



Kingmoor Nursery and Infant School

Parent Handbook

Taking you step-by-step
through starting school



Loving, Learning!

STEP 1: DATA COLLECTION SHEET
Kingmoor Nursery and Infant School

Please check that the information below is correct.
Complete any missing details, and return to the school office.

Surname:		Legal Surname:	
Forename:		Middle name:	
Chosen name:		Gender:	
Date of Birth:		Year:	
Address:			
Post Code:			
Telephone:			
Email:			

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address/Phone/Mobile/Fax	Work Address Phone/Email
1		Tel:	Tel:
		Mobile:	Email:
2		Tel:	Tel:
		Mobile:	Email:
3		Tel:	Tel:
		Mobile:	Email:
4		Tel:	Tel:
		Mobile:	Email:
5		Tel:	Tel:
		Mobile:	Email:

Travel Arrangements Walk

If the above information is incorrect, please tick the appropriate choice

☐ Bicycle ☐ Train ☐ Walks ☐ Car ☐ Taxi ☐ School Coach ☐ Public Transport

Route

Dietary Needs

Meal Arrangement

If the above information is incorrect, please tick the appropriate choice

☐ Free School Meal ☐ Paid School Meal ☐ Sandwiches ☐ Home ☐ Other

Medical Practice:

Address:

Telephone Number:

Medical Condition

Medical Note

Ethnicity :

Home Language:

Religion:

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 DfES.

Signature:

Please tear here

Zoë Turner, Headteacher, says...

Welcome to Kingmoor Nursery and Infant School and I look forward to getting to know you and your child

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

We need some information from you

Please follow the steps in our Parent Handbook and return your completed forms to our school office.

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 01228 558892 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 and page 15 has term dates.

Child’s Name : _____ Class: _____

Kingmoor Nursery and Infant School Annual Permissions

TRIP CONSENT

As the parent and guardian of _____. I give permission for him/her to accompany the class and the teacher on educational visits.

These will be arranged to support and enhance the learning experiences offered by the school.

I accept that I will be invited to make a voluntary contribution of the cost of visits outside the school.

Signed : _____ Date : _____

PHOTOGRAPHY/VIDEO CONSENT

As the parent and guardian of _____. I give permission for him/her to be photographed/videoed for school internal use only.

Signed : _____ Date : _____

As the parent and guardian of _____. I give permission for him/her to be photographed for use in publication such as newspaper articles, school website etc.

Signed : _____ Date : _____

PUPIL ACCEPTABLE USE POLICY

These rules will help us to be fair to others and keep everyone safe.

- ★ I will only use ICT in school for school purposes.
- ★ I will only use my class e-mail address or my own school e-mail address when e-mailing.
- ★ I will only open e-mail attachments from people I know, or who my teacher has approved.
- ★ I will not give my username and passwords to anyone else but my parents.
- ★ If I think someone has learned my password then I will tell my teacher.
- ★ I will only open/delete my own files.
- ★ I will ‘log-off’ when I leave a computer.
- ★ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ★ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ★ I will not give out or share my own/or others details such as name, phone number or home address.
- ★ I will be aware of ‘stranger danger’ when I am communicating online and will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ★ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ★ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.
- ★ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ★ I know that my use of the school ICT systems and e-mail can be checked and my parent contacted if a member of school staff is concerned about my safety.
- ★ I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.

Step 1

Step 2

Kingmoor Nursery & Infant School
Pupil Acceptable Use – Pupil and Parent Agreement

Dear Parent,

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these E-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact Mrs M Jamieson.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

We have discussed this document with _____ (child name) and we agree to follow the E-Safety rules and to support the safe use of ICT at Kingmoor Nursery & Infant School.

Parent Name:

Pupil Class:

Signed (Parent):

Date:

Signed (Pupil):

Date:

(INCLUDING HOLIDAYS DURING TERM TIME)

NOTES TO PARENTS/CARERS

The law does not grant parents an automatic right to take their child out of school during term time. If the request is for a holiday in term time you must have Parental Responsibility and be the parent with whom the child normally lives. Permission must be sought in advance. If you do not have Parental Responsibility and/or normally live with the child you must seek the consent of the parent who does and that person should complete this form. Schools will only consider requests from that parent.

When deciding whether to allow term time leave, for any reason, the school will consider:-

- The time and duration of the leave
- Your child’s record of attendance
- Learning that will be missed

WARNING: If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and this may make you liable to a £60/£120 fine.

TO THE HEADTEACHER Kingmoor Nursery and Infant School

I wish to apply for NAME[S] OF CHILD[REN] CLASS
..... CLASS.....

to be authorised as being absent from school from to inclusive

REASON FOR REQUEST FOR ABSENCE DURING TERM TIME:

IF HOLIDAY REQUEST, EXCEPTIONAL CIRCUMSTANCES WHICH MEAN THAT THE HOLIDAY CANNOT BE TAKEN DURING A SCHOOL HOLIDAY: (continue on a separate sheet if necessary)

Signature of Parent/Carer Date

This request may be discussed with the school Governing Body attendance panel.

- ☐ Absence dates ____/____/____ to ____/____/____
- ☐ AUTHORISED The School agrees to your child being absent from school on the specified dates above (school days)
- ☐ UNAUTHORISED The School does not authorise your request for leave in term time for the following reason:

SIGNED.....Headteacher.....Date

Please tear here

HOLIDAYS IN TERM-TIME

IMPORTANT: Please read carefully the information below.

WARNING: If you take your child on holiday in term time without the prior approval of the school, you may be liable for a £60 Penalty Notice* per parent per child.

As a parent/carer, you can demonstrate your commitment to your child’s education by, whenever possible, taking your holidays during school holidays.

THE FACTS	THE LAW
We recognise that it is often expensive to take a holiday during school breaks and that is why some parents may ask for term-time leave for their child. However, th is not considered an exceptional circumstance and headteachers are unable to authorise such absence. Research suggests that children who are taken out of school may never catch up on the work they have missed. This may affect test results and can be particularly harmful if the child is studying for final year examinations. Children who struggle with English or Mathematics may also find it even harder to cope when they return to school, while younger children may find it difficult to renew friendships with their classmates. WHAT YOU SHOULD CONSIDER There are times during a school year when a child may experience particular problems because of term-time leave such as:- <ul style="list-style-type: none">• Closeness to exams or tests• During the first year at a new school.• At the beginning of a new school term. If the school refuses a request for term-time leave and the child is still taken out of school, this will be recorded as unauthorised absence and you may receive a £60* fine per parent for each child.	The law does not say that parents have an automatic right to take their child out of school for holidays during term-time. However, in exceptional circumstances school may authorise, in advance, requests for periods of leave. If a child then stays away from school for more than the authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance. If the child is away from school for a total of two weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school as once removed from roll, there is no guarantee that the child will regain a place at the school. Advice from the Department for Education, effective from September 2013, states that schools can only approve absence from school if they consider there are special circumstances. Holiday prices, and the fact that the parents have booked a holiday before checking with the school, are not special reasons.

Other absence from school will be authorised if it is for the following reasons: <ul style="list-style-type: none">▪ Genuine illness▪ Unavoidable medical / dental appointments (but try to make these after school if at all possible)▪ Days of religious observance▪ Exceptional circumstances, such as bereavement▪ Seeing a parent who is on leave from the armed forces▪ External examinations▪ When Traveller children go on the road with their parents	Other absence from school will not be authorised: <ul style="list-style-type: none">▪ For any type of shopping▪ Staying home because of unwell brothers, sisters or parents▪ Birthdays▪ Resting after a late night▪ Relatives visiting or visiting relatives
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Please contact your child’s Headteacher if you wish to discuss this issue.

The law requires schools to be open to pupils for 190 days each year, and every day is important. Please help them not to miss any of this valuable time.

We hope that when you have read this leaflet you will consider that your child’s education is too important to take holidays during term time.

*Penalty Notice £60 if paid within 28 days, increasing to £120 if paid after 28days and before 42 days.

Please tear here

Child’s Name : _____

Class Number : _____

Sweatshirts £8.50

	Age 3-4	Age 5-6	Age 7-8
Amount			

Cardigans £10.00

	Age 3-4	Age 5-6	Age 7-8
Amount			

Fleece £14.00

	Age 3-4	Age 5-6	Age 7-8
Amount			

Book Bag £4.30		P.E. Bag £3.80	
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PAYMENT MUST BE MADE AT THE TIME OF ORDERING PLEASE BY CASH OR CHEQUE

If you are intending to use any of the extended services we offer, please indicate below and return this form to school as soon as possible. This will enable you to make online bookings before the start of the term.

If your needs change in the future you will need to inform the school office. Thank you.

- ☐ Breakfast Club
- ☐ Afterschool Club
- ☐ Holiday Club

Name of Child

Parents Name

Parents Mobile Number

Parents Email address

Please tear here

Step 4 -5

Step 6

Please tear here



Cumbria County Council

Application for Free
School Meals and
School Clothing
Vouchers

Please complete this form in BLOCK CAPITALS

Parent / Guardian Details

You

Title: Mr / Mrs / Ms / Miss

First Name: _____

Last Name: _____

Date of Birth: _____

National Insurance No: _____ or NASS No: _____

Address: _____

Postcode: _____ Telephone No: _____

Relationship of Applicant to Pupil(s): _____

Child / Children’s Details

Please enter below the name of each child you wish to claim for who is:

- a) living at home and is **in Full Time Education** and **under 16** or
- b) is **over 16** and **in Full Time Education** at school

First Name	Last Name	Date of Birth	Name of School (From September 2015)
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	

Form: WB1 (2015/2016)

Please tick the benefit you receive for your child / children

Child Tax Credit with **NO** Working Tax Credit

☐

Working Tax Credit Run On (for four-week after finishing work)

☐

Income Support

☐

Income Based Jobseekers Allowance (Not contribution based)

☐

Income Related Employment and Support Allowance (Not contribution related)

☐

Guaranteed Element of State Pension Credit

☐

Support under Part VI of the Immigration & Asylum Act 1999

☐

I/We have an Annual Income of **below £16,190** (*as assessed by Her Majesty's Revenue & Customs*) **with no Working Tax Credit**

☐

Universal Credit

☐

Children who receive Income Support or Income Based Jobseekers Allowance in their own right are also entitled to receive Free School Meals

Please Note:

- Cumbria County Council has the facility to check benefit entitlement. This means that you do not need to send proof of benefit at this stage, however if we are unable to establish your entitlement we may request current documentary evidence.
- You may not qualify if you are in receipt of Working Tax Credit.
- You will be charged for all school meals taken prior to confirmation of entitlement.

Declaration

I certify that the information given by me regarding income/benefits is correct to the best of my knowledge and belief. I authorise Cumbria County Council to use the information I have provided to process my claim for Free School Meals and to contact other sources allowed by law to verify my initial and ongoing entitlement. It will not be shared with any other parties.

I will inform the Free School Meals Service and my child’s school immediately if I no longer receive the qualifying benefit or if any of my personal details (ie: address / name) change. I understand the Local Authority has a duty to protect public funds and may use the information provided on this form to prevent and detect fraud. I will become liable for payment of any school meals taken by my child / children to which they are not entitled.

Signature of Applicant: _____ Date: _____

Completed forms should be returned to: Free School Meals Service
Service Centre
Environment & Community Services
Parkhouse Building, Kingmoor Business Park
Carlisle, CA6 4SJ

If you require help or advice regarding your application please contact: Tel: **01228 221133**

For Office Use Only Date Form Received: _____

Claim checked on FSM ECS: Found ☐ Not Found ☐

Date Input: _____ Authorised on behalf of CCC: _____

Key Information

What are our school times?

The doors open at 8.50am.

Nursery

Morning Session: 9.00am - 12.00pm.
Afternoon Session: 12.30pm - 3.30pm.

School

Morning session: 8.55am – 12 noon.
Afternoon session: 1.15pm – 3.25pm.

Please note, children will be taught until 3:25pm and will then leave their classes so they will be ready for collection after 3:25pm.

Wraparound Care

Parents should note that wraparound care is available from 8am-5.45pm daily.

Fees

Breakfast Club: 8.00am-9.00am	£3.50.
Nursery Wraparound 9am-12noon	£9.50.
Nursery lunch (hot school meal)	£1.00.
Nursery lunch care 12.00-12.30pm	£2.50.
Afterschool Club 3.25pm-5.45pm	£7.00.
Holiday club prices from (per half day session 8.00am- 1.00pm / 1.00pm-5.45pm).	£11.25

All bookings must be made in advance and paid for. Any cancelled sessions will not be refunded. After School and Holiday Club both operate until 5.45pm - late pick up is £15.00. Payment is made online and details are available from the school office.

Uniform

Uniform provides our children with a sense of belonging to the ‘school family’. When in school uniform our children are encouraged to conduct themselves both during and beyond the school day according to the values we promote at school. Our uniform consists of:

- White or pale blue polo shirts (no logo).
- Blue jumper or cardigan (Logo available from office).
- Black/Dark Grey trousers / skirts / Blue checked dress (Summer).
- Socks/Tights.
- Sensible black school shoes.

PE Kit

- Plain white T shirt.
- Plain black shorts.
- Plimsolls or trainers.
- PE Bag (Logo available from school office).
- Book Bag (Logo available from school office).

Where to buy

All items of uniform are available from the school office. Payment can be made in cash or cheque. The school cannot accept card payments.

Lost property

Every year items find their way into our lost property. When they are properly labelled with a laundry marker or name tag we can return them to the owner. Please help us to help the children to look after their own property by ensuring that all PE kit and uniform is clearly marked with each child’s name.

Food in school

School Meals

All children in Foundation and Years 1 and 2 (Key Stage 1) can have free schools meals. Our school meals service offers a choice of menu with alternative main meals for vegetarians and a sweet course. We provide all children with fresh water. Current menus are available on the school website: <http://www.kingmoorinfants.com/> under ‘Parents’.

Fruit and drinks

All children in Reception, Year 1 and Year 2 are provided with free fruit every day and so snacks do not need to be provided from home. If your child has any dietary needs or 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 provide all children with fresh water. Children up to the age of five are entitled to free school milk.

Please note that we are a nut free school.



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!

Attendance and absence

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 the life chances as it maximises their learning opportunities.

We set class targets to encourage all children to achieve excellent levels of attendance and punctuality and reduce persistent absence. We report class attendance levels in our school newsletters so parents are aware of the current position. If your child is taken ill, please ring the school before 8.55 am and leave a message on the school answerphone.

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. Parents are notified, in advance, of proposed dates for Statutory Assessments and Testing (SAT’s) and they should make every effort to ensure their child attends school during that period.

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 parents may be fined.

Medical appointment

If an absence relates to a medical appointment, the school requires sight of the appointment card or letter; but wherever possible these appointments should be arranged outside school hours.

Jewellery and other valuables

Jewellery, including rings, should not be worn to school as nasty accidents can occur. If your child has pierced ears, only small studs should be worn in the interests of safety. It must be noted that for health and safety reasons, earrings must not be worn during PE lessons and we request that your child does not wear earrings to school on PE days. Wrist watches may be worn to school but we cannot accept responsibility for their safekeeping. Children are not allowed to bring mobile phones to school.

Sport

At Kingmoor Nursery and Infant School we aim to provide sustainable high quality PE and School Sport experiences that are innovative, creative and exciting for the children. We promote the understanding that PE and sport are an important part of a healthy, active lifestyle

and will have a positive and productive impact on pupils’ opportunity to achieve their full potential. We ensure that children have the confidence, skills and control to get involved in PE and sport. As a result we see our children willingly taking part in a range of competitive, creative and challenge-type activities, both as individuals and as part of a team or group.

We have a large outdoor space at our school for children to improve their physical development. Both playgrounds include large climbing equipment to develop children’s large motor skills. We have utilised our Government Sports grant for our partnership with Cumbrian Sport and Physical Activity Alliance Foundation. They provide an hour lesson per week for all children in Key Stage 1 classes. These classes include balls skills, golf, basketball, hockey, cricket and many more exciting challenges for our pupils. The grant also ensures we can provide the opportunity for the children in KS1 to learn and improve their swimming skills by providing 3 classes with free weekly swimming lessons.

Music

Music is taught as a fun, practical, sociable and creative art to be enjoyed by all! We enjoy a weekly singing assembly where we learn and sing a wide variety of songs. We are members of Sing Up, an organisation that believes singing improves learning, confidence, health and social development. In the foundation stage, children enjoy singing lots of action songs, nursery rhymes and singing games to develop their musical skills and to aid learning in other curriculum areas. During Key Stage One children build upon these experiences and develop their skills of performing, composing, listening and appraising. They explore and express ideas about music through movement and dance.

Clubs

The school has been introducing a number of clubs. Currently these are:

- ICT.
- Dance.
- Science.

Good Behaviour

It is the aim of our school that every member of the school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all. Our school’s Behaviour Policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote the overall well-being of children and staff and an environment in which everyone feels happy, safe and secure. The Behaviour Policy confirms the school commitment to:

Behaviour Policy

- Ensure that each child can develop and achieve his/her full potential, educationally, morally and spiritually.
- Provide a safe and attractive environment where everyone feels welcome, happy and secure; free from disruption, violence, bullying and any form of harassment.
- Provide each child with the motivation and confidence to learn effectively.
- Promote self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.

- Promote a culture of praise and encouragement in which all children can achieve.

Special Educational Needs

At Kingmoor Nursery & Infant School we aim to identify any concerns as early as possible in the child’s school life or in some cases even before a child enters school and to act quickly in the best interests of that child. If at any time during a child’s time at Kingmoor Nursery and Infant School concern is felt by a teacher or parent about a child, the teacher will speak to the parent and an Initial concern form will be filled in by a teacher. If sufficient progress has not been achieved, the teacher will complete a more formal record outlining simple targets and strategies which will be reviewed twice a year and shared with the parents. We will adopt the approach, Assess, Plan, Do, Review.

- Kingmoor Nursery and Infant School offer a broad and balanced curriculum which seeks to engage all children.
- Lessons are differentiated to match ability and target groups are identified in the regular weekly planning formats for literacy and maths.
- Support of staff and equipment is provided to enable all children to access and engage with the curriculum regardless of their ability.

We have an inclusive curriculum and all children are able to access activities in a variety of settings eg children who have difficulty in walking can experience the woods through the use of a wheelchair to enable them to have access to this environment

Access

- The school has been designed to be all on one level.
- The doorways have been widened to ensure wheelchair access to all classrooms.
- We have ramps from the playgrounds into the main school buildings.
- There is a disabled toilet which accommodates one changing and toilet facility.
- All the walls in the common areas within the school have been painted to assist visually impaired children.
- Walls are marked where necessary to assist in the moving around of visually impaired children within school eg moving from the school hall into their own classroom.
- Technology is available to assist pupils with their learning i.e. iPads, voice commands on the computers etc.
- We seek to communicate with parents/carers whose first language is not English through spending time with them on an individual basis to explain the information we are sending out if they require it.

Gifted and Talented

We recognise that several of our children are gifted and talented. As for all children, we aim to provide appropriately challenging activities. Enrichment opportunities are provided within topic work and extra-curricular activities.

Emergency arrangements

We will always endeavour to open the school, but in cases of severe bad weather that may affect access our essential services, closure may be unavoidable. During severe weather please listen to the local radio station, and their information bulletin. If the school will remain closed then these details will be broadcast from approximately 7.00am onwards. We will also text you and provide details on the school website: <http://www.kingmoorinfants.com/>.

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.

Health and Welfare

We liaise closely with the school nursing team and Area Health Authority who oversee a wide range of services such as medicals, hearing /vision tests and health interviews. The nurses’ team is also available for any advice or issues you may want to discuss.

Medicines

The school has a policy regarding the administration and managing of medicines on the school site. Medicines are kept and monitored by the school administration staff who give the medication to the individual child if recommended by Health Professionals to be given during the school day. In addition:

- STAs/TAs are trained to deal with any medical needs a pupil may have and their training is kept up to date.
- All staff have epi-pen training (anaphylaxis).
- Individual health care plans are drawn up and discussed with the parents.
- Each class teacher has a list of children with their medical details and photos of these children are in the staff room.
- Where children have dietary concerns the children wear labels to indicate this during lunch time to ensure that all staff are aware of their needs.
- Inhalers are kept in the school office and the children are able to access them when required with supervision by administration staff.
- When offsite the medical needs of children are taken into account and inhalers are available to the children from the trained TAs.

Sickness

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

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.

Parental involvement

We believe that school is only successful when it works in partnership with people and organisations that can enhance the quality of education it provides, and contribute to the progress and success of its pupils. The most important partnership is with parents. Children make maximum progress when home and school work closely together. Reading and homework is an important part of this partnership. It allows the pupil to improve his or her own standards and potential beyond the classroom environment.

Partnership with Parents

In addition to all of this many parents and other volunteers come into school to share their skills. Even a few hours a week is very much appreciated. Perhaps you may like to join us by:

- Signing up as a regular classroom helper.
- Helping on school visits.

Assessment

We provide continuous, formative assessment which allows the teachers to closely plan and identify the next steps in learning for the class. Kingmoor Nursery and Infant School uses a detailed tracking system to monitor the progress of all the children, with regular meetings (Pupil Progress meetings) between the class teachers and the Head teacher. The progress of children is discussed and interventions are decided upon to close the gaps in their learning. The children who are on an IS/EP (Individual/Education Support Plan) will also have the opportunity to discuss their child's progress against the targets and the raising of a new IS/EP where necessary. These meetings will be held at least twice a year or more frequently (every 6 weeks) if it is deemed necessary.

Parent evenings

At Kingmoor Nursery and Infants School we hold two parents' evenings (November in the Autumn Term and March in the Spring Term) when parents are given a written summary of their child's progress against national expectations with a third report is sent home in July detailing progress and attainment during the Summer Term and setting targets for the new school year. If your child has a statement/ Educational Health Care Plan (EHCP) you will be invited in for an Annual Review of their current needs and academic progress against their targets.

Communication

We offer an open door policy whereby parents are able to come into school to briefly discuss with their child's teacher at the beginning of each day or make an appointment for a longer discussion at a more convenient time (usually the end of a day's teaching session). Parents are invited to curriculum open afternoons/evenings for Key Stage 1 and Foundation Stage are held at the start of each academic year which seeks to provide an overview of the teaching and learning that is in each year group. Afterwards there is an opportunity for parents to discuss concerns with their child's teacher or any of the support staff teaching their child.

Home learning

The children have weekly home learning which is differentiated to their needs to enable them to make progress against planned targets. Within the home learning booklet the parents have the opportunity to comment as well as the regular home school reading record so that

parents have a two way communication if they are unable meet with the class teacher directly. We offer a range of short courses for parents based on a variety of themes which enable the parents to support their child's learning.

News

The school has a weekly newsletter which is sent to parents electronically but there are paper copies outside the main school office. All our newsletters can be found on the school website under the 'Parents' section. You can also find our 'Latest News' updates and our 'Calendar' of events there.

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 which is returned home to the parents.



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.

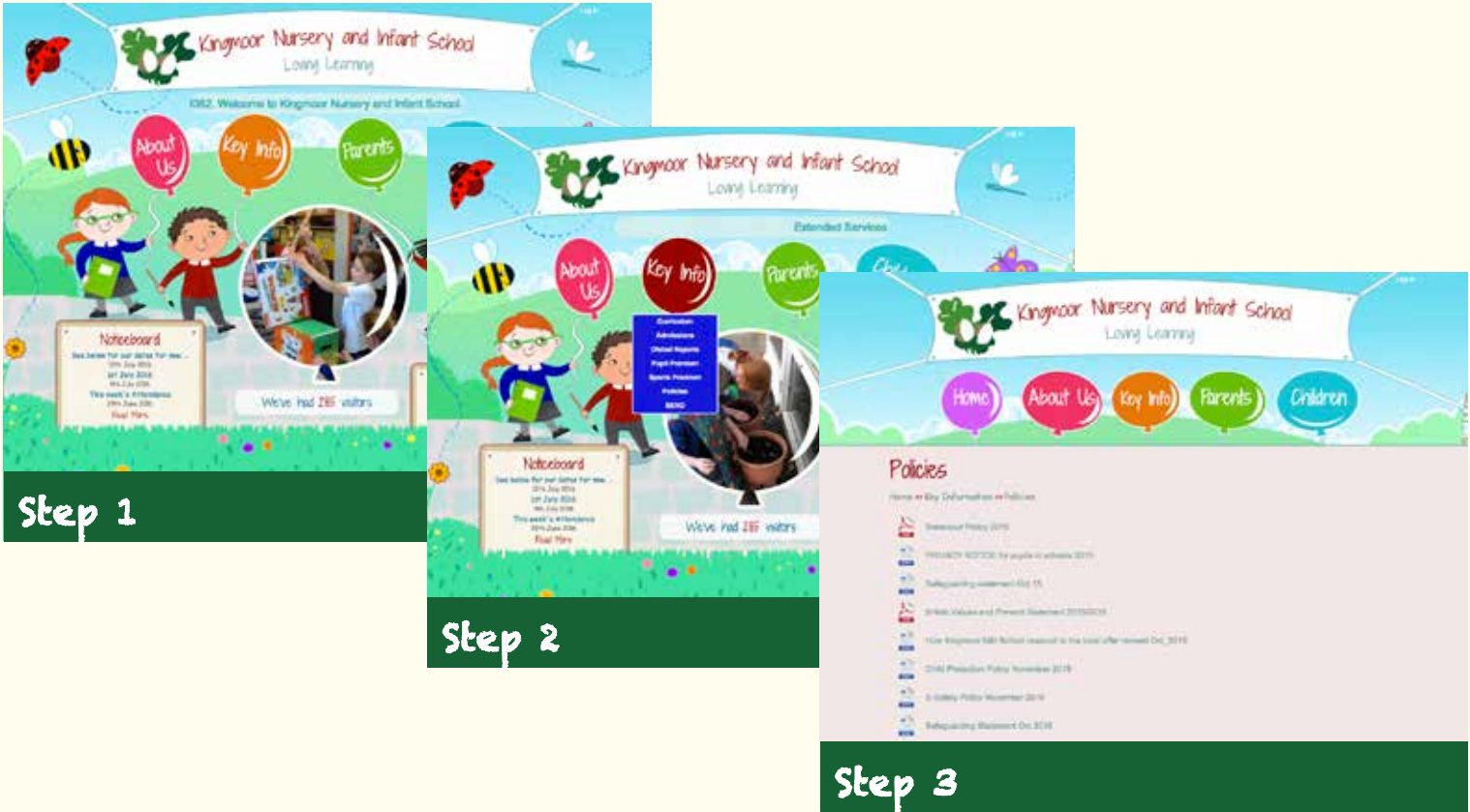
High standards

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: <http://www.kingmoorinfants.com/> and click on 'Key Info' and then scroll down to 'Policies' to read some of our policies.

Key policies

Some of our key policies are:

- Charging & Remissions.
- Anti Bullying.
- Equality Policy.
- Child Protection.
- Behaviour.
- SEND.
- Data Protection.
- British Values & Prevent.



Autumn Term 2016

Monday	5 Sept 2016	Pupils return
Friday	21st Oct 2016	School closes -Half term
Monday	31st Oct 2016	Pupils return
Friday	16 Dec 2016	School closes - Christmas break

Spring Term 2017

Thursday	5th January 2017	Pupils return
Friday	17th February 2017	School closes - Half term
Monday	27th February 2017	Pupils return
Friday	7 April 2017	School closes - Easter break

Summer Term 2017

Monday	24th April 2017	Pupils return
Monday	1st May 2017	School closed - May Day Bank Holiday
Friday	26th May 2017	School closes - Half term
Monday	5th June 2017	Pupils return
Thursday	20th July 2017	School closes - Summer break



Kingmoor Nursery and Infant School is all about happy, hard-working children having fun trying to reach their own personal best in all aspects of school life. Our children strive for excellence in everything they do. We have high expectations for all pupils and welcome creativity, diversity and shared experiences, interests and strengths. At Kingmoor we offer high quality teaching and excellent progress in a stimulating, caring learning community. We pride ourselves on being a friendly open school where all children try to do their best from the minute they enter school at three to when they leave for the Junior School aged 7.

We have 9 classes and a Nursery. Year groups work together and we retain a “small-school feel” that nurtures and supports all children while giving them access to the enriched experiences that only a larger school can offer. Each class is a vibrant exciting, learning centre where the children are challenged in a supportive, caring environment. We are proud of our school and the children’s academic and personal achievements. The Staff and Governors of Kingmoor Nursery and Infant School intend that every pupil will have an equal opportunity to develop their full potential.

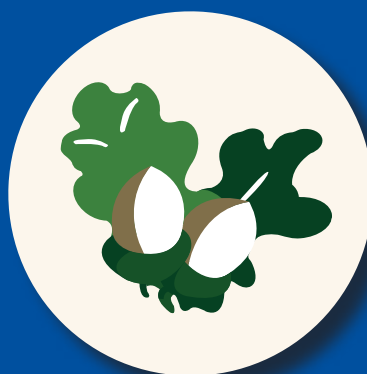


Our aims include:

To inspire in all learners a love of learning and a desire to continue to learn, and to promote independent learning.

To develop children’s understanding of their contribution to society and the wider world, where everyone is equal and cultural and ethnic diversity is valued.

At Kingmoor Nursery and Infant School we aim to offer maximum opportunity to all children in all areas of the curriculum irrespective of culture, gender or ability. Every child will be equally valued and encouraged to achieve success, feel positive about themselves and feel secure within the school community. We believe that all children are special and are entitled to a broad, balanced and relevant curriculum. “There is a strong focus on high aspirations and continual improvement.



Kingmoor Nursery and Infant School

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