



Parent Handbook



Charlton Kings Infants' School

Taking you step-by-step through starting school

Celebrating success



Dear Parents and Carers

As an Eco School we have a commitment to minimise our impact on the environment by delivering regular news by email. The school sends texts and emails via a Messaging Service. In order for you to receive communications this way we ask that you keep us updated with changes to mobile numbers and email addresses. E-news for parents and carers includes the latest information on school matters, updates on schemes of work, and other items of interest, such as school events and achievements. You will automatically be sent email updates from the teachers, PFA (Parents & Friends Association) and myself.

The only time we send out paper copies is when we need a signed return slip; for example, consent for educational visits or special activities. We do respect your privacy and we will not use your email address for any other purpose or pass it on to a third party. If you are unable to receive email please see the staff in the school office.

We send out text messages and a regular school newsletter. These lines of communication inform you about recent and planned events and celebrate our children's learning and achievements. All classes have a Twitter account and they regularly tweet class news. We update our school website regularly with events and notices and ensure that all information and relevant policies are available for your reference. Please refer to our website for policies such as Child Protection and Safeguarding, Behaviour and Anti-bullying, Complaints and Home Learning. We have also produced a school prospectus, parent information directory and a home learning helper outlining key information, all of which can be found on our school website.

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 in writing to Mrs James outlining the exceptional circumstances for the request. Illness should be reported to reception by 9am each day that your child is unwell by telephone or by emailing 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 by 4th July 2018

General Data Protection Regulation

Please see our website, under Documents, 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

Answering your Questions

On page 12 you will find Key Information and on pages 13-14 you will find answers to Frequently Asked Questions. If you have any further questions please email the school office:- secretary@ckis.org.uk

Policies and Term Dates

On page 15 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

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 the 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’ (Fostered children).
- Children who have been adopted from care.
- 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: <http://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/> or by visiting the school office for a paper copy. 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

Birth Certificate

YR ☐ Y1 ☐ Y2 ☐

Possible date of child starting at Charlton Kings Infants’ School

for office use

Child’s legal surname (capitals):

Forenames:

Name you wish your child to be called at school (if different from above):

Date of birth:

Gender (M/F)

Adopted: (Y/N)

Nationality:

Country of birth:

National Insurance No

Child in care: (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:

Do you consider your child to have a disability or illness? (Y/N) If yes please specify:

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

Mother’s surname:

Forename:

Title:

Home address:

Post Code:

Home telephone number:

Work number:

Mobile:

Email address:

Are you a member of HM Forces? (Y/N)

Father’s surname:

Forename:

Title:

Home address:

Post Code:

Home telephone number:

Work number:

Mobile:

Email address:

Are you a member of HM Forces? (Y/N)

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

Name of doctor’s surgery:

Telephone:

Address

Please tear here

STEP 1: REGISTRATION FORM
Charlton Kings Infants’ School

Please give details of allergies or problems your child may have:

Hay fever ☐ Food/drink allergy ☐ Asthma ☐ Eczema ☐ Allergy to plasters ☐ Speech Hearing ☐ Sight ☐ Others ☐

Please outline:

Nursery/Playgroup attended:

If transferring to this school, please give details of previous school:

Name, address and telephone number:

Siblings for waiting list:

Name:	Date of birth:
Name:	Date of birth:
Name:	Date of birth:
Name:	Date of birth:

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 and complete the confidential online form.

STEP 2: Ethnic Data Collection Form
Charlton Kings Infants’ School

Pupil’s name:	Class:
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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.)

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

STEP 3 Home – School Agreement
Charlton Kings Infants’ School

Child’s name:

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

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.

Child’s signature:

MY TEACHERS 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.

Teachers’s signature:

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;
- Not use any images of children, other than my own, on social networking sites.

Parent’s signature:

Please tear here

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 (please circle) No

Emergency Medical Permission

I agree that in case of an emergency I authorise the party leader/teacher 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 (please circle) No

Photographs and Display

I agree to the school taking photographs for use on the school website, newsletters, school prospectus, noticeboard and internal publications in line with the Acceptable Use Policy for the internet, electronic mail and school network, section 11. (This includes camcorder, digital and still photography).

Yes (please circle) 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 (please circle) No

Without name: Yes (please circle) 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 (please circle) 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.

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

Step 4

Step 5



Dear Parents and Carers

Allergen information

We have been contacted by our caterers, ABM Catering Solutions, following a review of some of their company policies and procedures. The result of which is to further improve their record keeping of medical conditions relating to food sensitivities of our children and by doing so safeguarding our children from potential incidents.

They have requested that the attached form is completed by parents for any children that need any specific dietary requirement related to a specific medical condition. Where there is a specific dietary requirement or medical issue, they will also require a medical document of their health condition which will be saved to their system. The medical document is to be approved by a health professional such as a doctor, dietitian or nutritional therapist.

The school chef manager will be briefed on the tailored diet to reduce risk of cross contamination during preparation time. The dietary information alongside a recent photo of the pupil will be displayed in the kitchen. ABM will not be able to review any recipes or menus without medical evidence. This is to ensure that they are catering for the correct diagnosis.

Please refer to the school website (www.ckis.org.uk) for further information regarding special dietary requirements/allergens schedule – this can be found under ‘Parents’, ‘Lunch Menu’.

If you need any further information please contact ABM Catering Solutions – telephone 01926 498448. In the meantime please return the completed form to the reception office.

Thanking you in anticipation of your co-operation.

Yours sincerely

Mrs Katie James
Head teacher

Please tear here

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

Allergy/Intolerance Information
Allergy/Intolerance Details:
Symptoms:
Daily Care Requirements:

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

Signature of Parent/Guardian:	
Signature of School Representative:	
Date of Care Plan Issue:	Review Date of Care Plan:

Special Educational Needs and Disabilities (SEN&D)

We make an early assessment of each child’s 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 +.

SEN Support 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 and despite all the action taken to meet the learning needs of a child, your child may still require additional resources. The school will then request an EHC assessment of your child’s educational, health and social needs. 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.

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.

Health and Welfare

Medicines

It is the school policy for appropriate staff, wherever possible, to assist children and parents by supervising or administering medicines when this is essential and **prescribed**. Where a child needs a high frequency of medication we will meet with you to discuss the best course of action.

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.

Epi-pen

Any trained member of staff can administer an epi-pen in an emergency.

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.

What are our School Times?

School times for all classes are:

- School starts: 8.50am.
- Lunch time: 11.45am –12.45 pm (Reception).
- Lunch time: 12.00 noon –1.00 pm (Key Stages 1/2)
- School ends: 3.00pm.

Arrivals and Departures

Children line up at 8.50 a.m. We cannot accept responsibility for children on the premises, including the grounds, before this. Children should not be on the premises after 3.00 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 08.50 am.

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 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.

Wraparound Clubs

Breakfast Club

The Breakfast Club runs between 7.45am–8.50am at a current cost of £3.50 per session. The children are escorted to their classrooms as the bell sounds 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 as a drink.

After School Club

Our After School Club runs two after school sessions: 3.00pm until 4.15pm and 4.15pm until 5.30pm at a current cost of £4.00 and £3.50 respectively. 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 details of the various activities offered to the children by clicking on the link to the Kids’ Club on the school website where you can also find the club’s enrolment form. You are welcome to visit and can contact us to arrange a mutually convenient time on the clubs mobile 07717 357406 or email ckkc@ckis.org.uk.

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 listed below. We hope that all parents will co-operate with us in this matter and set a standard of dress suitable for school.

- Grey crew-neck sweat shirt, or cardigan, with the school name and logo.
- Yellow polo-shirt (with or without the school name and logo).
- Grey trousers/shorts, skirt or pinafore dress.
- Grey or white socks or tights.
- Yellow check or striped dress for the summer.
- Sensible shoes (not trainers, high heels, beach shoes or party sandals).
- P.E. bag containing trainers (with velcro if possible), school T-shirt and plain dark shorts should be available in school throughout the year.

Where to Buy

We have arranged with Universal Uniform (formerly known as the Schoolwear Company) to stock and

supply all of our school uniform. Universal are based at Kingsville Road, Cheltenham. Their shop opening times are Mon–Fri 9.00am–5.00pm, Sat 10.00am–2.00pm and there is ample free parking. In addition you will find a dedicated uniform webpage: <http://www.theschoolwearcompany.co.uk/findyour-school/charlton-kings-infantsschool-uniform.html>.

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

Children are provided with a free school meal. We feel every child deserves the best quality of food and nutrition.

We always look to provide two main meals one of which is vegetarian, plus a jacket potato and/or baguette option. You can download a copy of the menu by clicking on the school website ‘Lunch Menu’ link.

Free School Meals

Meals continue to be completely free of charge for pupils in Reception and Years 1 and 2. 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.

Packed Lunch

If pupils do not wish to have school dinners they can bring a healthy packed lunch. Please note that we are a nut-free school.

Children need to bring their food and drink in suitable 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 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 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 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 fruit 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 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.

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. 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 really necessary. The school 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 within one week, it becomes an unauthorised absence.

Sickness

If your child is unwell with diarrhoea or vomiting we request they be kept at home for 48 hours after the last episode, in line with NHS guidelines.

Holidays

We do not advocate term time holidays and we expect all holidays, visits to see family etc. to take place during the school closure periods. All

school holiday dates are published to parents one year in advance.

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 in writing/ email to Mrs James. Any absence must be requested as far in advance as possible and no less than 4 weeks prior to the requested date.

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 movement skills through 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 skills. They are able to practise their aiming skills at the basketball hoops, take part in a game such as football or rounders, or go on the adventure playground.

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. The year 2 pupils have the opportunity of taking up violin or cello, taught by qualified peripatetic teachers. All teaching staff have, at some time, had training in music education. A Music Week is held every 3rd 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.

- Batsford Arboretum.
- Local churches and museums.
- Our choir visits local old people’s care homes.

Behaviour

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

- Effort – always striving to do my best.
- Resilience – challenging myself to do better.
- Make mistakes – trying new things, asking questions and taking risks as a learner.
- Persevere – keeping going, even when things get tricky!
- Independence and Collaboration

School Rules

We depend on receiving children who come ready to respond to expectations. It would help if you prepare them for the constraints of considering the needs of other children and by responding to the direction of new adults in their lives.

Misbehaviour is normally dealt with by the class teacher, but in more serious cases, it would be referred to the head teacher. If your child’s attitude or behaviour gives us cause for concern it is our policy to inform and involve you at an early stage. Bullying 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.

News

We provide information about our school activities, latest news and upcoming events on our school website: www.ckis.org.uk. Click on the ‘Parents’ menu option then scroll down to the ‘News and Events’ section. Our Newsletters can be found under ‘Documents’ and also have a wealth of information and news updates.

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 sign a Home School Agreement that outlines the intentions of all three parties. A copy of this is returned home to the parents.

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. This involves the Stage 2 process with your complaint/concern being referred to the head teacher for investigation and consideration. If you remain unsatisfied with the outcome of this stage, then your concern can be referred to Stage 3 which is an appeal to a panel of school governors. You will be fully consulted and informed at every stage so that you are always aware of what is happening.

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

Policies are also useful to parents. For example, a prospective parent might wish to view a school’s Behaviour Policy or Special Educational Needs Policy, before deciding whether to apply for their child to attend the school.

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 want to know what policies we have you can visit the school website www.ckis.org.uk and click on ‘Documents’ and then scroll down to ‘Policies’ to read some of our policies.

Key Policies

Some of our key policies are:

- Admissions
- Safeguarding and Child Protection
- Attendance
- Special Education Needs and Disability
- Complaints
- Behaviour
- Anti Bullying
- Medical Conditions
- First Aid

Working with Parents



Parental 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 complements, supports and contributes to the education of each child. We encourage frequent contact between home and school through parents’ evenings etc. We welcome parents into the life of the school, whether helping on an educational visit, joining the PFA or supporting children with their work.

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 their 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.

Three times a year, we organise after school sessions when you are invited to look around the school with your child.

In addition, throughout the year, you will be invited to attend termly classroom visits and our family assemblies.

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

We also recommend that parents sign up to the School News communication app to keep updated with news, events and important reminders. You can download this app by clicking on the ‘School News’ link on our website.

Term 1 2018

Monday 3 September – Friday 19 October 2018

Term 2 2018

Monday 29 October – Friday 21 December 2018

Term 3 2019

Monday 7 January – Friday 15 February 2019

Term 4 2019

Monday 25 February – Friday 5 April 2019

Term 5 2019

Tuesday 23 April – Friday 24 May 2019

Term 6 2019

Monday 3 June – Tuesday 23 July 2019



Ethos and Vision statement

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.

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