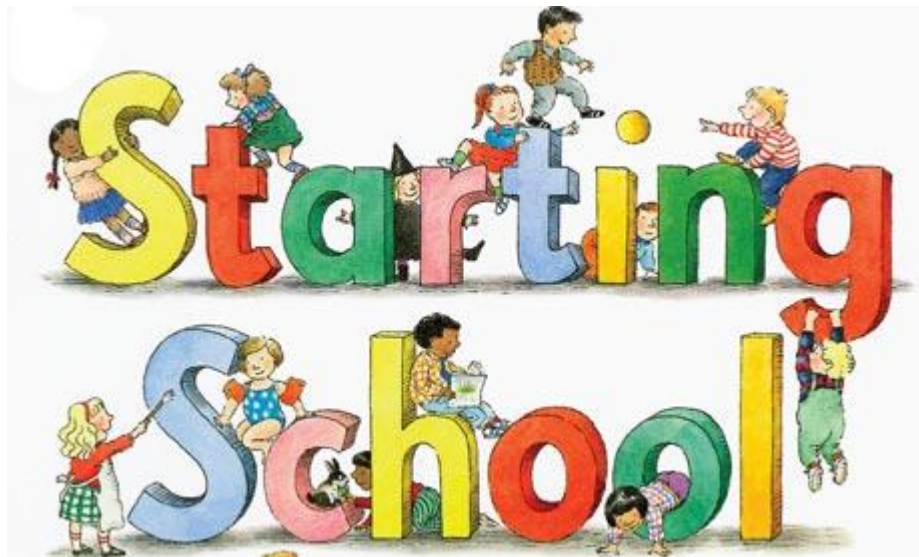




ADMISSION TO KIMBOLTON PRIMARY ACADEMY



Head of School: Mrs Suzi Whiting
Kimbolton Primary Academy
Newtown
Kimbolton
Cambs PE19 0HY
Tel: 01480 860743

Email: office@kimboltonprimaryacademy.cambs.sch.uk

Website: www.kimboltonprimaryacademy.cambs.sch.uk

WELCOME TO KIMBOLTON PRIMARY ACADEMY

I am delighted that you have chosen Kimbolton Primary Academy (KPA) to continue your child's education.

I feel privileged to have been the Head of School here since January 2015 and I am very proud of the school and our continuous drive for school improvement. We pride ourselves on being a small school which provides a caring, friendly environment where it is possible to get to know all the children and their families.

I make no apologies for being passionate about the development of each and every child, regardless of difference, and the need for them to feel safe, happy and confident whilst reaching their full academic potential. At KPA, we aim to nurture happy, confident children with enquiring minds who learn to succeed and to contribute to their class, their school environment and the wider community.

We have a truly 'open door' policy at our school so please do come and introduce yourself and I look forward to working with you in partnership to provide the very best for your child.

Mrs Suzi Whiting
Head of School

ABOUT THIS BOOKLET

Starting school is a major event in every child's life, whether starting in Reception or moving into a new school during the academic year. This document is aimed to help you as parents find out as much as you can about life at KPA. We hope that you will also share this booklet with your child so that you both know what to expect from life at our school. We hope you find it useful!

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OUR SCHOOL

Classes

As KPA consists of mixed age classes, much care and thought is given to the composition of each class. The organisation of the classes are assessed and arranged each year according to the number of children on roll and the age group distribution.

The school is currently organised as follows:

<u>Class</u>	<u>Year</u>	<u>Size</u>	<u>Teacher</u>
Ash	EYFS2 / Year 1	20	Miss Bleakley
Oak	Year 2 / Year 3	19	Pelin Orakci
Rowan	Year 4 / Year 5 / Year 6	25	Katy Duncan

Early Years Foundation Stage 2 is known as Reception. Years 1 and 2 are known as Key Stage 1 (KS1) and Years 3, 4, 5 and 6 are known as Key Stage 2 (KS2). All our classes are named after trees.

Staff

To help you to get to know our staff around the school, we have included some pictures:

 Mrs Suzi Whiting Head Of School	 Mrs Katy Duncan Deputy Head/ Rowan Class Teacher	 Miss Pelin Orakci Oak Class Teacher	 Miss Gemma Bleakey Ash Class Teacher
 Miss Jane Harris Teaching Assistant/ Treehouse Playworker	 Mrs Vicky Hartness Teaching Assistant	 Miss Sarah Reed Teaching Assistant/ Midday Supervisor	 Mrs Janine Griffiths Sports Club Leader

 Mrs Mandy Newbon Puddleducks Nursery Manager	Photo coming soon Miss Laura Perrin Teaching Assistant in Puddleducks	 Mrs Carole Harrington Treehouse Playworker	 Mrs Sarah Rose Teaching Assistant/ Midday Supervisor/ Treehouse Playworker
 Mrs Carolyn Traynor Administrative Assistant/French Teacher	 Miss Danielle Connor Senior School Administrator	 Mrs Tracy Breed School Cook/Treehouse Playworker	 Mr Steve Quinn Caretaker

Buddy System

At KPA we are very proud of the friendships children form across age groups and classes. One way we actively encourage this is through our reception 'Buddy' scheme. We give each Reception child a 'buddy' who is in Year 6 to help them to settle into the school. They often sit with them at lunch to start with and generally help them during break and lunchtimes. In addition, we have also introduced a buddy system for parents. Should you wish, we will introduce you to a parent with a child further up the school, so that they can answer any question that you may have and help you get to know what is going on at school.

Reading

Your child will need a book bag for their reading book/reading diary for the early years of school. These are available from the school office. They protect the reading books and have pockets for any money which may need to be sent into school. We ask that you check your child's book bag each evening, as paper communications from school will be sent home in this bag.



Your child will be given a reading diary which will be used to log the books they have been reading and record their progress. Please write any comments you have in the diary and sign it when you have heard your child read. We do check the reading diary daily and you are welcome to write messages for your child's class teacher in it – the class teacher may also include messages for you.

THE SCHOOL DAY

Morning

The playground gate is opened at 8.35am for children to enter the playground. At this time the children remain under your supervision until 8.40am when teachers will unlock the door for children to enter their classroom. We ask that you say goodbye to your child in the playground. Any children arriving after 8.45am will need to enter via the school office. We do monitor lateness and any children arriving after 9.05am will be recorded as late after registration closes in the register.

Break Time (10.15am - 10.30am)



We encourage children at KPA to learn the foundations of a healthy diet from an early age. Children in Ash and Oak classes receive a piece of fruit for their break time snack provided by the Government's Free Fruit and Vegetable scheme. Children in Rowan class may bring a piece of fruit or vegetable from home for break time. On Fridays, pupils may, if they wish, bring in an alternative healthy snack, such as a cereal bar, rice cake, etc. (no sweets or chocolates, please). Pupils in Ash class also have a 15-minute break during the afternoon.

Lunch (12.00pm – 12.55pm)

Each class goes into the Dining Hall for lunch together. The children tidy up their playground toys from 12.50pm and begin going back into school at 12.55pm, ready for afternoon registration at 1.00pm.

School meals are provided by Cambridgeshire Catering Services and they are cooked on the premises. Balanced, nutritious meals are on offer each day from which the children may choose. Every day there is a salad bar from which the children can choose a range of salad portions and bread. School lunches are an important 'social' part of our school day and this is an area where appropriate mealtime behaviour is encouraged and emphasised.



Menus are sent home each term and are also displayed on the noticeboard outside Puddleducks. A link to the school meals website is also provided on our school website. The current cost of a school lunch for pupils in KS2 is £2.25 per day which is payable in advance either daily, weekly or termly via our on-line payment system (SIMS Agora) (KS1 pupils are entitled to free school meals as part of a government initiative). On special occasions we also welcome parents who wish to join their child for a school lunch; adult meals are charged at £3.20 and must be pre-booked and should be paid in cash. We also have a special VIP table in the Dining Hall. Midday Supervisors and the Cook each choose a child who has shown good manners for this table on a weekly basis. The VIP then chooses a friend who can sit with them.



Children may bring a packed lunch. We ask that all food brought into school is in a suitable container with a napkin. Children should not bring in fizzy drinks, cans or glass bottles. We also ask that, for health and safety reasons, no hot food or soup is brought into school.

Afternoon

The school day finishes at 3.00pm and the children will exit via their classroom doors. KS1 children must be collected by an adult. If children are going home with a friend, we ask that you ring the school office in order that the teacher may be informed of who is collecting them. If there is a late change in plan please also phone the school office to let us know. KS2 children may walk home but we must have written permission from their parents before we will allow them to do this.

General

In the interests of minimising risks to pupils and staff with nut allergies, we ask you to avoid sending your child into school with nut-based foods, either for break or lunchtime. We thank you for your understanding and co-operation.

We also ask that all children bring a named, clear plastic bottle filled with fresh water for consumption during the day. Water bottles are available to purchase from the school office. Children are able to refill these bottles from the water fountain situated in the corridor outside Oak and Ash classrooms.

After School Clubs and Lunch Time Clubs

We offer a selection of activities for the children to enjoy. Recently the clubs have included:

- Football
- Netball/Ball skills
- Recorders – Beginner/intermediate/advanced
- Dance
- Puzzle club
- Gardening Club
- Fun & Fitness
- Change 4 Life
- Glee Club
- Cooking Club
- Outdoor Adventure Skills

The clubs are offered on a termly basis and you will receive a letter each term with more details. Reception children will not be offered any after school clubs until the summer term.

SCHOOL UNIFORM

As a school we place great importance on the wearing of a uniform. It not only provides a strong sense of community and group identity but also ensures that the latest fashions and fads do not distract the children from the business of learning. Furthermore, it creates equality among pupils and nurtures a sense of pride in their school community.

BOTH	*Royal blue sweatshirt with school logo (or sweat-cardigan for girls) Blue polo shirt
BOYS	Grey long trousers Grey tailored shorts
	Grey socks Black closed in shoes NO TRAINERS
GIRLS	Grey skirt or pinafore dress Grey long trousers Grey tailored shorts Blue checked dress
	White or grey socks Black closed in shoes (all footwear max height 2cm) NO TRAINERS Blue, white or black hair accessories
Indoor PE:	*Blue PE T-Shirt with logo/Navy shorts Bare feet
Outdoor PE:	As indoor plus: Navy sweatshirt/Navy jogging bottoms Trainers (black plimsolls for Reception/Y1)

* These items with school logo must be purchased from School Trends.

Uniform items with the school logo are available to order from School Trends website <http://www.schooltrendsonline.com/schools/KimboltonPrimaryAcademyPE280HY> or see link via our website. All other items are readily available from high street stores.

Clear water bottles may be purchased from the school.

Please mark all uniform clearly with your child's name.

Jewellery & Hair

No nail varnish or jewellery should be worn in school. Watches may be worn. Children with pierced ears should wear simple studs, which need to be removed for PE. Ideally these should not be worn on PE days. If they are, pupils need to supply their own named container in which to store them during the lesson and need to be able to remove and replace them independently.

If your child's hair is long enough, please ensure it is tied back. Sometimes shoulder length hair may not be quite long enough to tie back. In these cases, we ask that pupils wear a **plain** hairband or **plain** hairclips to keep their hair away from their face. These should be in a colour in keeping with the uniform e.g. blue, white or black. We also discourage excessive use of hair gel.

Children are asked to remove their glasses during PE. If this is not possible please let us know.

HEALTH AND ILLNESS

Data

You will be asked to complete a General Consent form when your child first starts school, giving your permission for your child to participate in local trips around the village, food tasting, use of the internet, etc. Please keep us up to date with your contact details, in case we need to get in touch with you in an emergency.



Medication

Please ensure that school is advised of any medical conditions that affect your child. Medication will only be accepted in school if it has been prescribed by a doctor and parents/carers must also complete a “Parental Agreement for Administration of Medication” form which is available from the office. Each item of medication must be delivered in its original container with the pharmacy label and handed directly to the Headteacher or to the school office.

We are unable to give any medicines either prescribed or otherwise to a child, however we are able to supervise a child whilst they are taking their own medication. Please see our policy for more details.

Under no circumstances should pupils be sent to school with medication. This includes over-the-counter remedies, eg. throat lozenges, junior paracetamol, mouth ulcer gel, etc.

Illness

If your child is unable to attend school due to illness please inform the school before the start of the school day and on each subsequent day of absence. A full guide from the Department of Health showing recommended times for children to be away from school when suffering from childhood diseases is displayed in the school office. Obviously, parents and doctors will assess each case on its merits when judging the appropriate length of absence, but the following table is a basic summary of the Local Authority guidance:



Condition	Recommended Absence
Chicken Pox	Until spots are crusted or healed
Impetigo	Until lesions are crusted or healed
Measles	5 days
Scarlet Fever	5 days
Sickness and/or Diarrhoea	24 hours after symptoms stop
Conjunctivitis	None
Head Lice	None
Mumps	5 days
Tonsillitis	None

Attendance / Absence

We are required to monitor attendance in line with Cambridgeshire’s Education Welfare guidelines. If a pupil’s attendance is recorded below 90% over the course of an academic term, we will notify the parents in writing.

Prior to June 2013, the Education (Pupil Registration) (England) Regulations 2006 allowed for Headteachers to grant leave of absence for a term time family holiday in 'special circumstances' and for extended leave in exceptional circumstances. Amendments to these regulations remove references to family holidays and extended leave. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Headteachers should determine the number of school days a child can be away from school if the leave is granted. As a consequence of this guidance, KPA will not authorise absences during term time. Absence may be granted in exceptional circumstances only and only if the pupil's attendance for the previous year is in excess of 95% (this will include sickness absence). If a request for leave of absence is made, it must be discussed directly with the Head of School, Suzi Whiting. Please remember that any absence taken without the authorisation of the Headteacher will be classed as "unauthorised" and effectively is the same as "truancy".

If your child has an appointment during the school day please let us know in advance. They will need to be collected by a responsible adult and signed out of the building. Please let us know who this will be if the adult is not the child's parent.

Child Protection Statement

Under the ***Education Act 2002 (section 175)***, schools must make arrangements to safeguard and promote the welfare of children.

We will endeavour to provide a safe and welcoming environment where children are respected and valued.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The school should make parents/carers aware that records of welfare concerns may be kept about their child. They should be informed that school staff will seek, in general, to discuss any concerns with them including referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers.

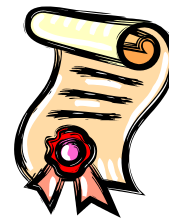
In accordance with local Information Sharing protocols, we will ensure that information is shared effectively and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for children protection (known as the Designated Person for Child Protection) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Under Section 3 (5) of the Children Act 1989, schools or any person who has care of a child "may ... do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare". This means that on rare occasions, a school may need to "hold" a child in school whilst Social Care and police investigate any concerns further.

At KPA the designated person for child protection is Suzi Whiting, Head of School. In her absence, Katy Duncan and Tracy Bryden (DLPT COO) are the designated persons.

AWARDS



A variety of awards are presented to our children on a regular basis, as follows:

House Points

KPA has three houses which are named after families who owned Kimbolton Castle from 1520-1950:

- Wingfield (Blue)
- Montagu (Red)
- Mandeville (Green)

Housepoints are a reward given to children for work, effort or attitude which exceeds normal expectations. Each child has a housepoint award card on which teacher's record housepoints awarded. The children have the chance to receive 5 different certificates; Bronze, Silver, Gold, Platinum and Diamond. Between October half term and Christmas most children will have received Bronze, by the end of the school year most children will have received Gold and the best workers will have received Platinum. Diamond is awarded for outstanding achievers and will be a rare and special occurrence. Housepoints start fresh each academic year.

Weekly

- 5* Learner Award is presented to one child in each class who has demonstrated outstanding achievement and progress in their learning.
- An Endeavour Cup is presented each week to one child. This recognises consistent and sustained effort.
- A Kindness & Caring award is presented to the child who has been particularly kind, helpful or caring to another pupil.
- Lunchtime VIP Award – Our Lunchtime Supervisors and Cook identify three children who have been polite, helpful or caring at lunchtimes and these children are then invited to sit on our special VIP table in the Dining Hall.

Half Termly/Termly

- Handwriting Awards are presented to one child in each class who has demonstrated significant progress in their handwriting.
- Attendance Certificates are awarded to children who have achieved 100% attendance in that term.

Annually

- Attainment Cups for reading, writing and maths.
- Butler Cup for reading.
- Sports Leader award.
- Netball trophy.
- Whiteman trophy for football.
- Sports Shield.
- Kindness and Caring award.
- Performing Arts award.
- House Cup is presented at the end of the academic year.
- 100% attendance certificate for the whole academic year.

BE INVOLVED!!!

Communication

We operate an electronic communication system called SchoolComms. This enables us to send school communications to your email address and also text messages to your mobile phones. We publish a fortnightly newsletter which includes a lot of important information and an updated school diary. Your child relies on you reading your newsletter and other letters in order that they do not miss information, eg. no child enjoys arriving at school in their uniform, only to discover that it is a non-uniform day!! So please ensure you read your newsletter!! In addition, our school website is full of information and is regularly updated with photos of the pupils' activities. Our website address is: www.kimboltonprimaryacademy.cambs.sch.uk

Helping in School

We would love to hear from you if you would be interested in coming into school to help, whether that is to help out with cooking, craft projects, reading, music or anything else you may be interested in or have a talent for. We do need to ensure that all regular helpers have a Disclosure & Barring Service (DBS) check before they can work with the children, but we can arrange this for you. Please ask in the school office for more information.

Visiting School

There are numerous occasions when we will invite you into school to share events with your child. Each term there is a class assembly when each class shares what they have been learning that term. In Ash Class there is a 'family read' session each week when parents and younger siblings can come in and share a story with a few children. We attend our local church for Harvest Festival, Christmas and Easter services. During the autumn and spring terms, we hold parent consultation evenings which give you an opportunity to meet formally with your child's class teacher. In the summer we have an open afternoon during which your child will take you on a tour of the school and share their life at school with you. We also hold many other events during the year, eg. Christmas Concert, Leavers' Assembly, curriculum evenings and many PTA fundraising events.

Governing Body

KPA is managed by a local governing body elected or appointed as governors on behalf of Parents, Staff and the Community for a period of four years. Governors can be re-elected/re-appointed at the end of their term for a further four year period. This is a great way to understand and influence what happens in your school. Look out for any news of forthcoming vacancies in our fortnightly newsletter!!

PTA

The PTA is run by a committee of parents and teachers and fundraising is the largest part of their role. A lot of their funds go towards enhancing the provision which school provides as well as funding and organising children's events, eg. cinema nights. The PTA has recently bought some outdoor equipment for the children to use during lunch time and laptops for use in the classroom. There is always room for new members on the committee at any time. You don't have to give an enormous amount of time as a PTA member – you could become a PTA helper. We are always looking for parents to do odd jobs for us, eg. wrapping lucky dip prizes or helping to set up or clear away at the end of our events!!



GENERAL INFORMATION

School Milk Scheme

The school participates in a School Milk scheme which entitles all pupils under 5 to a free carton of milk each day. You will need to register your child online in order for them to receive this. After the children turn 5, milk can be purchased at 22p per day.

School Forum

Our School Forum is made up of six children, one from each year group from Year One to Year Six. Each member is elected by their class to represent the ideas and views of their year group. The Forum meets every third Wednesday throughout the term to gather and share views and ideas and discuss new and exciting projects. It is the job of each Forum member to pass on to their classes the information that they have been given at the meetings, as well as to ask their classes for their opinions on any discussion items, record them and feed them back to the Forum.

Behaviour

We set high expectations for behaviour at our school. For more information about pupil behaviour, please see our Behaviour Policy.

Parking

Please do not park in the school car park as this is for use by school staff and visitors only. Please park safely on the road and with consideration for our neighbours. Please note there is no vehicle movement permitted on our school site from 8.30am-9am and 2.45pm-3.15pm. Parents and children should cross the car park entrance using the crossing and use the protected pathway when approaching the playground entrance.

Dogs

Please do not bring your dogs onto the school site, with the exception of guide dogs.

Smoking

Please note that our school is a strictly non-smoking site and this includes the grounds surrounding the school. Thank you for your consideration.

Mobile Phones

Children are not permitted to bring mobile phones into school. If children need to carry a mobile phone to and from school for safety reasons, then we ask that it is named and handed to the school office for safekeeping during the day.

