



# Parent Handbook



## Charlton Kings Infants' School

*(The wings to fly the confidence to try)*

*Taking you step-by-step through starting school*





## Dear Families

As an Eco School we have a commitment to minimize our impact on the environment by communicating in a paperless fashion. The school uses the 'Seesaw' app to send newsletters and updates from your class teachers on your child's learning in school. To receive these communications, we ask that you register for Seesaw as soon as your child starts school. You will receive login details in your child's book bag on their first day.

Mrs. James will send weekly updates every Friday, and teachers will send out class updates throughout the week. The PFA (Parents & Friends Association) will also communicate through Seesaw. You can also use Seesaw to contact your child's teacher with any questions; this is not for urgent updates, however, as teachers check Seesaw at varying intervals, and we cannot guarantee when they will see messages. For all urgent communications please email [secretary@ckis.org.uk](mailto:secretary@ckis.org.uk) or phone us on (01242) 514483.

Please look to our school website 'Curriculum' page to keep up to date with the curriculum in each year group. It is presented for you in both 'Learning Leaves' which are designed to give you an easy way to see an overview for each subject, in each term, and our 'Schemes of Work' which provide you with the detail for each subject. Please also refer to our website for policies such as Child Protection and Safeguarding, Behaviour, and anti-bullying, Complaints and Home learning.

Good attendance at school improves your child's outcomes and ensures that they are able to become fully engaged in the wide and varied learning opportunities in school. Absences during term time will not be authorised, unless there are exceptional circumstances. Any request for absence during term time should be made by completing the Leave of Absence Form found on our website, under About Us, Policies and Documents, School Forms. Illness should be reported to reception by 9.15am, each day that your child is unwell, by telephone or by emailing; [secretary@ckis.org.uk](mailto:secretary@ckis.org.uk)

Yours sincerely

Mrs Katie James  
Head teacher

## Mrs Katie James says...

We are delighted to welcome you and your child to our wonderful school. We look forward to sharing and celebrating your child's learning journey with you in the years to come.

In order to fully support your child at school, we ask you to complete the forms contained in this Parent Handbook by following the steps provided. Please return your completed forms to the school office as soon as possible.

## Answering your Questions

On page 17 you will find Key Information and on pages 18-20 you will find answers to Frequently Asked Questions. If you have any further questions please email the school office:- [secretary@ckis.org.uk](mailto:secretary@ckis.org.uk).

## General Data Protection Regulation

Please see our website, under About Us, for up to date information on:

- Privacy Notice (how we use pupil information)
- Categories of pupil information that we collect, hold and share
- Why we use and collect this information
- Collecting, storing and sharing pupil information
- Data collection requirements

## Policies and Term Dates

On page 21 are details of important policies you need to be aware of together with term dates for this academic year.

We are keen to ensure that all members of our school family are aware of and subscribe to our school values which are:

**C**hildren and community at the centre  
**K**indness and consideration for all  
**I**nspirational learning that challenges and excites  
**S**triving to reach our true potential



# Our learning behaviours & our ‘RESPECT family’

As CKIS, 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. At CKIS we focus upon ‘RESPECT’ learning behaviours throughout the school

## Meet the CKIS RESPECT family



**R**  
Resilience

**E**  
Empathy

**S**  
Self-awareness

**P**  
Passion

**E**  
Excellence

**C**  
Communication

**T**  
Teamwork

### Rebecca Resilience

“I will take risks and always try again if I don’t succeed the first time”  
Rebecca shows excellent resilience; she underpins all learning characteristics.

### Eddie Empathy

“I know how others feel and how my actions can affect others”  
Eddie is always empathetic (fair, compassionate, kind, courteous, unselfish)

### Sophie Self-awareness

“I know how to keep myself safe and how to make good choices”  
Sophie demonstrates excellent self-awareness  
(self-confident, self-disciplined, honest, humorous, adaptable)

### Parveena Passion

“I like to try new things”  
Parveena is passionate about everything she does  
(gratitude, motivated, positive attitude, inspires, willpower)

### Elliott Excellence

“I will do my best”  
Elliot always demonstrates excellence

### Callum Communication

“I will share with others”  
Callum communicates well within the school community  
(listens, influences, feedback, reflective, evaluative, presence)

### Tanisha Teamwork

“We will work together.”  
Tanisha has strengths in working as part of a team  
(co-operates, responsible, cares, decision makes, helpful, unity, patient)

The children are encouraged to recognise and acknowledge these learning behaviours through daily provision and practice. They are supported to understand these positive behaviours through our school family of characters which highlight the learning behaviours we are all encouraging and looking for. These learning behaviours are highlighted and embedded within our daily discussions, assemblies, stories and throughout our curriculum.



# The wings to fly and the confidence to try

## School Values

### Children and community at the centre:

- Our school is a family that provides a positive, happy, caring, safe and supportive environment.
- As a family, our school plays an integral part within the wider community.
- Governors, staff, parents and children work in partnership to secure on going school improvement.

### Kindness and consideration for all:

- Everyone in our school community is encouraged to have respect for themselves, others and their environment.
- All adults and children are valued, respected and treated with integrity.
- We believe that we should do our best to recycle and sustain in order to help to preserve the world’s resources.

### Inspirational learning that challenges and excites:

- We offer opportunities which promote independent learning, self-motivation and enquiring minds.
- We ensure that our learning environments are safe, well organised, resourced and motivating.
- We aim to provide stimulating and exciting learning opportunities that encourage individuals to explore, experiment, take risks, reflect, be critical and gain confidence.

### Striving to reach our true potential:

- We offer a nurturing and caring environment that promotes positive self-worth and high esteem for adults and children alike.
- We actively encourage all members of our school community to take responsibility for their learning by enabling them to reflect, question, take risks and challenge their thinking.
- We believe that our school should provide every opportunity for each child and adult to realise their full potential.



Could your child be eligible for Pupil Premium funding? This can provide your child with access to a range of additional opportunities to support their development and learning.

At Charlton Kings Infants' School we have high aspirations for every child. We believe that every child should be provided with a world class education that inspires them to reach their true potential. In order to ensure that every child thrives, we endeavour to provide personalised learning opportunities based upon children's interests and their next steps for learning.

We recognise that some pupils are entitled to Pupil Premium funding and we use this money to ensure children access a wide range of opportunities in order to diminish any gaps between them and their peers. The money is spent on each child to ensure their individual and specific needs are met – this can be academic, social or emotional targeted support.

Eligibility for Pupil Premium Grant:

- Children 'in care'.
- Children who have been adopted from care or who have a special guardianship order.
- Children from a 'Services' family.
- Children who are entitled to 'free school meals' (not universal free school meals).
- Families who are in receipt of one or more of the following are entitled to free school meals (Income support, Income-based jobseeker's allowance, Income-related employment and support allowance, support under Part VI 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.

The following are some of the ways that children in our school have benefitted from Pupil Premium funding:



Applying for Free School Meals:

Parents/carers can register for free school meals by completing a short online form using the web address: [www.gloucestershire.gov.uk/freeschoolmeals](http://www.gloucestershire.gov.uk/freeschoolmeals). The school administration team are happy to support parents to access the online application and telephone helpline where needed. The school administration team are available to offer advice and support and will always treat your queries and requests with sensitivity and confidentiality. Please contact the School Business Manager on 01242 514483.

OFFICE USE ONLY

Birth Certificate

YR ☐ Y1 ☐ Y2 ☐

Possible date of child starting at Charlton Kings Infants' School:

Child's legal surname (capitals):

Forenames:

Name you wish your child to be called at school (this is the name that they will learn to write and will be put on their labels, peg and drawer):

Date of birth:

Gender (M/F):

Adopted: (Y/N)

Nationality:

Country of birth:

Child in care/Special guardianship order: (Y/N) Court order/ legal proceedings taking place: (Y/N) (if yes please provide documents)

Home address:

Post Code:

Sibling in school: (Y/N)

Name:

Name:

Do you consider your child to have any special educational needs, disability or illness? (Y/N) If yes please specify:

Does your child have an Education, Health and Care plan, My Plan or My Plan +? (Y/N) If yes please provide date of EHC Plan and date of last annual review:

First contact

Title:

Surname:

Forename:

Relationship to child:

Home address:

Post Code:

Home telephone number:

Work number:

Mobile:

Email address:

Are you a member of HM Forces? (Y/N) Do you have Parental Responsibility? ☐

Please tear here



Second contact	Title:	Surname:
Forename:		Relationship to child:
Home address:		
Post Code:		
Home telephone number:		
Work number:		Mobile:
Email address:		

Are you a member of HM Forces? (Y/N) Do you have Parental Responsibility? ☐

	1	2	3
Name of emergency contacts: (in case parents cannot be contacted)			
Relationship			
Telephone home:			
work:			
mobile:			

Name of Doctor’s surgery:
Address:Telephone:

Does your child have any allergies or any medical needs: Yes ☐ No ☐

If yes, please complete the appropriate form in Steps 7 and 8

Nursery/Playgroup previously attended:
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If transferring to this school, please give details of previous school:

Name, address and telephone number:

Free School Meals (Pupil Premium)

All pupils in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals. However, your child may be eligible to apply for Free School Meals if your family is in receipt of Income Related benefits. The school would then receive government funding to provide additional support for your child. Please visit [www.gloucestershire.gov.uk/freeschoolmeals](http://www.gloucestershire.gov.uk/freeschoolmeals) and complete the confidential online form.

Step 1

Step 2

Pupil’s name:
Class:

ETHNIC ORIGIN	LANGUAGE (What language/s does your child speak at home?)	RELIGION
Any other Asian background	Arabic	Buddhist
Any other Black background	Bengali	Christian
Any other ethnic group	Chinese	Hindu
Bangladeshi	Danish	Jewish
Black African	Dutch	Muslim
Black Caribbean	English	Sikh
Caribbean	French	Other
Chinese	German	None
Gypsy/Roma	Greek	
Indian	Gujerati	
Information not obtained	Hindi	
Other mixed background	Italian	
Other white British	Japanese	
Pakistani	Korean	
Refused	Other–please specify	
Travellers of Irish Heritage	Portuguese	
White (USA, NZ, Canada, AUST)	Punjabi	
White English	Russian	
White Irish	Spanish	
White Scottish	Turkish	
White Welsh	Urdu	
White and Asian	Vietnamese	
White and Black African	Welsh	
White and Black Caribbean	What is your child’s first language	
White and Chinese		
White Eastern European		
White Western European		

Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick one box only to indicate the ethnic background of the pupil or child named above. Please also tick whether the form was filled in by a parent or the pupil.

(Any information you provide will be used solely to compile statistics on the school careers and experiences of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education (DfE) to contribute to local and national statistics. The information will also be passed on to future schools, to save it having to be asked for again.)

Please tear here

Home – School Agreement

Charlton Kings Infants’ School exists to provide a safe, caring and stimulating environment within which all children are encouraged to achieve their full potential.

SCHOOL ADULTS WILL:

- Ensure my safety and well-being;
- Plan suitable and stimulating learning environments and rich learning opportunities;
- Encourage me to do my best at all times;
- Encourage me to take care of those around me and the environment;
- Help me to learn to be independent and promote my self-motivation, self-regulation and responsibility;
- Regularly inform my parents about planned learning opportunities;
- Regularly inform my parents about my progress.

MY FAMILY WILL:

- Ensure that I arrive at school on time every day and have everything that I need for school;
- Ensure that I am collected promptly at the end of the school day;
- Attend Parents’ Evenings to discuss my progress;
- Try to attend pre-arranged class visits and workshops;
- Support the School’s Behaviour and Anti-bullying Policy;
- Encourage me to be independent and to take responsibility for myself and my belongings;
- Support my learning at home;
- Regularly check the school website and relevant class page;
- Ensure that they do not use social networking sites to discuss any issues concerned with our school.

I WILL:

- Be kind and helpful to others;
- Always try to do my best;
- Take care of my friends, my teachers and my school;
- Learn to ‘have a go’ by myself and say when I need help;
- Learn to look after myself and others;
- Not use any images of children, other than my own, on social networking sites.

Parental Consent

In order to save you time filling in numerous consent slips, we would kindly ask you to complete the form below to ensure that we have complete up to date information regarding your child. Your permission is required for the following:

Local Educational Visits

Sometimes during the course of a school day, the class teacher may take the class out to local shops/post box/library/church/streets/park as part of a topic or other class work.

I agree that my child may take part in any short visits to local venues which may be arranged during his/her time at Charlton Kings Infants’ School.

Yes ☐ No ☐

Emergency Medical Permission

I agree that in case of an emergency I authorise the teacher in charge to sign, on my behalf, any written form of consent required by the hospital authorities should medical/dental treatment be deemed necessary. I understand that this course of action would only take place if the delay required in order to obtain my signature might be considered, in the opinion of a medical practitioner, likely to endanger my child’s health.

Yes ☐ No ☐

Local Press

Occasionally, the local press visits the school to follow up stories of general or specific interest. This often involves photographs being taken of the children, sometimes naming them.

I agree to my child’s photograph being published in the local press. e.g. Cheltenham Echo, in reports about school events.

With name: Yes ☐ No ☐

Without name: Yes ☐ No ☐

Data Exchange

I give permission for the school to share information about my child in line with the school’s Privacy Notice e.g. pupil data collected by the Local Authority – [www.ckis.org.uk/gdpr](http://www.ckis.org.uk/gdpr)

Yes ☐ No ☐

Copyright Permission

I give permission for my child’s creative work to be displayed, copied and distributed to external sources for educational purposes.

<https://www.ckis.org.uk/gdpr>

Yes ☐ No ☐

Internet Access

Charlton Kings Infants’ School provides computers for pupils to use which enables them to access a vast amount of valuable information for use in studies and learning within the classroom.

Pupils do not have unsupervised access to the Internet at any time. I understand that Charlton Kings Infants’ School has an Acceptable Use Policy for the Internet, electronic mail and school network by staff and pupils. All staff and pupils must adhere to the rules set out in the policy. This policy is available on our school website or at the school office. Our Internet Service Provider (ISP) continually monitors new sites with a view to barring access to sites promoting or displaying material that contravenes this Policy.

I give permission for my child to use the school computer facilities and access the Internet in line with the Acceptable Use Policy for the Internet, electronic mail and school network.

Yes ☐ No ☐

Pupil Premium

I can confirm that my child meets the eligibility criteria for the Pupil Premium Grant as laid out on page 4.

Yes ☐ No ☐

Behaviour and Attendance Agreement

I have read the Behaviour and Attendance Policies (found on the school website) and will support the school in order to ensure that the school can continue to provide a safe environment in which children feel secure in the knowledge of what they can expect of staff and what staff can expect of them. <https://www.ckis.org.uk/policies>

Our PHSE curriculum and ‘Relationships Education’ at CKIS

We believe that promoting the health and well-being of our pupils is an important part of their overall education. We do this through our Personal, Social and Health Education (PSHE) curriculum. This looks at many topics including all kinds of relationships, physical/emotional health and living in the wider world. The aim of our PSHE curriculum is to help our pupils make safe and informed decisions during their school years and beyond.

Relationships Education (RE) is an important part of our curriculum. In line with the DfE 2019 Guidance, the focus of Relationships Education at CKIS will be on teaching the fundamental building blocks and characteristics of positive, healthy, respectful relationships, with particular reference to friendships, family relationships and relationships with other children and with adults in all contexts including online. This will sit alongside the essential understanding of how to be healthy and how totally interlinked physical and mental health are.

Please complete and sign here

Pupil’s Name:
Class:
Parent/Carer Full Name:
Parent Signature:
Date:

Please state whether you give permission for your child’s photograph to be used for school purposes.

This will include:

- Displays in the school and classroom;
- The school website and social media pages;
- Photographic records for your child’s individual learning journey/record;
- On other children’s learning journey/record i.e. in group observation photographs (your child’s name won’t be mentioned);
- For school publications;
- Mini Mash/Purple Mash our secure password protected online learning platform;
- Any media outside of school i.e. the local newspaper.

*This is in line with the procedures for use of digital recording equipment as referenced in our Acceptable Use Policy.*

☐ I give permission for your child’s photograph to be used for school purposes above.

STEP 5 Wraparound Provision with Kids Club  
Harrison Catering

Wraparound Provision with Kids Club

If you wish your child to attend our wraparound provision please confirm you are happy for us to share your details with our third-party provider – Magic Booking. Further information can be found on our website at [www.ckis.org.uk/ckkc-magicbooking](http://www.ckis.org.uk/ckkc-magicbooking).

Please state whether you give permission for your details to be shared with our third party	<input type="checkbox"/> I give permission	<input type="checkbox"/> I do not give permission
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STEP 6 Allergen information  
Harrison Catering

Dear Parent

Food Allergies and Food Intolerance

As a leading and responsible catering Company, we have the responsibility to comply with food safety requirements and we want to be able to serve all the children at the school with high quality freshly produced food which meets food safety and hygiene standards and is enjoyable, nutritious and safe for them to eat.

We recognise that a small number of children can get an allergic reaction or intolerance to a commonly eaten food and we are obviously concerned about this and try to make sure they are served with food which is safe for them to eat. We follow guidance from the Food Standards Agency and we consider that proper communication and exchange of accurate information between everyone concerned is the key area to allow the food allergy or intolerance to be managed in the best interests of these children.

We have to make sure that information regarding the ingredients of any food being served to children is made available. We follow these requirements and keep an up to date Ingredient List for each dish produced in the school kitchen so we can identify if any of the fourteen common food allergens are present in the food and the correct choice can be made as to which food those children who have a food allergy or intolerance can safely be served with.

We take all reasonable care and precautions to identify and control the ingredients being used but, there can be no absolute guarantee that any dish will not contain any of the fourteen common food allergens as this can occur as a trace from an ingredient, as a result of the list of ingredients from the supplier not declaring its presence or as a result of accidental cross contamination in the kitchen or counter from something as simple as serving spoons being used for more than one item.

If you have a child who has a food allergy or food intolerance and in order for us to serve them with food that is prepared in the school kitchen please complete the ‘Special Dietary Needs Form’ overleaf.

Please tear here

Student Information		
Name:		Photo: (Office to add photo on entry to school)
Address:		
Date of Birth:		
Class/Form:		

Allergy/Intolerance Information		
Tick the box next to the foods to which your child is allergic or intolerant		
<input type="checkbox"/> Peanuts	<input type="checkbox"/> Fish	<input type="checkbox"/> Nuts
<input type="checkbox"/> Seafood, Crustaceans	<input type="checkbox"/> Sesame Seeds	<input type="checkbox"/> Seafood, Molluscs
<input type="checkbox"/> Milk	<input type="checkbox"/> Gluten (Wheat, Barley, Rye, Oats etc)	<input type="checkbox"/> Eggs
<input type="checkbox"/> Soya	<input type="checkbox"/> Celery	<input type="checkbox"/> Lupin
<input type="checkbox"/> Mustard	<input type="checkbox"/> Sulphur Dioxide/Sulphites	
Is the condition medically diagnosed	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Has your child suffered a previous allergic reaction to any of these foods	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is the allergy life threatening	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is your child allergic to any other food item	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, to which other food item do they have an allergy or intolerance		
<input type="checkbox"/> Dietary Preference	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> YES <input type="checkbox"/> NO
Dietary Preference for Religious Purposes (Please state requirement)		
<div></div>		
<div></div>		

PARENT/GUARDIAN	
<input type="checkbox"/> I understand that I am responsible for ensuring that accurate information about the food allergies or intolerances affecting the child named above is given to the school and the caterer.	
<input type="checkbox"/> I give/do not give permission for a photograph of my child to be displayed in the kitchen to assist in correctly identifying my child when being served (please delete as appropriate)	
Please note that whilst all reasonable precautions will be taken to make sure the food is safe for your child to eat, there can be no absolute guarantee that the food will not contain anything to which your child has an allergy or intolerance	
Signed by Parent: ..... Date:.....	
Signed by Head Teacher..... Date:.....	
Signed: .....Date:.....	
(Harrison Catering Manager)	

Contact Information	
Parent/Guardian Name:	GP Name:
Home Telephone Number:	Telephone Number:
Mobile Telephone Number:	Attached Medical Records: YES/NO
Date of Care Plan Issue:	Review Date of Care Plan:

**IMPORTANT NOTE:** The dietary requirements detailed on this form will remain on your child’s record for the duration of their time with us at Kindergarten/Charlton Kings Infant School. If these requirements change in anyway, it is Parental Responsibility to advise the school of any changes.

Medical Needs Form

Student Information	
Name:	photo
Address:	
Date of Birth:	
Class/Form:	

Medical needs Information
Details of medical need:
Symptoms:
Daily Care Requirements:

Contact Information	
Parent/Guardian Name:	GP Name:
Home Telephone Number:	Telephone Number:
Mobile Telephone Number:	Attached Medical Records: YES/NO

Signature of Parent/Guardian: .....

Signature of Head teacher: .....

Date of Issue:	Review Date:
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Medical needs forms to be completed by parents/carers

**IMPORTANT NOTE:** The medical requirements detailed on this form will remain on your child’s record for the duration of their time with us at Kindergarten/Charlton Kings Infant School. If these requirements change in anyway, it is Parental Responsibility to advise the school of any changes.

Please tear here



For Educational Visits and Off–site Activities

Dear Parent

Please sign and date the form below if you are happy for your child:

To take part in school trips and other activities that take place off school premises;  
and

To be given first aid or urgent medical treatment during any school trip or activity.

**Please note the following important information before signing this form:**

This form will cover your child’s participation in any of the types of activities where consent is required, throughout their time at the school. This includes:

- all visits (including residential trips) which take place during the holidays or a weekend;
- adventure activities at any time;
- off–site sporting fixtures.

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in a particular school trip or activity.

Written parental consent will not be requested from you for educational visits and most off–site activities offered by the school – for example, group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day. This consent form applies only to optional non–national curriculum activities. Parents are unable to withdraw their children from curriculum activities, e.g. swimming.

Please note you are expected to provide the school with relevant up to date information regarding any special medical and dietary needs of your child. Please also ensure that you provide up to date contact information for use in emergencies.

PARENTAL CONSENT:

i. I agree to my son/daughter taking part in trips and off–site activities.

ii. I understand that the staff responsible for the activities will take all reasonable care of participants.

iii. I consent to any emergency treatment necessary. I therefore authorise the visit leader(s) to sign on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary.

Signed.....Date.....

Name of child.....Date of Birth.....

A copy of this form may be returned to the parent by the school, once received and signed, if requested.



Home to School

Child’s Name:

Date of birth:

This is my drawing of me:



All  
about  
me!

## Step 9

Merryfellow car park in School Road for pick up and drop off only. Under no circumstances should vehicles stop or park on the yellow school 'keep clear' markings, or near the school entrance preventing access for emergency services and putting pupils and families at risk.



We always look to provide two hot main meals. The children can choose between a meat or vegetarian option. The menu can be found on our website at [www.ckis.org.uk/schoolmeals](http://www.ckis.org.uk/schoolmeals).

#### Packed Lunch

If pupils do not wish to have school lunches they can bring a healthy packed lunch. Please note that we are a nut-free school and no nut products should be brought into school.

Children need to bring their food and drink in suitable named containers so that it can be stored safely until lunchtime. Lunchtime Supervisors will assist children with lids etc. but wherever possible food should be sent so that children can eat their lunch independently.

#### Fruit and Drinks

Each child may bring a mid-morning snack of fruit or vegetable. We also ask that you do not send nuts in to school, as we are a nut-free school. Please send the snack in a named reusable plastic container if it requires one, rather than a plastic bag. Additionally, each child will be offered a free piece of fruit/ vegetable at some point during the day. If your child has any allergies, please ensure your child's class teacher is made aware so that an alternative may be provided that day.

#### Water and Milk

We encourage children to drink plenty of water as this has been shown to aid concentration. We are an 'Eco School' and are trying to reduce the amount of packaging we throw away. Please send a 'named' bottle of water on Mondays for children to access throughout the week. This bottle will be rinsed and refilled daily and returned to you on Fridays.

School milk is available for all children in school and is free of charge for all 4 year olds. Our milk is provided by Cool Milk and if you wish your child to receive this you can register with them directly on their website: [www.coolmilk.com](http://www.coolmilk.com) and milk will be delivered direct to school.

Once your child turns 5 they are still able to receive milk at school, however it must be paid for. This can be set up via the Cool Milk website.

## Frequently asked Questions

Here are our answers, to what we find, are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office.

### Attendance and Absence

Charlton Kings Infants' School believes that excellent attendance and punctuality is important if children are to benefit from everything our school has to offer. Parents and the school staff are partners in making this a success and this partnership is very important to our school. As parents, it is your responsibility to ensure your child/children arrive at school on time and return home safely. School starts promptly at 8.50am and 1pm. Please note that children will be recorded as 'late' if they arrive after 8.55am or 1.05pm. Non-attendance is an important issue that we take very seriously. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

### When to report absence to the School

Only keep your child away from school if absolutely necessary. We will always call and send home an unwell child. All absences must be reported on a daily basis. In all cases of absence, parents should telephone the school on 01242 514483 or email: [secretary@ckis.org.uk](mailto:secretary@ckis.org.uk) at the earliest opportunity and by 9.15am at the latest, to let us know why your child is going to be absent. Please keep the school informed if more than one day's absence is necessary. If a child is absent from school with no explanation offered by parents/ carers we will follow our Attendance and Safeguarding policies and contact services where appropriate.

### Holidays

We will not authorise term time holidays or absences unless they meet the school's and DfE criteria for 'exceptional circumstances'. We expect all holidays, visits to see family etc, to take place during the school closure periods.

### Request for absence

The Government has directed that Head teachers may only grant absence in exceptional circumstances. Whilst it will be important to look at the whole situation in making decisions about any individual request, the normality will be that requests will be refused. The aim is to ensure that every child gets their full entitlement to education. Every missed lesson is a missed learning opportunity. Any parent request for absence during term time should be made by completing the Leave of Absence Form found on our website at [www.ckis.org.uk/forms](http://www.ckis.org.uk/forms). Any absence must be requested as far in advance as possible and no less than seven days prior to the requested date.

A Penalty Notice can be issued in cases of unauthorised absence and may be appropriate where holidays have been taken in term time where the school has not authorised the absence or in cases of persistent late arrival at school.

### Medical appointments

Please attempt to make all appointments outside of the school day or in school holidays. Where this is not possible please inform the office and bring the appointment letter so a copy can be taken for your child's record. If medical appointments are necessary, please bring your child to school for the rest of the school day.

We take the safeguarding of our children very seriously so no child will be allowed to leave the premises during school time without a written or a verbal request from a parent. They should be collected by an adult who will then sign them out.

### Sport

Each class takes part in two hours of physical education per week. PE lessons develop children's fundamental sport skills through a range of activities, including competitive team games. The children will participate in gymnastics, dance and games. After school sporting/ physical clubs are provided for Year 2 children only. All children take part in a sports event in the Summer term, to which all parents are invited.

Lunchtimes are an opportunity for all children to practise their PE and social skills. They are able to engage in a wide

range of adult led and child-initiated activities; including team games, large construction activities, use of small PE equipment and exploration of our large sand pit.

We are fortunate to have a Forest School area on site with the help of the funds raised by our PFA. Our children enjoy the fun and adventure of these rich outdoor learning opportunities.

### Music

The children sing modern and traditional songs and songs from other cultures as well as learning to listen to and appreciate all types of music. All of our children use percussion instruments. Children in Key Stage 1 also learn a tuned instrument. The Year 2 pupils have the opportunity of taking-up violin or cello, taught by qualified peripatetic teachers and all learn a tuned instrument as part of our music curriculum. A Music Week is held every third year when professional and amateur musicians are invited in.

### Educational visits

Our school involves the children in a range of visits to enhance the curriculum and develop their understanding of the wider world. Some recent examples of our trips include:

- The Redwood Outdoor Learning Centre.
- Weston-super-Mare.
- Bristol Zoo.
- Local churches and museums.
- Our choir visits local care homes.

### Behaviour and positive relationships

Together, we promote the following 'RESPECT' learning behaviours throughout our school:

- Resilience – being able to keep going and bounce back when facing challenges
- Empathy – being compassionate, kind, fair and courteous
- Self-awareness – being self-confident, disciplined, honest and adaptable
- Passion – being motivated and inspired, developing a sense of willpower and positive attitude
- Excellence – being creative, curious and inquisitive. Taking pride in ones' actions

- Communication – being a good listener and questioner. Responding to feedback by reflecting and evaluating
- Teamwork – being responsible, patient and a co-operative learner. Becoming a decision maker and critical thinker

### School rules

We depend on receiving children who come ready to respond to the expectations of school life. As members of our school family, we find children benefit hugely from being prepared to consider the needs of other children whilst also being prepared to respond to the direction of new adults in their lives.

We endeavour to ensure that there is a consistent approach to the building of positive relationships to support behaviour and development throughout the school. We will always ensure that we inform and involve you at an early stage if we are concerned regarding your child's behaviour and development. Bullying in any form will not be tolerated at Charlton Kings Infants' School. All complaints will be investigated fully and in the first instance should be reported to your child's class teacher. Further investigation will be taken up by the Head teacher if appropriate.

### Special Educational Needs and Disabilities (SEN&D)

We make an early assessment of each child's learning needs. Early recognition of both strengths and key areas for development is vitally important if your child is to benefit fully from the opportunities on offer at our school. Our staff will always apply a differentiated approach to suit individual learning needs.

### Early Help Pathway

Where more support is needed, we follow the Gloucestershire Early Help Pathway approach to provision.

### My Plan

Where a child makes little or no progress, even when teaching approaches are targeted, then your child will be offered more support under the 'My Plan' provision. Strategies to enable your child to progress to the best of their ability are then drawn up with the involvement of

the class teacher, you and your child. If it is clear that the action taken at the 'My Plan' stage has not resulted in your child making satisfactory progress, then the teacher, SENDCo or the head teacher may decide to move your child onto the next stage: SEN Support My Plan +. Where there is also an identified family need it may be appropriate to implement a 'My Family Plan'. This is done in agreement with you so appropriate support services can be identified.

### My Plan+

This provides more intensive support and reviews will again take place every term to discuss your child's progress and future action. Parents will be invited and encouraged to attend My Plan+ support plan reviews, alongside the class teacher and other professionals involved in supporting your child/family.

### Education, Health and Social Care (EHC) Plan

In some cases due to exceptional levels of need and support required a child may have/or the school will apply for an EHC Plan. An EHC plan application will be considered by the Local Authority Casework Panel. This panel will determine how your child's needs can best be met.

### Accessibility

Our school is fully accessible to all pupils.

### Health and Welfare Administering Medication

Only prescribed medicines in the original container labelled with the child's name and dosage will be accepted in school with written consent from the parent.

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day.
- In the case of antibiotics only those prescribed four times a day may be administered at school.
- All medicines must be brought to the school office by an adult (please provide a spoon).
- Medicines must NEVER be brought to school in a child's possession.



The parent/carer is required to complete a parental agreement form at the school office for the medicine to be administered by school staff.

Essential medicines will be administered on Educational Visits, subject to the conditions above. All inhalers must be taken on educational visits, however short in duration.

#### Adrenaline Auto-injectors (AAI)

Any trained member of staff can administer an AAI in an emergency and will follow medical advice.

#### Accidents and First Aid

Minor accidents will be dealt with by a trained first aider and recorded on our Management Information System. If we have any concerns for a child's health or well-being we will contact you. Please make sure we have up to date contact details for you.

#### Sickness

Children who are absent from school because of vomiting and/or diarrhoea must be kept at home for 48 hours following the last episode.

#### Ill at School

If your child is ill whilst at school, or involved in an accident, we will attempt to contact you immediately. Please make sure that contact numbers are kept up to date at all times.

### Emergency Arrangements

#### Emergency Arrangements

It is our policy to remain open unless we are forced to close because there is a risk to the health and safety of staff and students. In the event of a school closure because of adverse weather, a notice will be posted on the school website. If the school has to close unexpectedly at any time because of bad weather, parents will be informed by text, and a notice will be posted on the school website. Information will also be available on local radio stations.

#### Collecting your Child

If school closure is announced during the day due to severe weather conditions, every effort must be taken to collect your child as soon as possible. If you personally cannot get to school, or you work out of the local area, please have a contingency plan i.e. please nominate an adult to collect your child in your absence and organise this beforehand as the weather forecast is likely to have alerted us to the fact that the weather may become hazardous during the day. Please make sure that we have at least two current contact numbers, in case we need to contact you urgently. It is your responsibility to ensure that you update us with any changes to your contact information.



### The Home School Agreement

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to adhere to the Home School Agreement on page 10.

#### What to do if you have a concern or complaint

The school will always try to resolve difficulties or complaints at the earliest possible stage through discussion between teachers and parents, or Head teacher and parents. If the matter is such that it cannot be resolved, then there is a specific procedure which the school has adopted as its policy. Please see our Complaints Policy on the school website.



## Policies and Term Dates

### Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

### Parents need policies

If you would like to find out more about our policies please visit our school website at [www.ckis.org.uk/](http://www.ckis.org.uk/) policies.

### High standards

Policies are vitally important, and help us to create standards of quality for learning and safety, as well as expectations and accountability.

If you would like to find out more about our policies please visit our school website at [www.ckis.org.uk/](http://www.ckis.org.uk/) policies.

### Key policies

Some of our key policies are:

- Admissions
- Safeguarding and Child Protection
- Attendance
- Special Education Needs and Disability
- Complaints
- Positive Relationships (Behaviour and Anti-bullying) policy
- Medical Conditions
- First Aid

## Working with Parents

### Family Involvement

We work to nurture and encourage links between home and the local community, so that everyone can contribute towards the life of the school community whatever their background or personal circumstances. We believe that the positive examples set by parents and carers complements, supports and contributes to the education of each child. We encourage frequent contact between home and school through parents' evenings, class visits and parent workshops etc. We welcome families into the life of the school, whether helping on an educational visit, joining the PFA or supporting children with their learning.

### Assessment

#### Evaluation

Throughout the year teachers assess and record your child's progress towards the expected standard at the end of the Early Years Foundation Stage and Key Stage 1. We will regularly inform you about your

child's progress and how you can support their learning and development at home. As well as demonstrating your child's progress, this assessment helps teachers to plan appropriate activities and lessons for your child's next unit of work. Children in reception class are assessed against the Foundation Stage Profile and children in years one and two are assessed against the National Curriculum expectations.

#### Annual Report

We provide all parents with an annual written report from the class teacher at the end of the summer term which provides information about your child's academic achievement and summarises their personal and social development.

### Parents' Evenings

There are many opportunities to keep in touch with your child's progress and there are two formal Parents' consultations annually for parents to meet the teachers and discuss their child's progress and achievements.

### Communication

We welcome parents in school and value the partnerships we have. We hope you will contact us whenever you wish to know anything about school; this could be informally, or by making an appointment.

In addition, throughout the year, you will be invited to attend termly classroom visits and a class assembly each year, amidst other regular celebration events.

Attendance at these visits is vitally important in developing the home-school partnership further.

#### News

We provide information about our school activities, latest news and upcoming events on our website and via 'seesaw', please visit our news and events page at [www.ckis.org.uk](http://www.ckis.org.uk) to find out more.

### Term 1 :

Wednesday 6th September 2023 – Friday 27th October 2023

### Term 2 :

Tuesday 7th November 2023 – Thursday 21st December 2023

### Term 3 :

Monday 8th January 2024 – Friday 9th February 2024

### Term 4 :

Monday 19th February 2024 – Friday 22nd March 2024

### Term 5 :

Monday 8th April 2024 – Friday 24th May 2024

### Term 6 :

Monday 3rd June 2024 – Friday 19th July 2024



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