

Your Kingshill Handbook



Thank you for choosing Kingshill Infant School. Use this handbook as a reference guide to support you with all you need when you join Kingshill Infant School

Safeguarding: Safeguarding is everybody's responsibility

Safeguarding is an integral part of our life at Kingshill and is everyone's responsibility. All Kingshill staff receive weekly training to help them to recognise abuse and to promote the welfare of our children. All staff and Governors are asked to read and sign to say that they understand the Kingshill Safeguarding Policy, Child Protection Policy and the most recent version of Keeping Children Safe in Education document on a yearly basis.

It is important for children to feel safe. Our day-to-day practices, our curriculum and through the use of specialist organisations such as the NSPCC, help empower our children by teaching them how to recognise abuse, stay safe on and offline and to use their voices to speak out. Children are encouraged to talk to a trusted adult if they are worried about anything. This can be done face to face or a note can be put in their class worry box. At Kingshill, we have a pastoral care room (The Hive) where children can go if they are feeling worried about something.

At times, we may need to share information, get advice or work in partnership with other agencies if we are concerned about a child's welfare. We believe it is always better to be transparent with all parties at these times and work together to achieve the best outcomes.

There may be times when you need extra help and support. If this is the case, please come and talk to us. There are many ways in which we can help.

What you can do

Parents and carers play a role in safeguarding children in their community. If you have any concerns, no matter how small, you should report them to someone who you trust will listen. The school is required to have a designated child protection officer for this purpose. Parents and children should speak to a safeguarding officer, listed below, if they have any concerns about a child or staff member.

If you think a child or young person may be in immediate danger, call 999. Otherwise contact Hertfordshire Children's Social Care on **0300 123 4043**.

Elliott Plumb, Headteacher, Designated Safeguarding Lead

Jenny Milbourn, Assistant Headteacher, Deputy Designated Safeguarding Lead

Tracey Tomlin, EYFS Lead, Designated Safeguarding Lead

Coral Munro, Treetops (After School Club Lead), Deputy Designated Safeguarding Lead

Vickie Fishburn, Year 2 Teacher, Deputy Designated Safeguarding Lead

Office and Contact

We're here to help!

The office opening hours are: 8:30am- 4:00pm

Website

Our website has important information such as:

The calendar and key dates and events for the term ahead:

<https://www.kingshill.herts.sch.uk/term-dates/>

The school dinner menus are here: <https://www.kingshill.herts.sch.uk/information/>

Class emails

The class emails for your child's class are here on our website:

<https://www.kingshill.herts.sch.uk/staff-list/>

These are to be used to inform teachers of information such as *'Harry won't have his book bag today as we are in the process of buying a new one'*.

We do not use the class email address for complaints. These will not be answered via email as email tone can often be misunderstood. Please call the office with any complaints and ask the class teacher to call you back to discuss and deal with any matters worrying you.

Gates

Kingshill have 2 entrances, 1 on Heath Drive (main entrance) and 1 on Popes Row.

Popes Row gate is open for drop-off and pick-up only.

Any other time during the day you will need to enter via Heath Drive, using the intercom.

For events such as class performances and Sports Day, both gates will be opened.

When driving in the streets around the school, please drive slowly.

Milk

All children at Kingshill are offered school milk that they have during the school day at snack time. Milk is free for children who are 4 years of age during the whole term, or who are eligible for Free School Meals. **Once your child is 5 years old, a payment request is sent via the School Comms app to order and pay for milk.**

Uniform

You can order uniform from Kids Connection in Hertford:

<https://www.kidsconnection.co.uk/>

Alternatively, we encourage you to speak to Friends of Kingshill (via email: friendsofkingshill@hotmail.co.uk) as they hold pre-loved uniform sales a few times a year and can reserve you the uniform of your choice if they have it in stock.

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**

Attendance and Absences

Endeavour to bring your child to school every day. Excellent attendance is extremely important to us at Kingshill.

If your child is unwell and cannot attend school, you will need to call the school and select option 1 or email the school as soon as possible.

If your child needs to attend a medical appointment during school hours, you should inform the school office.

If you need to request an absence, you will need to complete an absence form which you can find on our website under 'information.'

Kingshill Newsletters

Kingshill Newsletter are emailed on a Friday, every 2 weeks. On occasions, we will send out a mini-newsletter if we have a number of things to update you on.

Friends of Kingshill (PTA)



Friends of Kingshill is our PTA registered charity run by our parents in their own time. FKS run events from fairs, to sponsored events, adult only quiz nights to ice pop Fridays in the warmer months. If you would like to find out more and get involved, please email; friendsofkingshill@hotmail.co.uk. They do an amazing job raising funds for the school that otherwise we would not be able to purchase.

For example; in the playground you will see the floor markings, the bars. They have recently purchased 100s of new books for the library and classrooms and new musical instruments.

Apps and Online Learning Platforms:

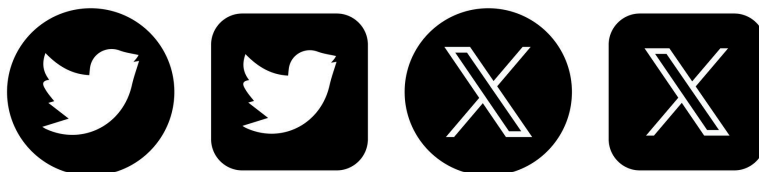


- **Scopay** – our App to choose your child’s lunch option. Caterlink are flexible, you can choose 1 of 3 options from school (1 of these will be a jacket potato) or chose to send your child in with a packed lunch. The option must be chosen by 8:45 on that morning. <https://www.scopay.com/login>
- **School Gateway** – our App to book and pay. We use this app for our clubs, trips, fundraising, consent etc. <https://app.parentpay.com/public/client/security/v2/#/login>
- **Tapestry** – this is App is for you to see updates on what your child is getting up during school. This is used in Nursery and Reception only. https://tapestry.info/features/tapestry-management.html?gad_source=1&gclid=EAlaQobChMI8bxmr-hhgMVXJFoCR3Aiw2iEAAYASAAEgLSR_D_BwE
- **Oxford Owl for online Read Write Inc. Storybooks:** <https://www.oxfordowl.co.uk/login?active-tab=students>
- **Read Write Inc. Virtual Classroom Videos:** On the Newsletter fortnightly.
- **White Rose Maths App:** <https://whiteroseeducation.com/1-minute-maths#download>

How & When can parents get set up on the apps? 1st day at school in September.

Book change days: Thursdays (some weeks we will send home books that the children have read before. This will be to help build fluency).

PE and Library days: These will be shared with you by your teacher via email in the first week of the new term in September.



Social Media

From time to time we upload pictures to our Facebook site. Our uploads include what we have been up to in school. For your child to be included in these snippets on Facebook you will need to give permission for us to use your child's photo, you can do this on School Comms or by emailing us. Please visit and follow our facebook page.



Explicit Praise and Rewards at Kingshill

- At Kingshill, we have extensively researched our positive behaviour policy and believe praise should be at the heart of our policy.
- We explicitly praise and reward our children for showing our learning characteristics (collaborator, empathetic, resilient, determined and responsible), school values (teamwork, hardworking and respect), effort in learning and exemplary behaviour. We issue a Star of the Week award to a child in each class each Friday for excelling in all of the above. Awarded during Friday's celebration assembly either in the hall or in class.
- Star of the week. Awarded during Friday's celebration assembly either in the hall or in class.
- Stickers - We encourage parents to ask children what they did to receive a sticker as we love giving out stickers at Kingshill.
- Fine Diners - Each week, one child from Reception, Year 1 and Year 2 are chosen as a Fine Diner. They are chosen based on their manners, politeness and eating their lunch nicely. They are rewarded on Friday with their lunch at a specially decorated table, with proper cutlery and plates.
- Pom Pom Jar - a class reward for the children showing their great values, being helpful, working as a team and showing Kingshill's values and learning characteristics. Once the jar is filled with pom poms the children get to vote on a class reward.

Behaviour Curriculum

At Kingshill, we believe exemplary behaviour is important. Therefore, we have written a behaviour curriculum that all staff follow. You will receive a copy of this curriculum in September. We will also hold a parent coffee morning in the Autumn Term where some of the meetings will be dedicated to discussing the importance of this curriculum.

Birthdays at Kingshill

We are a sweet-free school. If you would like to, we have a book Wishlist which you can purchase from. Your child can then bring the book to school and the class teacher will read this to the class. The book will then be placed into the library: <https://www.kingshill.herts.sch.uk/birthday-books-wish-list/>



Clubs (Clubs are available for Nursery to Year 2)

Nursery:

- Breakfast club would be 7.45am – 8.30am (45 mins @ £4.50 per child)
- Treetops could be offered at two sessions;
- Short session - 3.30pm-4.30pm cost £6 per child
- Or long session - 3.30pm – 5.30pm cost £12 per child

Places would need to be booked and paid half termly in advance with payment made through the schoolgateway app.

We run several clubs at Kingshill. These are bookable via School Gateway

- Breakfast Club – bookable daily on SchoolComms for £5
 - Our Breakfast Club starts at 7:45
 - You can arrive from any time.
 - Breakfast is last served at 8:15
 - Breakfast includes cereal, toast, pastries, and/or fruit.
 - Please book in your session in the ‘Clubs’ section before paying in the ‘Payments’ section
- **Treetops. Treetops is our after-school club.**
 - You can book right up until 3pm on the same day.
 - Sessions are 3:15-4:15 (£6). 3:15 – 5:30. (£12)

- o Treetops has an array of activities, toys, games and arts and crafts
- o Each term Treetops run a specific theme each day
- o The children are given snacks, including; fruit, crackers, rice cakes, bread sticks etc.

- **After school clubs**

- o We also offer specific after school clubs. These vary on a termly basis.
- o These clubs are paid upfront to ensure your space.

If you have any questions or feedback, please do not hesitate to get in touch. We would like to continually improve our handbook so it is a wealth of information for our parents.