



**Welcome to  
Kingshill, new  
Reception  
parents!**

**Thank you for  
choosing us.**

Parent Coffee Morning

# Safeguarding: keeping your children safe



- Safeguarding is every member of staff's responsibility at Kingshill.
- Staff receive weekly safeguarding training and follow our safeguarding and child protection procedures.
- Children are encouraged to speak to a trusted adult (we ask them to create a Safe Hand of 5 trusted people) or use their class worry box; The Nest provides a pastoral space for children who are worried.
- If we have a welfare concern, we may need to work with other agencies. We have Family Support Workers who we can refer you to if you need support with housing, difficult life events and financial worries that may affect you or your family.

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**  
**Jenny Milbourn, Deputy Headteacher**  
**Tracey Tomlin, EYFS Lead**  
**Coral Munro, Treetops (After School Club Lead)**  
**Holly Turner, Year 1 Teacher (and SLT)**

# Who to contact & communication



- Office opening hours: 8:30am–4:00pm.
- Class emails are useful for learning concerns, pick-up changes and replies to teacher requests.
- Teachers do not access class emails during the school day.
- For complaints or concerns needing escalation, contact the office (preferably via phone) so the appropriate teacher/phase leader/headteacher can respond.
- Please contact the office with changes to health or emergency medication and general enquiries. This is extremely important.

**We are always happy to chat about anything you may need so just get in touch via phone, catch me on the playground or on the gate or pop us an email.**

# Arriving at school



- Main entrances: Heath Drive. Popes Row is open for drop-off and pick-up only.
- At other times, use the Heath Drive entrance and intercom.
- Both gates may open for larger events such as performances or the Year 2 Leavers' Play
- Please drive slowly and carefully in the streets around school. Parking is often an issue for residents so please be respectful of the residents when parking.

# The everyday essentials



- Named water bottle every day, water only.
- Milk is offered at snack time. It is free while children are 4 or if eligible for Free School Meals; payment is requested via Arbor once they are 5.
- Book change day is usually on a Thursday in Reception (depending on their group, sometimes it's more frequent, sometimes it's on different days when they reach Year 1). Some weeks children may bring home previously read books to build fluency. This is a skill we are working on at Kingshill.
- PE and Library days will be shared by your teacher during the first fortnight of term when they send learning overviews out.

# Attendance & absence



- Please aim to bring your child to school every day: excellent attendance is very important to us.
- If your child is unwell, call the school and select option 1 or email as soon as possible.
- Tell the office if your child has a medical appointment during school hours.
- Absence requests must be made using the absence form at the office.

Term-time holidays are dealt with in the same way at every school: 5 days (10 sessions) of absence for a holiday will result in a fine of £80 per parent, per child. This is a directive from the government and we have very little discretion on these rules.

***If you need support with your child's attendance, we take a supportive approach to attendance to build excellent habits. We want your child to come to school every day so will always work with you to make this happen!***

# Arbor: your one-stop-shop



- Arbor is used for clubs, trips, payments, fundraising and consent.
- Choose your child's lunch option through Arbor by **8:45am** on the day.
- School meals offer three choices, including a jacket potato, or you can send a packed lunch.
- App set-up will take place on your child's first day at school in September. Please see the office with any issues you may have!



# Tapestry & learning at home

- Tapestry is our online learning journal for Reception and Nursery.
- There is no expectation to collect EYFS evidence through Tapestry; we use it to strengthen home–school communication and celebrate children’s experiences.
- We welcome special moments and achievements you would like to share from home.
- You may notice fewer posts in Reception than in Nursery as children become more independent learners.



# Reading: Read Write Inc. Phonics



- After the first half-term, your child may begin bringing home a Sound Blending Book, followed by Ditty Sheets and Red Ditty Books as appropriate.
- Book bags include books your child already knows and can practise successfully.
- Children may also bring a Book Bag Book, non-fiction/'More' Storybook and a picture book to share with you.
- Re-reading familiar books builds fluency: celebrate how well they can read rather than saying a book is 'too easy'.



# Supporting your child's learning



- Your child's progress is carefully monitored across all areas of learning.
- Speak to the class teacher if you want to discuss phonics, reading, writing, mathematics or wider development.
- Termly learning overviews are shared in September, January and April.
- The fortnightly newsletter also shares current learning, Read Write Inc. learning videos (which your child can join in with at home) and useful links and guidance.
- If you would like ideas for supporting learning at home, email the class teacher or contact the office to arrange a conversation.



# Positive behaviour & rewards: Our Behaviour Curriculum



- Warm, trusted relationships and praise is at the heart of our behaviour approach.
- **Teamwork, Hard Work and Respect** are our school values.
- Rewards include Star of the Week, stickers, the Tidy & Eco-Friendly Trophy and the class PomPom Jar.
- We have a behaviour curriculum which all staff follow, with a **zero-tolerance approach to violence and physical abuse towards staff and children.**
- You will receive the behaviour curriculum via email. Please give it a read.

*Having a dedicated behaviour curriculum is incredibly important; it creates a predictable, safe, and calm environment where children feel secure and anxiety is minimised. By explicitly teaching these daily routines, from how we listen actively in class to how we treat one another with kindness in the playground.*

# Come Read with Me!



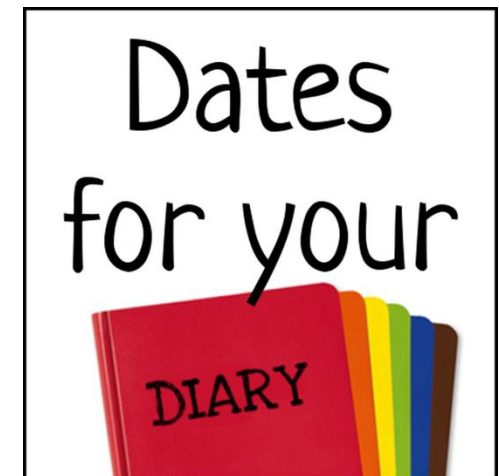
- Reception has its own version of our **Come Learn with Me!** sessions.
- From the **Spring Term (dates to be confirmed, usually the last Friday of half-term)**, once children are settled, parents will be invited to come into school and share a book their child can read. Later in the year, the children will learn poetry and perform this to you.
- These sessions are designed to celebrate children's reading and give them the chance to show you what they can do.
- Dates are shared through the school website calendar.



# Working together



- Meet the Teacher and parent consultation opportunities take place across the year.
- **Face-to-face consultations will be held on Tuesday 10<sup>th</sup> and Thursday 12<sup>th</sup> November (3:30-6pm);** virtual consultations take place in March.
- **Summer reports**, which includes assessments across the curriculum and attendance will come out to you at the end of the academic year, usually the day before the end of the year **(19<sup>th</sup> July 2027)**
- At the end of Summer there is an informal opportunity to say hello to your child's new teacher on Transition Day **(Thursday 8<sup>th</sup> July 2027)**. You can pop in and say hello to your child's new teacher with or without your child (as they may be at a club!)



# Birthdays



- We are a sweet-free school.
- If you would like to celebrate your child's birthday, you can choose a book from our Birthday Books Wishlist, which is on Amazon and the link is on our website.
- Your child can bring one of their favourite books to school for the teacher to read to the class.
- The book then becomes part of our school library with your child's name inside.



# Wraparound: Breakfast Club and Treetops



- Breakfast Club for Reception–Year 2 starts from 7:30am or 7:45am depending on the session and is **booked through Arbor.**
- Breakfast is served until 8:15am and includes cereal, toast, pastries and/or fruit.
- Treetops is our after-school club, with a range of activities, toys, games, arts and crafts and snacks.
- Treetops runs until 5:45pm Monday–Thursday and 5:30pm Friday, with different session options.
- Specific after-school clubs vary each term and are booked and paid for in advance.
- If wraparound costs are difficult, please speak to us.

# Smartphone-Free Childhood



## Smartphone-Free Childhood

**No mobile phones in school:** we are lucky as an infant school that the majority of our children do not even think about bringing in a smart phone!

**We encourage families to delay smartphones** and internet-enabled devices for as long as possible.

We recognise concerns around **screen time, inappropriate content, online behaviour, attention and emotional wellbeing.**

Please support us by **supervising screen time**, talking regularly about online safety and avoiding smartwatches/internet-enabled devices in school.

**No social media or online gaming platforms** for young children: giving them time to develop emotional maturity first is important.

**We're in this together:** families and school working together can help children develop healthy, safe and age-appropriate relationships with technology.

**Our message:** *Let children be children for as long as possible, childhood doesn't need a smartphone.*

# Stay connected

- Kingshill newsletters are emailed every Friday, every fortnight, and are also available on the website.
- Check the school website calendar for key dates, events and Come Read with Me! sessions.
- Use Arbor for day-to-day administration, payments, lunches, clubs, trips and consent.
- Use Tapestry for Reception learning updates and sharing special moments from home.
- Thank you for working with us — we are always happy to talk and answer questions.



# A final welcome from us



- Your child's first year at Kingshill is a big adventure and we are delighted to share it with you.
- Our aim is for the children to feel safe, happy, confident and excited to learn, wanting to come to school every day.
- Please ask questions and talk to us if you have any concerns.
- Thank you for choosing Kingshill: we are looking forward to getting to know you and your children!

**Do you have any questions?**

**Anything office or Arbor related, a member of the office is available to answer your questions or support you.**

