



The Kents Hill Infant Academy
Celebrating Every Child's Achievements

Parent Handbook

taking you step-by-step through starting school



Step 1

STEP 1: ADMISSION FORM/PERSONAL RECORD

The Kents Hill Infant Academy

Surname:		For office use only	
First name:		Date of admission:	
Preferred first name:		Year intake: Class group:	
Middle name(s):		Proof of Address seen: Birth Certificate seen:	
Date of Birth:	Gender:		
Address:			
Home Telephone:		Postcode:	
Names of brothers/sisters			
		Date of Birth:	
		Date of Birth:	
		Date of Birth:	
		Date of Birth:	
Name and address of pre-school attended:			
Name and address of previous schools attended:			
Telephone No:		Dates attended:	



Mrs H King, Headteacher, says...

It's great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01268 792500 and we will be happy to help.

Policies and term dates

On page 14 are details of some important policies you need to know about... *Attendance Policy, Behaviour for Learning Policy, Charging and Remissions Policy, Child Protection and Safeguarding Policy, Complaints Policy, E-Safety Policy, Home Learning Policy, SEND Local Offer*, and page 15 has term dates.

Welcome

Welcome to The Kents Hill Infant Academy, and I look forward to getting to know you and your child.



STEP 1: ADMISSION FORM/PERSONAL RECORD

The Kents Hill Infant Academy

Please write, in order of priority, details of all persons with parental responsibility and others whom you wish to be contacted in an emergency. (Please ensure that a parent’s name and contact number is entered here)

(1st Contact)

Title:	Full Name:	Relationship to pupil:	
Address:			
Telephone Numbers	Mobile:	Home:	Work:
Email address:			

(2nd Contact)

Title:	Full Name:	Relationship to pupil:	
Address:			
Telephone Numbers	Mobile:	Home:	Work:
Email address:			

(3rd Contact)

Title:	Full Name:	Relationship to pupil:	
Address:			
Telephone Numbers	Mobile:	Home:	Work:
Email address:			

If Mother or Father details are not listed above please give details below:

Title:	Full Name:	Relationship to pupil	
Address:			
Telephone Numbers	Mobile:	Home:	Work:
Email Address:			
Court order restricting access: <input type="checkbox"/> Yes <input type="checkbox"/> No (Please indicate) If yes please provide a copy of the court order			
Parental Responsibility: <input type="checkbox"/> Yes <input type="checkbox"/> No (Please indicate)			
Do you wish for the above to be recorded as an Emergency Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please indicate)			

How do you intend to travel to school: ☐ Walk ☐ Car ☐ Bus

Parental Consent – Please tick to confirm your permission (See notes below)

☐ Photography ☐ Local Visits ☐ Internet Access

Signature of Parent/Carer:

Name of Parent/Carer:

Date:

Data Protection Act 1998: The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DFE.

Guidance notes:
Parental consent
Photography
In order to comply with the Data Protection Act 1998 in respect of personal data, we need to ask for your consent to your child being photographed (including digital and video images) where we propose to use the images for publicity purposes. This includes posting them on a website, in the school handbook, for

events in the local paper or in parts of the school to which the public have access.
Local Visits
Whilst your child is at our school he/she will be going on a variety of local visits in connection with their work. By ticking the box you give permission for your child to take part in these visits. This covers visits where the children will be walking. All children will be supervised fully by the required

number of adults. If any visit entails a coach journey you will be sent a separate permission slip.
Internet
Children will be accessing the Internet to assist with learning. They will not be allowed to access the Internet without permission from staff and will always be supervised by a member of staff. All children will follow the rules for responsible internet use.

Step 1

Step 2

STEP 2: ETHNIC BACKGROUND AND LANGUAGES SPOKEN

The Kents Hill Infant Academy

Child’s Name:

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 and tick one box to indicate the most appropriate ethnic background of your child.

White

- ☐ British
- ☐ Irish
- ☐ Traveller or Irish Heritage
- ☐ Gypsy/Roma

Any other White background

- ☐ Albanian (excluding Kosovan)
- ☐ Italian
- ☐ Kosovan
- ☐ Turkish/Turkish Cypriot
- ☐ White Eastern European (including Bulgarian Czech, Latvian, Lithuanian, Polish, Romanian, Russian, Slovak, Ukranian)

Black or Black British

- ☐ Caribbean
- ☐ African
- ☐ Nigerian
- ☐ Other Black African (including Angolan, Black South African, Ethiopian, Ghananian, Rwandan, Sierra Leonian, Somali, Sudanese, Ugandan, Zimbabwean)

- ☐ Any other Black background (not represented in the categories above including Black Canadian, Black European, Black North American)

Mixed/dual background

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian (inc White/ Bangladeshi,White/Pakistani,White/ any other Asian background)

Any other mixed background

- ☐ White and any other ethnic group
- ☐ Other mixed background (not represented above
- ☐ inc Asian/Black,Asian/ Chinese,Asian/any other
- ☐ ethnic group,Black/Chinese,Black/ any other
- ☐ ethnic group,Chinese/other ethnic group)

Asian or Asian British

- ☐ Indian
- ☐ Pakistani inc Mirpuri Pakistani and other Pakistani
- ☐ Bangladeshi
- ☐ Nepali

- ☐ Other Asian (not represented above inc East African Asian,Kashmiri,Sinhalese,South African Asian, Sri Lankan Tamil)

Chinese

- ☐ Hong Kong Chinese
- ☐ Other Chinese (not represented above inc Malaysian Chinese, Signaporean Chinese, Taiwanese)

Any other ethnic background

- ☐ Afghanistani
- ☐ Filipino
- ☐ Thai
- ☐ Vietnamese
- ☐ Any other ethnic group (not represented above inc Palestinian, Kuwaiti, Jordanian, Saudi Arabian, Egyptian, Iranian, Iraqi, Japanese, Korean, Kurdish (from Iraq, Iran, Turkey), Central America, South American, Cuban, Belize, Lebanese, Malaysian (other than Malaysian Chinese), Moroccan, Polynesian, Figian, Tongan, Samoan, Tahitian, Yemeni)

- ☐ I do not wish an ethnic background category to be recorded

Ethnicity:	Country of Birth:
Religion:	Nationality:
Languages spoken at home (Please enter all languages, including English, currently spoken by your child. If more than one language, please indicate your child’s First or Main language	
Main <input type="checkbox"/>	Main <input type="checkbox"/>
Main <input type="checkbox"/>	Main <input type="checkbox"/>

Signature of Parent/Carer:

Name of Parent/Carer:

Date:

The 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 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 you having to be asked for it again.

STEP 3: NEW SCHOOL ENTRANT HEALTH QUESTIONNAIRE

The Kents Hill Infant Academy

Child’s Surname
Forename(s)

Name of Doctor:
Doctor’s Surgery:
Address:
Telephone Number:

Does your child have any medical needs eg Asthma, Diabetes, Eczema, Epilepsy etc. (Y) (N)

Does your child have any allergies (Y) (N)

Does your child have any food/dietary restrictions relating to allergies or religious observance (Y) (N)

If you have answered yes to any of the above please give details in the space provided.

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Does your child attend hospital or a clinic regularly (Y) (N)

Consultant’s Name:
Hospital/Clinic:
Please give reason:

Does your child take any tablets or medicines regularly? (Y) (N) Will your child need to take these in school? (Y) (N)
Please give details:

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Does your child have any additional physical or learning needs that require support in school? (Y) (N) Please give details:

Has an Educational Health Care Plan been issued for your child? (Y) (N)

Has your child ever had a serious illness or accident? (Y) (N) Please give details:

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Do you have any concerns about the following?

Eyesight (Y) (N) Height (Y) (N) Day/Night wetting (Y) (N) Hearing (Y) (N) Weight (Y) (N) Day/Night soiling (Y) (N)
Speech (Y) (N) Eating (Y) (N) Behaviour (Y) (N) Other (Y) (N) If Yes please give details:

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I confirm that School Staff may administer first aid to, or seek medical advice for, the above named child if necessary.

Signature of Parent/Carer:
Name of Parent/Carer:
Date:

Step 3

Step 4

STEP 4: ENROLMENT FORM FOR PUPIL PREMIUM

The Kents Hill Infant Academy

PLEASE ENSURE THAT THIS FORM IS COMPLETED AS ALL INFANT SCHOOL CHILDREN ARE ENTITLED TO
FREE SCHOOL MEALS

ABOUT YOUR CHILD/CHILDREN

Child’s Surname	Child’s First Name	Child’s Date of Birth			Name of School
		DD	MM	YYYY	
		DD	MM	YYYY	
		DD	MM	YYYY	

First contact Details

Full Name	
Date of Birth	
National Insurance Number	
National Asylum Support Service (NASS) Number	
Daytime Telephone Number	
Address	
Please provide your old address if you have moved in the last year	

Second contact Details

Full Name	
Date of Birth	
National Insurance Number	
National Asylum Support Service (NASS) Number	
Daytime Telephone Number	
Address	
Please provide your old address if you have moved in the last year	

<input type="checkbox"/> Parent is a serving member of the UK armed forces
<input type="checkbox"/> Child was adopted or left care under a special guardianship order or is currently in Local Authority Care.

FAMILY INCOME AND BENEFIT DETAILS

Please (X) the type of benefit you receive, if any:

Child Tax Credit with no Working Tax Credit and joint income of no more than £16,190 ☐

Guaranteed element of State Pension Credit ☐ Income based Jobseekers Allowance ☐

Income based Employment and Support Allowance ☐ Income Support ☐

Support under part VI of the Immigration and Asylum Act 1999 ☐ Universal Credit ☐

DECLARATION

The information I have given on this form is complete and accurate. I agree that, if appropriate, the Local Authority can use the information provided to process my application for the Pupil Premium entitlement. I agree to notify the Local Authority of any change in circumstance which could discontinue the entitlement of my child/children to the Pupil Premium allowance.

Signature of Parent/Carer:
Name of Parent/Carer:
Date:

Please tear here

STEP 5: The Little Vikings Before and After School Club
The Kents Hill Infant Academy

We have a Breakfast Club which runs every school day from 7.45am to 8.45am. Children may arrive at any point during the morning session, however if you require your child to have a healthy breakfast we serve this until 8.15am.

We also have an After School Club which runs every school day from 3.15pm to 6pm. Children are served a light tea during this time. Children may be collected at any point during the afternoon session.

The charge for Breakfast Club is £3.00 per session and After School Club is £8.00 per session, to cover staff and food costs. Payment is required beforehand, monthly in advance. We do accept childcare vouchers.

We provide a few simple activities, table-top games and so on. Numbers and weather permitting the children sometimes play outdoors too. Please note this is a child care facility rather than an activity or coaching club.

Registration and booking forms are available from the school office.



Home-School Agreement
The Kents Hill Infant Academy

VISION AND VALUES

At Kents Hill Infant Academy we aim to provide children with a happy, secure and stimulating learning experience. We believe that all children have the right to be respected and have the responsibility to learn how to respect others. Our school strives to reach the highest possible standard in everything that we do and to support children to become confident, independent learners with a thirst to continually learn and improve. We offer creative learning opportunities that stimulate, excite and enrich, making your child successful now and for the future.

The staff and governors at Kents Hill Infant Academy are fully committed to providing the best possible education for all our children. Every decision within the school is made by firstly considering what is in the best interest of the children. In this way, children are at the heart of everything we do. We value and respect each child’s background and experience so that we can develop the whole child.

OUR VALUES

Our values underpin everything that we do.



THE SCHOOL

The School will strive to

- Provide a high standard of education enabling the pupils to become successful learners who enjoy learning, making progress and achieving.
- Encourage pupils to achieve high standards in both work, behaviour and social skills.
- Reward effort, progress and achievement.
- Treat all children with respect.
- Create a caring, safe and secure atmosphere and environment.
- Encourage our pupils to become confident individuals who are developing healthy and fulfilling lives.
- Encourage pupils to become responsible citizens who are starting to make a positive contribution to school life and the wider community (local, national and global).
- Provide a stimulating environment where learning can take place.
- Provide a balanced curriculum and meet the individual needs of every child.
- Be open and welcoming at all times and offer opportunities for parents/carers to become involved in the daily life of the school.
- Keep parents/carers informed about school activities through regular newsletters and on our website.
- Let parents/carers know about any concerns or problems that affect the child’s work or behaviour.
- Contact parents/carers if there is a problem with attendance, punctuality and equipment.
- Provide activities, where appropriate, to be carried out at home.
- Provide regular opportunities for parents/carers to discuss children’s progress and observe work.
- Investigate parents/carers concerns in line with the school’s complaints procedure.
- Provide a varied menu of clubs, family learning, parent/carers workshops (including signposting to provision in the local area).

PARENTS/CARERS

Parents/Carers are expected to:

- Support the school’s vision and values.
- Co-operate to ensure daily attendance and punctuality and provide an explanation via The Studybugs App if the child is absent.
- Ensure pupils wear named school uniform and have appropriate PE clothing in school (including swimwear).
- Support the school’s Behaviour For Learning Policy.
- Support the school in encouraging pupils to become fit, healthy and safe individuals.
- Comply with all requests and information in our school handbook and newsletters.
- Attend consultative evenings and discussions about your child’s progress.
- Support children with spelling, reading, maths and other curricula areas.
- Sign home/school reading book and add constructive comments where applicable.
- Make the school aware of any concerns or problems that might affect your child’s work or behaviour.
- Encourage children to attend extra clubs and provision in the school and in the local community.
- Support the children in making a positive contribution to school life and the wider community (local, national and global).
- Support the school’s approach to on-line safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community.

PUPILS

Pupils should:

- Attend daily and punctually.
- Take ownership of their own behaviour and possessions.
- Follow their class and school rules.
- Treat other children and adults in school as they wish to be treated themselves.
- Listen to and respect all staff, not just teachers.
- Respect all members of the school and wider community.
- Take good care of all equipment and school buildings.
- Do all work as well as they can.
- Adopt fit, healthy and safe lifestyles.
- Contribute towards our school community.

Key information

What are our school times?

- Morning session: 8.55am to 12 noon (Classroom doors open from 8.45-8.55am)
- Break time: 10.30am to 10.45am
- Lunch: 12pm to 1.15pm (Classes 7, 8, & 9 -11.45am to 1.15pm)
- Afternoon session: 1.15pm to 3.15pm
- Daily assembly: 2.45pm
- School ends at 3.15pm

The Little Vikings Out of School Club

We have a Breakfast Club which runs from 7.45am each morning where children will be provided with a choice of cereal or toast and milk. This facility provides a really good start to the day for those parents who have difficulty in balancing home and work arrangements.

The cost is £3.00 per day, payable in advance via Schools Cash Office.

We also have an After School Club which runs from 3.15pm to 6pm each afternoon. Children will be provided with a light snack. The cost is £8.00 per day, payable in advance via Schools Cash Office.

Cashless

Kents Hill Infant Academy is a cashless school. All parents need to sign up to Schools Cash Office (Tucasi). In the first week of term a letter will be given to parents and carers of all new pupils giving full instructions and an individual link. Payments for trips, clubs, events and Little Vikings must be made through Schools Cash Office. Little Vikings sessions must also be booked online through this service.

Arrivals and departures

Children should not arrive at school before 8.45am when classroom doors open. Children are encouraged to enter the school independently and should make their way to their classrooms, hang up their coats and bags and get settled in. The class room external doors will close promptly at 8.55am. If your child arrives after this time they will need to enter the school through the main office entrance and will be marked in the register as ‘late.’

Uniform

We expect to see all children in a school uniform. This ensures the children look smart, which in turn, encourages them to take pride in their school and approach learning in the right frame of mind. A school uniform helps promote a sense of belonging and community.

Our uniform consists of:

Girls

Shirts or blouses – white
Polo shirts - white
Ties - purple
Socks – white or grey
Tights – white, purple, grey or black
Trousers – grey
Skirts/Pinafores – grey
Jumpers - purple
Cardigans - purple
Summer dresses – purple gingham (short sleeved, simple style, but not sleeveless with narrow straps)
Please remember - no designer wear, trainers or boots higher than the ankle please.

Boys

Shirts – white (long or short sleeved)
Polo shirts - white
Ties - purple
Socks –white or grey
Trousers – grey
Jumpers - purple
Please remember - no designer wear, trainers or boots higher than the ankle please.

For PE and games

Our school uniform includes clothing required for physical education. We have adopted a comfortable PE uniform which should enhance the children’s participation and enjoyment of sport and physical activity. Our PE uniform is the same for both genders, and can be purchased easily from high street shops at competitive prices.

Our children’s PE uniform consists of:

Purple/white shorts and white T-shirt.
Gusseted or Velcro plimsolls (no lace-ups or trainers).

Dark coloured tracksuit from home to wear outside in cooler weather (without hood).

PE bag – colour optional

Swimming:

Boys – conventional short trunks and swimming cap.

Girls – conventional one piece swimming costume and swimming cap.

Swimming caps can be ordered and paid for via Schools Cash Office.

Please ensure all clothing is labelled with your child’s name.

Lost Property

Please contact the school office.

Food in school

School meals

Our children are busy growing, not just through their learning, but physically too. We know that to perform at their best, they need a balanced and nutritious diet. Our kitchen team cook a different meal every day based on a three week rota. Children have a choice of a hot school meal or a jacket potato with filling. A vegetarian option is also available.

Free school meals

All children in Foundation and Years 1 and 2 (Key Stage 1) can have free schools meals.

Packed lunch

As part of our healthy eating policy, we encourage pupils who eat a packed lunch to enjoy a balanced diet, for example, a sandwich, cereal bar and a piece of fruit. We would ask that you support the school in its policy by ensuring packed lunches include a balanced, healthy choice of food and are nut free. Suggestions can be found on the NHS Live Well for Children website. Please visit <http://www.nhs.uk/livewell/yourchildatschool/> and look under the Healthy Lunchbox Treats section

If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with the child’s name and class. Definitely no glass containers or fizzy drinks please.

Fruit and drinks

All children in Foundation, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. To encourage children to try a variety of foods, different fruits are provided throughout the week such as oranges, apples, grapes, raisins, pears and plums. 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 bottles

Hydration is important and aids learning and we encourage children to drink water regularly. Water is available throughout the day. Children are encouraged to bring in a named water bottle from home, ideally with a sport or spill proof cap.



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 and we will be happy to help.

Absence

At Kents Hill Infant Academy we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities available to them. Good attendance helps the children in our school community to maximise their learning. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and their life chances as it maximises their learning opportunities. Our school policy aims to support children to achieve high levels of attendance and punctuality.

We aim to encourage and assist all children to achieve excellent levels of attendance and punctuality and reduce persistent absence in order that all pupils are assisted in reaching their potential. If your child is unable to attend school because of illness please notify the school office of your child's absence via the Studybugs app before 9am on each day of absence.

If your child is not well enough to take part in PE, we must have a written letter to that effect.

Collection

If your child has to leave school during the day we must for safety reasons have a request directly from a Parent or Carer. Children will only be released to an authorised person over the age of 16. If they are collected during the day you will be asked to sign them out at the office.

Holidays

The school has a good level of attendance. 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

With this in mind the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing, using the appropriate application form, to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this may result in a penalty notice and fine.

Jewellery, watches and hairstyles

Occasionally pupils wear personal items to school which constitute a health and safety hazard. The following recommendations are in line with Essex County Council and School Health and Safety Policy and the Safe Practice in Physical Education document. They reflect our commitment to the safety of all our school children. The wearing of jewellery is discouraged with the exception of:

One pair of small, plain, stud type earrings in the ear lobe (no larger earrings or hoops etc. are allowed).

The wearing of necklaces, bracelets, rings etc. is not permitted. The only exception is allergy alert bracelets.

A small, simple watch may be worn so long as it is not set to 'make noises'.

Neither the school nor its staff are responsible for any loss, theft or damage to any of these articles.

Owners risk

Anything of value brought into school is at the owner's risk. During sporting activities such as PE or swimming, children must remove all jewellery, e.g. earrings, watches etc. and the responsibility of the safekeeping of the jewellery rests with the pupils. The removal of jewellery, e.g. earrings and replacing is the responsibility of the pupils. School staff are not permitted to carry out this task. If it is not possible to remove the earrings/jewellery then the pupils will sit out for those activities where safety may be compromised and be involved in the lessons in ways which exclude direct physical participation.

Hair and hair ornaments

Hair styles for both girls and boys should be simple and easily managed. Extremes of styles or colours are not permitted. The school requests that the children do not have their hair coloured or shaved in elaborate styles.

In the interest of hygiene and safety, long hair should be worn tied back. Hair ornaments should be school colours, plain and simple. Fancy combs, slides, bobbles, clips and fashion braids can be dangerous, distract children from their learning and must not be worn. Beading in plaited hair is not appropriate as it can cause injury to the wearer and other children.

Clubs and activities

A variety of school clubs have been organised for our children, to support or extend learning opportunities. We run sports clubs each morning for Year 1 and Year 2 children from 8.00am to 8.45am. The sports available change termly and are run by external coaches. Examples include:

- Gymnastics
- Tag rugby
- Yoga
- Ballet
- Multi-skills
- Football

We also run lunchtimes clubs such as:

- Knitting and sewing
- Recorders
- Computing
- Lego Club.

In addition to these clubs, the school also involves the children in music, dance and sports festivals and trips linked to the curriculum.

Trips have included:

- Layer Marney Tower
- Thorndon Country Park
- Barleylands
- Batic Music Festival
- Batic Dance Festival.



Special Educational Needs

We celebrate the differences between all of our children and young people, and value the contribution which every member of our school makes to the school community, and our community as a whole. We recognise and embrace that good quality teaching for all is vital to unlocking their potential.

Policy

The SEND local offer of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy resources are allocated to pupils after identifying need and determining priorities.

Additional support

Children progress at different rates and every effort is made within the school to cater for this. Children who have Special Educational Needs may receive additional advice and support from the local authority's Special Needs Support Service and other agencies. All children have access to the full curriculum and work is planned accordingly. Access to our full SEN policy is available via our website and is labelled 'The SEND local offer'. Please visit the school website <http://www.kentshill-inf.essex.sch.uk/> where you will find the policy listed under Key Information, Policies.

Frequently Asked Questions

Charging and Remissions Policy

The school has a charging policy, in accordance with the requirement of Section 110 of the Education Reform Act 1988 and Chapter 32 in the 2002 Education Act. The policy is annually agreed by Governors and applicable to all registered pupils. Parents are asked to make voluntary contributions to cover the cost of cookery, trips or visits to the school. The full policy can be obtained from the school office or by visiting our website <http://www.kentshill-inf.essex.sch.uk/>. The policy is located under Key Information, Policies.

Emergency arrangements

Please be advised that if the school is closed due to severe weather we will inform parents via Parentmail, the school website, or information can be found on the Essex County Council School Closure website:

<http://www.essex.gov.uk/Education-Schools/Schools/Dates/Pages/Emergency-School-Closures.aspx>

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 (within an hour). 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.

Medicine in school

Medicines may be given by parents throughout the school day. Should your child require medication during the school day, a medication notification form must be completed. Please do not put any medicines in school bags, even over the counter creams.

Nut allergies

Those children who have a known nut allergy must supply the school with an Epi-pen. Staff are trained to administer this should an emergency arise.

Inhalers

Children with asthma have access to their reliever inhalers whenever they need them. As our children are very young, all inhalers are kept in an accessible cupboard in the school's Reception Office. All inhalers are marked with the pupils' name. Inhalers are also available during school trips, offsite swimming sessions etc.

Parents/carers of all asthma sufferers are asked to complete our school medication proforma which will give the school full details of times and dosage needed. Date and times of dosages of inhaled medication will be recorded in the reception office medication file. School medical/asthma forms are sent to parents/carers of children with asthma on an annual basis to update.

Working with parents

Parental involvement

The school recognises the value of parental and community involvement and parents are welcome to help in school. We always like to include parent helpers on educational visits. All helpers will need to undergo a DBS clearance check.

Communication with parents

We have an open door policy at Kents Hill Infant Academy where parents are very welcome to discuss any concerns. It is important that we work together straight away to resolve any issues, no matter how big or small.

Parent's Evenings

Parent's Evenings are held regularly throughout the year and you are invited into school to discuss your child's achievements and progress with their class teacher. A written report is sent home at the end of the summer term detailing your child's progress throughout the year.

Parent Council

The Parent Council is a representative group of parents who provide parental input to the school improvement process, feedback on school initiatives and highlight general areas which parents would like the school to consider. The membership comprises of a parent/carer from each class and the Head teacher/Senior leader.

Parent communications

We send the weekly newsletter and other important notifications through Parentmail. All parents and carers are requested to sign up so that they are kept up to date with all relevant information. We use the SIMS Parent App Lite for all pupil information including address, emergency contact information and medical information.

This helps the school comply with the General Data Protection Requirements and allows parents to easily inform the school of any changes. An invitation for both of these apps will be emailed out in the first week of school and we strongly request that parents sign up to both of these.

At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide home learning, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

The Home School Agreement

The Home School Agreement is printed within this booklet and our Head teacher asks all parents and school staff to recognise and adhere to its contents.

Contacting Parents

In case it is necessary for a child to be sent home because of an accident or illness, it is essential that there is not only a phone number of your works address but also an alternative contact. You will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Emergency texting system

We also use Parentmail which enables us to contact you quickly in case of illness, absence, cancellation of an after school activity due to bad weather etc. Again, this makes it very important for you to keep us informed of your current email address and mobile phone number.



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 SEND Local Offer, before deciding whether to apply for their child to attend the school.

High standards

At Kents Hill Infant Academy we believe policies are vitally important as they 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 either call the school office and ask for a copy of a policy, or go online to <http://www.kentshill-inf.essex.sch.uk/> and visit Key Information, Policies.

Step 1



Key policies

Some of our key policies are:

- Attendance Policy
- Behaviour for Learning Policy
- Charging and Remissions Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- E-Safety Policy
- Home Learning Policy
- Teaching and Learning Policy
- SEND Local Offer

Step 2



Essex County Council School Term and Holiday Dates for Community and Voluntary Controlled Schools - Academic Year 2018-2019

September 2018							October 2018							November 2018							December 2018						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
																	1	2	3	4						1	2
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	18	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
							29	30	31												31						
January 2019							February 2019							March 2019							April 2019						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					
May 2019							June 2019							July 2019							August 2019						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

= Schooldays / Weekends = School holidays = Bank holidays

Autumn Term:	Tuesday 4 September 2018 – Wednesday 19 December 2018 <i>Half Term 22 October – 26 October</i>	72 days
Spring Term:	Thursday 3 January 2019 – Friday 5 April 2019 <i>Half Term 18 February - 22 February</i>	62 days
Summer Term:	Tuesday 23 April 2019 – Wednesday 24 July 2019 <i>Half Term 27 May – 31 May, and May Bank Holiday, 6 May</i>	61 days
		195 days

Non Pupil Days

Tuesday 4th September 2018
Thursday 3rd and Friday 4th January 2019
Thursday 2nd May 2019
Friday 3rd May 2019

Information correct at time of printing but may be subject to change



Kents Hill Road
Benfleet
Essex SS7 5PS

Headteacher: Mrs H King
T - 01268 792500
W - www.kentshill-inf.essex.sch.uk
E - admin@kentshill-inf.essex.sch.uk



The Kents Hill Infant Academy
Celebrating Every Child's Achievements

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