
- A message will be left on the school telephone system.



Please do not telephone the radio stations for further information. If an emergency arises during a school day, children will be cared for safely until parents or carers can be contacted.

Should a child arrive at school when it has been closed for emergency reasons, they will be cared for until parents or carers can be contacted. No child will ever be sent home on their own.

Other information

Water in school

We encourage all children to bring a bottle of water to school each day. They may drink from this bottle during lesson time and refill it when necessary. Research shows that children find it easier to concentrate for longer if they drink water regularly. Every year group has a water fountain and there are two water fountains on the playground.

Snacks

A piece of fruit or vegetable is provided by the school for each child in years Nursery to Year 2 every day. Children in Years 3-6 are encouraged to bring a piece of fruit to have at playtime.



Milk

All children are entitled to milk, free of charge, until the day of their fifth birthday. After this time, children may still have milk free of charge if the family is in receipt of income support. Milk may also be paid for on a half-termly basis.

Lunchtimes

Hot lunches are offered on a daily basis. If your child receives free school meals, a hot lunch is provided. Alternatively children can bring a suitable packed lunch to school. This should include a drink and be packed in a lunch box and clearly labelled with the child's name on it. Menus can be obtained from the school office.



Equal Opportunities

We strictly adhere to our Equal Opportunities Policy.

Health & Safety

Health & Safety is paramount to the whole school community. We have strict guidelines and procedures and conduct risk assessments for all activities. Health & Safety is discussed every week in Staff meetings.

E-safety

Kingsleigh Primary School works with staff, pupils and parents / carers to create a school community which values the use of new technologies in enhancing learning, encourages responsible use of ICT, and follows agreed policies to minimise potential e-safety risks.

We discuss, monitor and review our E-safety Policy on a regular basis, linking it with other relevant policies such as Safeguarding, Pupil Behaviour and Anti-Bullying Policies. We support staff in the use of ICT as an essential tool for enhancing learning and in the embedding of

e-safety across the whole school curriculum.

We ensure that pupils are aware of the potential e-safety risks associated with the use of ICT and mobile technologies, that pupils feel able and safe to report incidents and abide by the school's e-safety policy.

We provide opportunities for parents/carers to receive e-safety education and information, to enable them to support their children in developing good e-safety behaviour.

Glossary

DBS - Disclosure and Barring Service

DFE - Department for Education

ICT - Information, Communication, Technology

LA - Local Authority

PE - Physical Education

PSHE - Personal, Social and Health Education

PTA - Parent Teacher Association

RE - Religious Education

SATs - Statutory Attainment Tasks