



# Charlton Kings Infants' School

Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY

Telephone: (01242) 514483



Head teacher: Katie James BA (Hons) QTS

Email: Head teacher: [head@ckis.org.uk](mailto:head@ckis.org.uk)  
School Business Manager: [sbm@ckis.org.uk](mailto:sbm@ckis.org.uk)  
Secretary: [secretary@ckis.org.uk](mailto:secretary@ckis.org.uk)

2<sup>nd</sup> September 2020

Dear parents and carers,

Welcome to a new school year at CKIS. We are delighted to be able to welcome all children back to school and are excited to return to our 'new normal'! We extend a particularly warm welcome to those children and their families who are joining us in Kindergarten and Reception classes. We hope that you and your families have remained healthy and well during what continues to be unprecedented times. We also hope that you have managed to enjoy time together and have had a relaxing break (even if this has meant like many of us, that this has been a 'staycation' this year!)

Whilst things will continue to need to be 'different' for some time to come, it is still important to us that our lines of communication with you as parents and carers remain open. Whilst at present, we are asking that parents do not enter the school building (unless for an agreed appointment) in order to maintain our COVID19 protective measures, we are keen for you to continue to communicate with us via email [secretary@ckis.org.uk](mailto:secretary@ckis.org.uk) or via phone: 01242 514483. Please do ensure that you continue to refer to our school website <https://www.ckis.org.uk/> regularly as all information and planned events are detailed on our school calendar. In addition, we will also continue to publish our regular newsletter which will be emailed to all and available on our website at the end of each term (six times a year). In order to reduce paperwork and as an 'Eco school', we continue to use our text, email and school app service as our key form of communication with you. Please can I remind you to ensure that the contact details that we hold for you are up to date so that we are able to maintain our effective communication with you. If you experience any difficulties, please do not hesitate to contact the school office.

#### COVID19 – Protective measures at CKIS:

As an infant school, we were delighted to have had many children return to school on a part time basis from June 2020. We had made many changes to the daily operation of the school at this time in order to meet the government guidelines regarding the protective measures in school. For many therefore, the start of term will appear very similar (with just more children on site). All information regarding the return to school for all children from September 2020 can be found by following; <https://www.ckis.org.uk/return-to-school>

We ask that all parents familiarise themselves particularly with our 'road map' for return to school <https://www.ckis.org.uk/attachments/download.asp?file=1613&type=pdf> and our detailed school risk assessment <https://www.ckis.org.uk/attachments/download.asp?file=1612&type=pdf> which outline the protective measures that we will be taking to safeguard all members of our school community. We also ask all parents to read and accept our 'Covid-19 Home-School Agreement' which outlines what we will do to mitigate the risk of cross contamination and what we ask all parents and carers to do. By sending your child to school, it is deemed that you have accepted and adhere to this agreement.

#### Staff news:

We are pleased to welcome back Mr Owens as Assistant Head teacher and Year 1 Lead following his secondment to Kingsway Primary School last academic year. We are also delighted to welcome three new members of staff to the team this year; Miss Pearce is joining us as class teacher in Purple Class and Miss Gallagher and Mrs Jones are joining us as Teaching Partners in



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Year 2. Mrs Tyler and Mrs Parsons continue to be on maternity leave and we wish Mrs Turner our very best wishes as she begins her maternity leave. We look forward to hearing of the safe arrival of her little one later this term.

### School staff September 2020:

**Head teacher and Designated Safeguarding Lead:** Mrs James

**Assistant Head teacher & YR Lead** (with responsibility for EYFS - Kindergarten & YR): Mrs Price

**Assistant Head teacher & Y1 Lead** (with responsibility for Key Stage 1 – Yr 1 & Yr 2): Mr Owens  
**Year 2 Lead:** Mrs Koller

**SENDCO:** Mrs Jones

**School Business Manager:** Mrs Marquess

Kindergarten:	Lead Practitioner and Teaching Partners
Lead Practitioner	Mrs Howie Mon-Wed
Lead Teaching Partner	Mrs Ertughrul Thur-Fri
Teaching Partners	Mrs Manocha Mrs Tacey Mrs Russell Mrs Coombe

YR classes:	Class teacher(s) and Teaching Partners
<b>Yellow</b>	<b>Teachers:</b> Mrs Wynn Mon-Tue & Mrs Price Wed-Fri <b>Teaching Partners:</b> Mrs Matthews Mon-Wed and Mrs Wynn Thur-Fri Mrs Coulthard (ams)
<b>Blue</b>	<b>Teacher:</b> Miss Muskett <b>Teaching Partners:</b> Mrs Ralph, Ms Carter (ams) and Mrs Angrave (pms)
<b>Red</b>	<b>Teacher:</b> Mrs Jones, Mrs Taylor Weds <b>Teaching Partner:</b> Mr Mason

Y1 classes:	Class teacher(s) and Teaching Partners
<b>Orange</b>	<b>Teachers:</b> Mr Owens Mon-Wed & Mrs Fox Thur-Fri <b>Teaching Partner:</b> Mrs Glendon
<b>Purple</b>	<b>Teacher:</b> Miss Pearce <b>Teaching Partner:</b> Mrs Nevin
<b>Green</b>	<b>Teacher:</b> Miss Smart <b>Teaching Partners:</b> Mrs Pritchard Mon-Wed & Mrs Driscoll Wed-Fri



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Y2 classes:	Class teacher(s) and Teaching Partners
Violet	<b>Teachers:</b> Mrs Hunt Mon-Thur & Mrs Morgan Fri <b>Teaching Partners:</b> Mrs Jones Mon-Tue & Mrs Miller Wed-Fri Miss Gallagher (working across Y2 classes)
Magenta	<b>Teacher:</b> Miss Moss <b>Teaching Partners:</b> Mrs Jeffree Mon-Wed & Mrs Buttgerreit-Simpkin Thur-Fri
Indigo	<b>Teachers:</b> Mrs Koller Mon-Wed & Miss Weyman Thur-Fri <b>Teaching Partner:</b> Mrs Wilkinson-White

Administration and support	
School Business Manager	Mrs Marquess
School receptionist	Mrs Evans
Finance administrator	Miss Scrivin (part time)
Administrator/Clerk to Governors & Company Secretary	Mrs Sales (part time)
Caretaker	Mr Jeffree
Cleaning Supervisor	Mrs Miller
Cleaners	Mrs Pearce Mrs Powles
MDSAs	Mrs Ertughrul Mrs Cox Mrs Provins Mrs Luck Mrs Evans
Kids Club Supervisors	Mrs Ralph Mr Mason
Play Partners	Mrs Brookes Mrs Russell Mrs Tacey

### School environment:

The Summer holidays have been busy for many staff here at CKIS as we prepare for all children to return to school. We are excited to announce that we have been successful in our bid for additional funding to provide new perimeter fencing and external lighting around the school site alongside CCTV. Following a number of minor incidents of vandalism over the past few years, this is excellent news and will certainly help to ensure the security of the site. This will also allow us to work towards implementing our daily mile track around the school which the PFA (Parents and Friends Association) are continuing to raise funds for. We are hoping that this work can start during the Autumn term and we will continue to inform you of developments.

### Vision, values and 'RESPECT' learning characteristics:

As a school, we are proud of each and every one of our school community and the role that they have to play in making this the special place that it is. As such, we have high expectations of everyone, our children, staff and community. We have clear rules and expectations regarding how we should behave and act towards others and our environment. Our school vision statement is as follows:

**'The wings to fly, the confidence to try'**



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Our vision is to provide a safe and inclusive environment where every child is given the support to thrive as a kind and considerate member of our community. Our children will be passionate learners who are independent and confident when taking managed risks, resilient when facing challenges ahead.

#### Our values continue to be:

Children and community at the centre  
Kindness and consideration for all  
Inspirational learning that challenges and excites  
Striving to reach our true potential

This year we will be continuing to embed our 'RESPECT' learning characteristics throughout the school through our defined learning characters that the children will come to associate with. The characters will highlight the learning behaviours we are all encouraging and looking for throughout our day to day activities and learning opportunities in school:

R Resilience (Rebecca)  
E Empathy (Eddie)  
S Self-awareness (Sophie)  
P Passion (Parveena)  
E Excellence (Elliot)  
C Communication (Callum)  
T Team work (Tanisha)

This term our school value is 'Community and Belonging'. We will also be focusing on developing children's resilience and self-awareness (developing skills such as self-confidence, self-discipline, honesty, adaptability). We will acknowledge those children who have demonstrated this value and learning behaviours during our weekly 'virtual' Friday assembly by adding their names to our Golden Book and sharing their achievements with the whole school.

#### Attendance:

- We expect all children to return to school for the start of this academic year and ask that all parents familiarise themselves with the staggered drop off and collection times outlined within our school 'road map' on our website <https://www.ckis.org.uk/attachments/download.asp?file=1613&type=pdf>. We ask that parents and carers continue to be prompt with their entry and exit to school to help us keep everyone as safe as possible during this time.
- Please can I remind you to inform the school office on the first morning of any absence. If we haven't heard anything from you by 10.30 am, as is our practice, we will contact you.
- Regular attendance at school is vital to support your child's emotional well-being and learning. Please can I therefore remind you that requests for absence from school will only be granted in **exceptional circumstances**. It will not be granted for odd days attached to weekends or for special birthday treats. Any requests for absence should therefore be made in writing to myself outlining the exceptional circumstances surrounding the request.
- We ask parents and carers to familiarise themselves with our 'road map' which outlines what to do if:
  - your child still needs to shield or self-isolate due to medical advice.
  - your child shows symptoms of illness prior to attending or whilst at CKIS.Also, actions to be taken if there is a confirmed case of Coronavirus at school.



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## Free school meals:

As all children within the school are entitled to universal infant free school meals (UFSM), we are aware that some children may be missing out on additional funding despite their eligibility for free school meals. The global pandemic has also resulted in financial hardship for many families due to the economic challenges we continue to face. Families who are in receipt of one or more of the following are entitled to free school meals, and by registering, unlock vital funding that the school can use to support their child:

- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part V1 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Applying for Free School Meals – Parents/carers can register for free school meals by completing a short online form using the web address: <http://www.glooucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/>

## Kids Club (Breakfast and After school club):

We are delighted that our Kids Club (Breakfast and After School) will be open again from this term following agreed protective measures. We are pleased that our numbers continue to rise for this provision. If you would like more information about Kids Club provision and costs, please look on our website or email; [ckkc@ckis.org.uk](mailto:ckkc@ckis.org.uk).

## Uniform:

It is wonderful to see the children so smartly dressed in their school uniform. Please do remember to put name labels on all items of clothing (and shoes) to avoid our lost property box collapsing under pressure! Please can I remind you that all children should wear a coat to school every day as the weather can change during the day! Can I also remind you that long hair (boys and girls) should be tied back for health and safety reasons. Hair bands and adornments should be plain and wherever possible, in school colours. No jewellery should be worn in school, other than stud earrings (which should either be covered or removed for PE sessions).

## Key dates for this academic year:

The impact of the global pandemic continues to be felt by us all and as such, it is difficult for us to guarantee plans for the future. However, we continue to make tentative plans for special events and activities during the school year (such as Harvest, Christmas celebrations, class assemblies etc). We will notify you of planned dates through our website and school newsletters, but ask that you recognise that these dates remain tentative during this time.

We look forward to a successful school year ahead.

Best wishes

Mrs Katie James  
Head teacher