



# Charlton Kings Infants' School

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



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

Telephone: (01242) 514483  
Email: [secretary@ckis.org.uk](mailto:secretary@ckis.org.uk)

Head teacher: Katie James BA (Hons) QTS

3<sup>rd</sup> September 2025

Dear Families,

Welcome back and a special welcome to all new children and families, we are delighted that you have joined our wonderful CKIS family. We hope that you have all had a lovely Summer break, managing to reset and re-charge your batteries and are ready for the busy term ahead! We thought we would provide you with some key information as we begin the new school year together.

### Staffing structure for 25-26:

This academic year, our Senior leadership staffing structure is as follows:

- **Head teacher:** Mrs James (Mrs James will also be Executive Head teacher at Benhall Infant School for the academic year and therefore Mr Owens will be operational lead at CKIS on a day to day basis).
- **Acting Head teacher:** Mr Owens
- **SENDCO:** Mrs Tyler (Monday/Wednesday/Friday)
- **Year 2 Lead:** Mrs Koller
- **Year 1 Lead:** Miss Smart
- **Reception Lead:** Mrs Jones during Mrs Pergusey's maternity leave
- **Kindergarten Lead:** Mrs Ralph
- **School Business Manager:** Mrs Durant
- **Children and Families Support Worker:** Mrs Pritchard
- **Pupil Premium & Children in Care Lead:** Mrs Turner

If you have any questions or queries, please direct these to your child's class teacher in the first instance so that they can advise you and direct you to the most appropriate member of staff if needed.

### Attendance:

School doors **open at 8.45 am and close at 8.50am**. If you arrive after 8.50am, please bring your child/ren through the main reception doors. Please note that children will be recorded as 'late' if they arrive between 8.50am and 9.05 am. The register officially closes at 9.05 am and any pupil arriving after this will be marked as authorised/unauthorised absence for the start of the session. It is vital that we know exactly who is in school at all times in case there is an emergency. When a child is absent, it is important that you inform school immediately (by telephone/email before 9:15 a.m.) each day of absence and with the reason for the absence. Absences will be authorised for reasons such as illness, medical/dental appointments, religious observance, educational visits and other unavoidable causes. If a child is absent and no message has been received, Mrs Evans will contact the first contact with parental responsibility identified on your child's registration form requesting an explanation for your child's absence. If no contact can be made, Mrs Evans will contact the second, and possibly third, contact on your child's registration form. If no reason is given for your child's absence it will be recorded as





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unauthorised. Mrs Evans will continue to try to contact you and if no contact has been made after three days, we may request a welfare call is made to your home address from the police.

### School Uniform:

Our school uniform is compulsory for all pupils in school (YR-Y2) and plays a significant role in helping children to feel a sense of belonging within the school community, fostering an environment of equality and inclusion. We have a large stock of second-hand items in school and actively encourage families to make good use of these for a minimal charge or free for families in financial need. In addition, many items of our uniform can be purchased at local supermarkets and do not need to have the school logo on. Please can we remind all families to ensure they check our website, <https://www.ckis.org.uk/uniform> regarding our school uniform requirements. Please can we remind all families that only stud earrings should be worn in kindergarten/school (for safety reasons) and that long hair should be tied back with any hair adornments being plain or school coloured (e.g. clips/headbands).

### Bags:

We do not have much space in our corridors and therefore ask that children do not bring large bags into school (unless they are going to gym/jujitsu clubs after school). Children only need to bring a **named** book bag, water bottle and snack (in a reusable container – NOT GLASS) on a daily basis. We ask that you do not attach keyrings and toys to these bags as they then do not fit in the children's drawers/boxes.

### Parking:

Please do not block entrance/exits to the school, our neighbours' driveways or the local roads when parking. We have had a number of near misses or families blocking roads when dropping off/collecting their child/ren.

### Dates and events this term:

These can be found on our school website <https://www.ckis.org.uk> and on our end of term newsletters.

As always, please do not hesitate to contact us or members of the school team if you have any questions or queries. Thank you for your continued support and encouragement.

Kind regards

Katie James  
Head teacher

Neil Owens  
Acting Head teacher

