

Parent Handbook

Charlton Kings Kindergarten

Taking you step-by-step through starting kindergarten

The wings to fly the confidence to try



Mrs Katie James says...

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

Answering your Questions

On page 10 you will find Key Information and on pages 7-10 you will find answers to Frequently Asked Questions. If you have any further questions please email the school office: schooladmin@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

Details of important policies you need to be aware of together with term dates for this academic year can be found on page 13.

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

Children and community at the centre

Kindness and consideration for all

Inspirational learning that challenges and excites

Striving to reach our true potential

Dear families

We are delighted to welcome you and your child to our wonderful kindergarten and our wider school family. We are very proud of our kindergarten and our children who demonstrate our vision; 'the wings to fly, the confidence to try' on a daily basis. We pride ourselves on building a provision based upon kindness and consideration for all, focusing upon love for ourselves, one another, our communities and the wider world.

As an 'Eco School' we have a commitment to minimise the impact on the environment by communicating with you in a paperless fashion. We use the 'Seesaw' app to communicate on a one to one basis with you about your child and to celebrate their progress and achievements. You can also communicate with the kindergarten team via 'Seesaw', but we request that you communicate any urgent information and updates during the day to our school secretary on 01242 514483 or via email secretary@ckis.org.uk as staff are teaching during the day and may not pick up messages. You will receive log in details for our communication platform Seesaw, during the kindergarten transition process, before your child starts with us.

We send out regular updates and information about your child's learning during the week, but try, wherever possible, to limit key information and updates to a Friday. Information from our PFA (Parents and Friends Association) is also communicated via 'Seesaw'. The PFA invite all families to join the kindergarten 'Whatsapp' group, which is managed by a member of the PFA committee with all members signing up to a 'Conduct agreement' to ensure kindness and consideration for all. This is an excellent opportunity for you to keep up to date and involved in kindergarten life.

Please do remember to keep an eye on our kindergarten website www.ckis.org.uk to check for updates and information. Please also refer to the website for policies such as Child Protection, Safeguarding, Behaviour and Home learning.

Yours sincerely

K. James

Mrs Katie James

Head teacher

The Early Years Foundation Stage

The EYFS is a framework which sets standards for the learning, development and care of children from birth to 5 years old.

Your child will be learning skills, building upon and acquiring new knowledge and demonstrating their understanding through 7 areas of learning and development, these are;

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Mathematics
- Understanding the world
- Literacy
- Expressive Arts and Design

Personal, Social and Emotional Development

We support our children's personal, social and emotional development by helping them to interact effectively and develop positive attitudes to themselves and others. We encourage each child's self-confidence and self-awareness, and support them to manage their feelings and behaviour. We help our children to understand who they are and what they can do. We also provide opportunities for our children to explore their feelings and emotions.

Communication and Language

We support our children to develop speaking and listening skills in order to build the foundations for literacy and learning. We offer lots of opportunities to model language and introduce new words. We know that children learn language better when they're engaged with things that fascinate, challenge and excite them. Children need to hear and say new words often, to strengthen the connections in their brains and to keep building their vocabulary.

Physical Development

We encourage the skills which enable our children to show good control and coordination when using large and small movements. We help our children to handle equipment and tools effectively, including tools for mark making and writing.

We help our children to learn the importance of good health, which includes physical exercise and a healthy diet and we enjoy weekly activities including pilates and dance. We support our children to manage their own basic hygiene and personal needs successfully, including dressing and going to the toilet independently.

Literacy

At our kindergarten we give our children daily opportunities to engage in a range of exciting and innovative mark making activities. We support children's early writing skills during fun filled activities such as mark making in shaving foam or using large pieces of material outside.

Our children are given access to rich early phonics activities through both planned group work and 'in the moment' interactions with children. When children are ready, they are introduced to letter sounds through daily interactions and play based learning opportunities.

Mathematics

At kindergarten we aim to develop our children's confidence and ability with number and also to encourage each child's understanding of shapes, space and measure. Children learn about maths through play and their daily experiences. The more meaningful to them and hands on it is, the better. We make sure our indoor and outdoor environments are full of rich mathematical opportunities and that there are exciting things for our children to explore, sort, compare, count, calculate and describe. We support our children to be creative, critical thinkers and problem solvers.

Expressive Arts and Design

Children are given daily opportunities to experiment with media and materials whilst finding out about their properties and modifying and manipulating them. We have fun exploring sounds, patterns, movement and different tools and techniques. Children are encouraged to build on their experiences of the real world and transform them into something new – whether through role play, music, pretend play, block play, small world play or a range of other areas. We encourage our children to choose and use materials and resources in an open-ended way, which helps them to make choices and to have confidence in their own ideas

Understanding the World

We provide plenty of opportunities for our children to get to learn about other people, including having visitors coming in to talk about different ways of life or their job. We enjoy discovering more about the place where we live and learning new things about our world, including celebrating a range of festivals and other cultures. We support our children to explore and investigate how and why things work and to test out their ideas. We enjoy investigating during science experiments and exploring the natural environment in our forest school area.

The wings to fly and the confidence to try

Kindergarten Values

Children and community at the centre:

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

Kindness and consideration for all:

- Everyone in our kindergarten 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 kindergarten community to take responsibility for their learning by enabling them to reflect, question, take risks and challenge their thinking.
- We believe that our kindergarten should provide every opportunity for each child and adult to realise their full 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)

Our 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.

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 and kindergarten believes that excellent attendance and punctuality is important if children are to benefit from everything we have to offer. Parents and the school staff are partners in making this a success and this partnership is very important to us as a school and kindergarten. The Local Authority asks us to monitor attendance regularly. Funding may be withdrawn if children do not attend kindergarten for their allocated sessions.

When to Report Absence

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 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.

Behaviour and positive relationships

Together, we promote the following ‘RESPECT’ learning behaviours throughout our school and kindergarten:

- 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

We endeavour to ensure that there is a consistent approach to the building of positive relationships to support behaviour and development. 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.

What to do if you have a concern or complaint

Please see Complaints Policy.





Special Educational Needs and Disabilities (SEND)

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 kindergarten. 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 Kindergarten Lead Practitioner, 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 Lead Pratictioner, 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 Kindergarten Lead Practitioner 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 kindergarten 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 kindergarten is fully accessible to all.

Health and Welfare

Administering Medication

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

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

The parent/carer is required to complete a medication form.

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.

Inhalers

If your child requires an inhaler at home please provide an extra inhaler to be kept at kindergarten. Parents/carers will be required to complete a medication form in order for the inhaler to be administered when needed.



Sickness

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

Ill at Kindergarten

If your child is ill whilst at kindergarten, 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 kindergarten and school closure because of adverse weather, a notice will be posted on the school website and on Seesaw. If the kindergarten and school has to close unexpectedly at any time because of bad weather, parents will be informed through Seesaw, and a notice will be posted on the school website. Information will also be available on local radio stations.

Collecting your Child

Collecting your Child If a kindergarten and 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 kindergarten, 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.



Key information

What are our kindergarten times?

- All day session: 8.45am-3.30pm
- Morning session (no lunch): 8.45am-11.45am
- Morning session (with lunch): 8.45am-12.30pm
- Afternoon (with lunch): 11.45am-3.30pm
- Afternoon session (no lunch): 12.30pm-3.30pm

Arrivals and Departures

Children are dropped off at our yellow kindergarten door. Please follow the arrows which direct you towards kindergarten after walking up the kindergarten and school driveway from Lyefield Road East. Problems caused by inconsiderate and/or illegal parking in the vicinity of our school during morning drop off and afternoon pick up are a constant cause of complaint. We are fortunate that parking is allowed in the car park of The Charlton Kings Club in Church Street 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.

What do I need to bring?

- A named water bottle
- A named morning and afternoon snack (fruit or vegetables)
- A named bag containing a spare set of clothes or (extra clothes if your child is toilet training or nappies if not).
- A named coat (and depending on the weather a named sunhat, winter hat/gloves etc)
- Wellington boots

Early Years Funding

All 3 and 4 year old children are entitled to 15 hours free childcare per week, starting the term after their third birthday. Your child may also be eligible to receive up to 30 hours of free childcare per week, if you meet the relevant criteria (working parent entitlement). For more information, please visit www.childcarechoices.gov.uk. If you have any queries about funding and invoices, please contact schooladmin@ckis.org.uk.

Pupil Premium Funding

Some children who attend kindergarten are eligible to receive 'Pupil Premium' funding. This can provide your child with access to a range of additional opportunities to support their development and learning. The money comes directly to kindergarten and is spent on each child to ensure their individual and specific needs are met.

Pupil Premium may be received by kindergarten if the following applies;

- Children are 'in care' (Fostered children).
- Children have been adopted from care.
- Children are from a 'Services' family.
- Families are in receipt of one or more of the following; 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 credits, Universal Credits.

Wraparound clubs

Breakfast Club

The Breakfast Club runs between 7.45am-8.50am. At Breakfast Club we serve a choice of cereals, pancakes, crumpets, bagels or toast with a choice of jam, honey or marmite. In addition there are yogurts on the table for the children to help themselves to and they have a choice of apple or orange juice, water or milk as a drink.

After School Club

Our after school club is available until 6pm and bookings for the next academic year will open in the Summer term. At After School Club we have a selection of fruit each day and serve cheddar and/or rich tea biscuits, cheese, hummus, cucumber, sausages and pancakes, etc. We also offer seasonal food such as hot cross buns. The children are offered water to drink.

You can find more detail of the various activities offered to the children by clicking on the link to the Kids' Club on the school website. You are welcome to visit and can contact us to arrange a mutually convenient time on the club's email: ckkc@ckis.org.uk.

Food

Kindergarten Meals

You have an option to purchase a hot kindergarten meal. We feel every child deserves the best quality of food and nutrition. Each day the children are given the option of a meat or vegetarian option. You can view a copy of the menu by clicking on the school website 'Lunch Menu' link.

Packed lunch

If you do not wish for your child to have a hot kindergarten dinner they can bring a healthy packed lunch. Please note that we are a nut free school/ kindergarten. Children need to bring their food and drink in suitable containers so that it can be stored safely until lunchtime.

Snacks

Each child may bring a morning and afternoon snack of fruit or vegetables. We ask that you do not send sweets, biscuits, crisps etc as we actively promote healthy eating. We also ask that you do not send nuts, as we are a nut free school/kindergarten. Please send the snack in a named reusable plastic container if it requires one, rather than a plastic bag.

Water and milk

We encourage children to drink plenty of water, and drink bottles are easily accessible to the children throughout the day. Please send a 'named' drink bottle with your child each day. Milk is offered as a choice during each morning and afternoon snack time.



Working with Parents

Parental involvement

We work to nurture and encourage links between kindergarten, home and the local community, so that everyone can contribute towards the life of the school and kindergarten community whatever their background or personal circumstances. We believe that the positive examples set by parents, compliments, supports and contributes to the opportunities of each child. We encourage frequent contact between home and kindergarten.

We strive to keep you informed and involved in all aspects of your child's learning and development. Throughout the year we offer the following opportunities to be involved in kindergarten life;

- Everyday interactions with the Lead Practitioner and Key Persons.
- Thrice yearly parents evenings which are held with the Kindergarten Lead Practitioner.
- Regular events where you can participate alongside your child.
- Christmas celebrations
- End of year celebration
- Sports day

'Seesaw' online observations

We use an online system which allows us to share with you what your child is doing in kindergarten. We take regular photographs of your child enjoying a range of activities which can be sent to you along with an 'observation' in the form of a short written summary via an app called 'Seesaw'. See page 3 for more information.

Annual Report

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

News and Events

We regularly update our school and kindergarten website with details of news and events and communicate all information through Seesaw.





Policies and Term Dates

Why do we need policies?

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

If you would like to find out more about our policies please visit our school website at 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.

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
- Intimate Care



Term 1 :

Thursday 3rd September 2026 - Wednesday 21st October 2026

Term 2 :

Monday 2nd November 2026 - Friday 18th December 2026

Term 3 :

Monday 4th January 2027 - Friday 12th February 2027

Term 4 :

Monday 22nd February 2027 - Thursday 25th March 2027

Term 5 :

Monday 12th April 2027 - Friday 28th May 2027

Term 6 :

Monday 7th June 2027 - Tuesday 20th July 2027



Notes

Notes







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