

Parent Handbook

Charlton Kings Infants' School

(The wings to fly the confidence to try)

Taking you step-by-step through starting school



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.

Answering your Questions

On page 9 you will find Key Information and on pages 10-12 you will find answers to Frequently Asked Questions. If you have any further questions please email the school office:- 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 13 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:

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 school and our school family. We are very proud of our school and our children who demonstrate our school vision 'the wings to fly, the confidence to try' on a daily basis. This is a school built 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 with you about your child and to celebrate their progress and achievements. You can also communicate with the school team via 'Seesaw', but we request that you send any urgent information and updates during the school day to our school secretary via email at secretary@ckis.org.uk or by phoning 01242 514483, as staff are teaching during the day and may not pick up messages. To receive these communications, we ask that you register for 'Seesaw' as soon as possible - you will receive log-in details during transition activities.

We send out regular updates and information during the school 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 class '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 both class and school life!

Please do remember to keep an eye on our school website www.ckis.org.uk to check for updates and information. We also invite you to familiarise yourself with the curriculum pages on our website, you can find these under the 'Our Curriculum' section. This provides you with an overview of the curriculum for each year group each term. 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

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, including 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

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.

E
Empathy

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

S
Self-awareness

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)

P
Passion

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

E
Excellence

Elliott Excellence
"I will do my best"
Elliot always demonstrates excellence

C
Communication

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

T
Teamwork

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:

Free milk and extra curricula activities

Free music lessons in school

Help with purchasing school uniform

A tailored programme including additional individual/small group learning opportunities

Free places at our Breakfast/After School Club. Free places at local holiday schemes

Applying for Free School Meals:

Parents/carers can register for free school meals by completing a short online form using the web address: https://emsonline.gloucestershire.gov.uk/CitizenPortal/en. 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.

All about me!

Our first language is:

What festivals or special events does your child celebrate? For example, Christmas, Diwali, Eid.

My child's name is:

He/she prefers to be called:

These are the names of the people (and pets) my child lives with:

Things my child can do by himself/herself (dressing/ toileting etc):

My child attends these clubs/activities:

My child likes to visit these special people/ places:

My child's favourite toys/ activities are:

You need to know this important information about my child (eg medical, emotional/social, speech and language, educational needs):

Please tear here

Key information

What are our school times?

Our current school times are as below but these may change for the new academc year. Further information will be shared at our information evening.

School Starts: 8.50am

(Doors open 8.45am)

School ends: 3.20pm

Arrivals and Departures

Children arrive for 8.50am outside their class doors. Doors will be open from 8.45am. We cannot accept responsibility for children on the premises, including the grounds, before this. Children should not be on the premises after 3.20 p.m. unless they are taking part in after-school activities or unless their parents are meeting with a teacher.

Please ensure that your children arrive **punctually** in the morning as they can become distressed at missing the early part of the day and are registered late after 8.55 am and unauthorised absence after 9am.

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 and The 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.

Wraparound Clubs

Breakfast Club

The Breakfast Club runs between 7.45am-8.45am. The children are escorted to their classrooms for the start of the day. 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 to drink.

After School Club

Our After School Club runs until 6pm. 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, along with a link to our Kids Club booking system, Magicbooking by visiting our website at www.ckis.org.uk/kidsclub. Further information on how to book sessions will be communicated to parents following registration.





Uniform

We believe that school uniform helps children to look smart and promotes a strong sense of community within the school. We expect all children to wear the school uniform which can be purchased from www.monkhouse.com. We hope that all families will co-operate with us in this matter and set a standard of dress suitable for school. Our uniform does not need to have the school logo and so can be purchased from most supermarkets.

Further information can be found on our website at www.ckis.org.uk/uniform.

Nearly New

As we are a Green Flag 'Eco School' we often sell previously worn uniform for a small charge. Used school uniform that is no longer needed can be donated to the PFA who sell items regularly to raise funds for school events and activities. Details of how to purchase are available at the school and on our website. You can also sell the uniform items yourself via the school Facebook page 'CKIS PFA For Sale and Wanted'.

Lost Property

Please put your child's name in all the items that your child wears or brings to school. We cannot take responsibility should items be lost, stolen or damaged.

Food in School

School Meals

All children are provided with a universal infant free school meal. Meals continue to be completely free of charge for pupils in Reception and Years 1 and 2. Your child may be eligible for Free School Meals if your child is in receipt of Pupil Premium. The school would then receive government funding to provide additional support for your child as needed.

We always look to provide two hot main meals. The children can choose between a meat or vegetarian option. Every Monday is 'meat free' Monday. The menu can be found on our website at 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. 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.

Water and Milk

We encourage children to drink plenty of water as this has been shown to aid concentration. 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 and milk will be delivered direct to school. If your child is entitled to Pupil Premium, school will pay for this.

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. Families and 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 8.55am 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 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 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. 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 practice their physical 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, 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:.

- Weston-super-Mare.
- Cotswold Farm Park
- Slimbridge
- Local churches and museums.
- Our choir visits local care homes.
- Local libraries and events in Cheltenham

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 (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 school. Our staff will always apply a differentiated approach to suit individual learning needs.

Graduated Pathway

Where more support is needed, we follow the Gloucestershire Graduated 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 accesible to all pupils and you can find our accesibility plan in the 'policies' section on our school website.

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. Essential medicines will 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 assessed 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.

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.

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 via seesaw, 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.



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 families and carers compliments, supports and contributes to the education of each child. We encourage frequent contact between home and school through open evenings, class visits and open 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 national expected standard at the end of the Early Years Foundation stage and the school expected standard at the end of 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 lessons for your child. 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 families 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.

Celebrating Progress Evenings

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

Communication

We welcome families 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 to find out more.

The Home School Agreement

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

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 families, or Head teacher and families. If the matter is such that it cannot be resolved, then there is a specific procedure which the school has adopted as its policy. You can find our complaints policy in the 'policies' section on our 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.

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

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







Charlton Kings Infants' School
Lyefield Road East
Charlton Kings
Cheltenham
GL53 8AY

Tel: 01242 514483
Email: secretary@ckis.org.uk
Website: www.ckis.org.uk

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