

# KINGSMOOR PRIMARY SCHOOL



## PARENTS INFORMATION BOOKLET

[www.kingsmoorprimaryschool.co.uk](http://www.kingsmoorprimaryschool.co.uk)

# THE KINGSMOOR CODE

We look after each other,  
our school and everything in it.

We try our best in everything we do.

We are friendly and polite towards each other.

## INTRODUCTION



Kingsmoor Primary School opened in February 1995 following the closure and merger of Bawdrip Infant School and Chedzoy Junior School.

The site at Bawdrip was originally established as a school in 1851. During 1994 the original school building was retained as part of the building of the new school and again during the subsequent extension of 2010.

The school serves Bawdrip and Chedzoy and also families living in neighbouring villages as well as Bridgwater.

The name 'Kingsmoor' derives from the “King’s Sedge Moor”, being the linking geographical feature between the two original schools.

Our school logo - the kingfisher - was chosen as being representative of the wild life in the area, the association with the halcyon days of childhood and as an attractive badge for school uniform.

## SCHOOL AIMS

The aim of the school is to help our pupils achieve their full potential as learners within a happy, caring atmosphere.

To achieve this successful personal development we place an emphasis on the relationships we build, the environment we create and the expectations we have.

Governors, Parents, Staff and pupils are all involved in the process and by working together we can provide the quality of education that our children deserve.

## THE KINGSMOOR CODE

The school encourages pupils to work and behave in a way which leads to their own successful development. To help with this aim we use the Kingsmoor Code, the main principles of which are set out below:-

We look after each other,  
our school and everything in it.  
We try our best in everything we do.  
We are friendly and polite towards each other.

Certificates reflecting these principles are awarded to children nominated by members of staff at the end of each week. The variety of certificates cover many examples of achievement and progress. The aim of this and other schemes is to raise self esteem and encourage improvement. We also nominate 7 pupils known as the “Kingsmoor Scholars” (one for each year group). During their week scholars help with lots of tasks in school and take on responsibilities. A badge is worn all week and a special certificate is presented by the Headteacher.

# WHAT DO OUR PARENTS AND OFSTED THINK OF KINGSMOOR?

*“The school’s caring ethos and high expectations are reflected in pupils’ extremely positive attitudes, leading to the very favourable climate for learning.*

*Behaviour in lessons is excellent, as shown by pupils’ high levels of attentiveness and responsiveness, and willing participation. Their behaviour at break times is exemplary. Pupils associate amicably with others, making good use of the small-play equipment and the climbing apparatus.”*

*Ofsted 2013*

*My child feels very happy & safe at school*



*Activities such as themed days, Friday activities, special events, productions, etc. are a real strength.*

*I love the wide range of extra activities that the school do and provide in school and after. I thought the dance festival was great, both children and staff put in a lot of effort*

*“The rich and stimulating curriculum provides engaging experiences for pupils, and together with the programme of visits and special events, and the broad range of extra-curricular activities, promotes pupils’ spiritual, moral, social and cultural development well.”*

*Ofsted 2013*



*Caring environment, staff really do care about the children and listen to them. Lovely passionate staff*



The school is really lovely. As parents we couldn't have made a better choice of school for my child. She has settled so well and loves it so much. Thank you fabulous school, amazing staff

“Attendance is well above average, and persistent absence is extremely low, reflecting pupils’ great enjoyment of school. Pupils show highly positive and mature attitudes to learning. Their behaviour in lessons and around the school is excellent.”  
Ofsted 2013

My child is learning so much

Pupils feel secure and confident, and develop mature attitudes to learning. They show high levels of respect for adults and other pupils, and are very polite towards visitors.  
Ofsted 2013



I feel very lucky to be able to send my daughter to what is a wonderful school. The fact that she looks forward to school each day and hates it if she is ever off ill is a testament to itself



Visit our website [www.kingsmoorprimaryschool](http://www.kingsmoorprimaryschool) for more photos

## STAFF (2016/17)

### Headteacher

Mr M Bird

### Deputy Headteacher

Mrs J Warren

### School Business Manager

Mrs L Williams

### Class Teachers

Miss E Mustoe

Miss R Dyer

Miss R Haines

Mrs C Owens

Mrs R Tucker

Mrs J Warren

Miss J Brown

### Office Staff

Mrs L Newton

### Teaching and Lunchtime Assistants

Mrs K Atyeo

Mrs W Butcher

Mrs N Bryant

Mrs L Hill

Mrs K Jameson

Mrs K Mexson

Mrs E Mills

Mrs R Nash

Mrs C Sluman

Mrs K Squire

Mrs S Wood

### Extended School Support

Mrs K Atyeo

Miss S Mitchell

### Caretaking and Cleaning

Mrs S Fisher

Mrs L Whitaker

### School Maintenance

Mr R Fisher

### Teaching

There are 7 class teachers, sharing responsibility for 7 classes in the morning Monday to Thursday and 6 classes in the afternoons and on Friday all day. The Headteacher also acts as special educational needs coordinator. We also have visiting PE Teachers and Coaches.

### Teaching Assistants

There are several members of staff who give general school and classroom support and who also undertake additional educational activities with specific children.

### Admin

There is one full time member of staff in the school office and one part time assistant.

### Lunchtime Assistants

There are Lunchtime Assistants that supervise midday meals and playtimes.

### Caretaking Cleaning and Maintenance

There are 2 members of staff responsible for caretaking and cleaning. We employ a part time "handyman" for small scale school improvement projects

### School Management

Day to day management is by the Headteacher Mr M Bird, and long term strategic management by the School Governors.

Mrs Warren is the Deputy Head of the School. In Mr Bird's absence Mrs Williams, the School Business Manager is responsible for financial and facilities management and Mrs Warren is responsible for all other issues.

### Governors

Governors are appointed as strategic managers in such matters as school premises, finance, teaching and non-teaching staff and the general development of the school.

Termly governors' meetings are held to consider a variety of items affecting the school and to receive reports from the head Teacher regarding school improvement. There are two sub committees of the Governing Body - The Business Committee and the Education Committee. Chairs of each committee are elected annually in September.

## SCHOOL AND CLASS ORGANISATION

The children in a primary school are in one of seven year groups at either the Foundation Stage, Key Stage 1 or Key Stage 2.

Foundation Stage (preschool and reception year)

Key Stage 1 - Years One and Two

Key Stage 2 - Years Three, Four, Five and Six.

### CLASSES

CLASS & YEAR GROUP	TEACHER	
	AM	PM
Class 1 Year R	Miss Mustoe - All week	Miss Mustoe - All week
Class 2 Year 1	Miss Dyer - All week	Miss Dyer - All week
Class 3 Year 2	Miss Haines - All week	Miss Haines - All week
Class 4 Year 3	Mrs Owens - Mon - Thur	Mrs Owens - Mon – Thur
	Mrs Warren - Friday	Mrs Warren - Friday
Year 4	Miss Tucker - All week	
Year 5	Mrs Warren - Mon – Thur	
Year 6	Miss Brown - All week	
Class 5 Year 4 & 5		Mrs Warren Mon – Thu Miss Tucker - Friday
Class 6 Year 5 & 6		Miss Brown - All week

### DAILY TIMETABLE

Arrival	8.50 - 9.00 am	Staff are in the classroom at 8.50 to take over supervision of your children.
1st Morning Session	9.00 - 10.25	The morning session starts promptly at 9.00am, please ensure your children are in the classroom and ready to start learning for 9.00am.
Break	10.25 - 10.40	
2nd Morning Session	10.40 - 12.10	
Afternoon Session	1.10 - 3.30	
Mid Afternoon Break	2.45 – 3.00	younger children

### PLAYTIMES

Regular outdoor playtimes in supervised areas of the school site are an important part of the day for staff and children.

The school policy is that only during very poor weather or in exceptional circumstances are children kept indoors at playtimes. During cold/damp or hot/sunny conditions, children are expected to be appropriately dressed for outdoor playtimes.

## SCHOOL UNIFORM

Girls Grey Skirts, Pinafores, Grey trousers, White Blouse/Poloshirt\*, Royal blue Jumper\*, Cardigan\*, Blue checked Dress  
Boys Grey Shorts/Trousers, White Shirt/Poloshirt\*, Royal blue Jumper\*,

### PE Kit

In the interests of safety, hygiene and appearance we require all children to change fully for PE activities.

Your child will need

Daps/Trainers )

Navy shorts/skirt ) –In a Drawstring Bag\*

White Tee Shirt\* )

Swimming costume ) – In a waterproof Bag

A Towel )

\* Prices and order forms for clothing with the school logo are available from the school office

FOOTWEAR - children should have safe, practical and dark coloured shoes to wear for School (not trainers). High heeled shoes and open toed or loose sandals can be unsafe and also restrict activities at playtime.

## PERSONAL PRESENTATION

All members of the school endeavour to dress appropriately for the activities of the school day. For reasons of hygiene, safety and practicality we ask parents to ensure that children with long hair are able to keep it tied back in a manageable way. We encourage children to take responsibility for their personal appearance. Extreme haircuts or hair colouring, the wearing of make-up or nail varnish are not appropriate for school.

## JEWELLERY, VALUABLES AND PERSONAL POSSESSIONS

Children should not bring to school valuable jewellery, mobile phones, other electronic devices or money other than that required for a specific purpose. All money should be brought to school in a clearly marked envelope and given to a member of staff for safe keeping.

Special personal possessions or toys may not be brought into school unless requested by staff for a particular purpose.

For reasons connected with Health and Safety and security, the school discourages children from wearing jewellery. If children have pierced ears only small studs are preferred, any other types should be removable by pupils for PE. Also, unless there is a written medical reason, powders, aerosols, creams or gels following swimming or at other times should not be brought into school.



## **START AND END OF DAY TRANSPORT ARRANGEMENTS**

All children arriving at school need a high level of supervision/ training regarding path and road safety because of the potential dangers near the school entrance at peak times.

It is for this reason that drivers are requested not to use the school entrance and drive for parking or turning unless specific permission is given by the Headteacher.

The children travelling to school by bus are expected to behave well and follow the instructions of the driver. Continual bad behaviour can mean that parents have to make alternative arrangements.

If there are to be changes in the daily routine eg. If the child who uses the school transport is not to go home on a certain evening or is to get off at a friend's house, or will be collected by someone different, will parents please send in a written message, or in an emergency only, make a telephone call to the school.

Similarly, supervision of pupils begins at 8.50am. Unaccompanied Children are not routinely permitted on site before this time because of insurance liabilities.

Currently, school transport is provided free of charge for children less than eight years of age living in the school catchment area and if the distance to school is more than two miles. Children living within two miles of the school may at present use the school bus if there is room. A charge will be made for these children. Further details are available from the School office and Somerset Education Service Transport Section.

## **SAFEGUARDING/CHILD PROTECTION**

The Children's Act 1989 and the Children and Families Act 2014 requires that each school has a designated child protection officer which in our case is the Headteacher or in his absence the Deputy Headteacher. If matters relating to child protection issues are brought to the attention of the designated officer then he/she is legally required to take necessary action, putting the interests of the child first. Any action taken is guided by the Local Safeguarding Children Board which lays down specific procedures for dealing with varying levels of concern. School action may include discussions with parents, social services, the police and other agencies.

Any information received from the variety of possible sources - staff, parents, and children - is treated with appropriate confidentiality and sensitivity.

## **PASTORAL CARE**

It is important for the school to be informed of any change in home circumstances which may affect a child. Similarly, we will let parents know of significant differences from their normal selves that we observe in children.

Please inform the school of any changes made to the list of telephone contact numbers we have which we may need to use for notification of an emergency involving your child.

## MEDICAL ISSUES

If your child has a serious or recurring medical problem, please ensure that we are informed. If it is agreed between parents and the class or head teacher that exceptional circumstances apply then special arrangements can be made for the administration of prescribed medicines where the medication has to be taken four times a day. Any medicine that has been prescribed to be taken three times a day can be given at home; in the morning before school; in the afternoon immediately after school and at bedtime. Parents should complete an Authorisation and Medicine detail recording form which can be obtained from the school office

Medication that requires a clean procedure, such as eye drops/ointment or skin creams, will not be administered in school. If your child is not unwell but needs such treatment, you will have to come into school to administer any necessary medication

**Where children have been ill due to common ailments e.g. Influenza, heavy cold, sickness or diarrhoea they should be kept at home until recovery is complete.** At least 48 hours should pass between the last bout of sickness or diarrhoea and returning to school. This has proven to be effective in reducing bugs being passed between children.

If your child is ill or is injured at school, we shall try to contact you by telephone.

### Health Checks

Throughout their primary years children will be seen on various occasions for routine screening tests. It may also be necessary for medical professionals to carry out checks on specific children if a problem is suspected, e.g. Hearing Loss.

### Infectious Diseases/Conditions

If your child is diagnosed as having one of the following diseases, please follow the medical advice given by your GP relating to exclusion from school or ask at the school office for the latest advice. This will help contain possible outbreaks and unnecessary and uncomfortable absences. Chicken pox, Measles, German measles, Mumps, Impetigo, Conjunctivitis and others from time to time

Verrucae - Some children are unfortunately prone to this form of foot infection despite the precautions taken by swimming pools and parents. If your child has a verruca, the guidance to school is that children can continue with normal school activities including swimming. Further medical advice can be obtained from your GP or NHS direct.

Head Lice - For some families this is a very frustrating problem. Regardless of how well an individual family responds to an outbreak and how many letters are sent from school advising other parents, the infestation reoccurs. The only way to eradicate the problem is for the whole school to be 'free from headlice'.

Regular thorough wet grooming is now said to be the most effective preventative available. Please use a fine comb on your child's wet hair as frequently as possible.

## ABSENCE

If your child is absent, an immediate telephone message explaining the reason for absence should be made. If a child is not marked into the register by 9.30am and contact has not been received by the parent, if possible a telephone call will be made by a member of staff. When the absence is to be prolonged, parents should notify the school as soon as possible. Arrangements can be made for school work to be provided at home, if this is appropriate.

The Education Attendance Officer for Somerset County Council has up to date information for all schools and will contact parents if there are more than 10 days of unauthorised absence. Similarly if authorised absence notes become excessive, parents will be asked to discuss the situation.

## HOLIDAYS AND OTHER ABSENCE REQUESTS

Our aim is to achieve a high level of attendance at school to maximise the educational opportunities for pupils. When children are absent from school, attendance figures are recorded by the school and appear on the annual pupil reports to parents. Absences are either labelled authorised or unauthorised depending on the circumstances.

High levels of either type of absence are scrutinised by the Education Attendance Officer for Schools and we are obliged to follow their guidance. All schools are expected to improve attendance levels and therefore refuse requests for term time holiday.

Holiday absences are not authorised during a school year unless exceptional circumstances apply. Unauthorised absences can result in Penalty notices being issued to parents.

Parents should avoid removing their children from school during term time. Only in exceptional circumstances should a request be made to the Headteacher and this should be in advance of any arrangements being made.

**Approved exceptional circumstances include:** Educational examinations, Medical appointments, Parents wedding, Religious Observance, Official educational visits, Approved Sporting Activity, Traveller children, Holidays being taken by armed forces personnel after long term duty abroad, > Holidays taken by Police and Fire Service staff when their dates are fixed for them.

> Compassionate leave at the discretion of the Headteacher/education attendance officer

**Special Birthdays and family visitors or visits cannot be accepted as reasons for authorised leave**

However, occasionally even if there are exceptional circumstances, the leave may be refused if any of the following apply.

- The pupil has a poor record of attendance.
- The proposed absence is close to or during an assessment period.
- The proposed absence is at the beginning of a new school year
- The leave is not requested in advance

Holidays taken during term time will be treated as **unauthorised absence** in the registers. Prior notification is required by the school by completing a form available from the office.

In the past, holiday requests have often been made by families who are unable to meet the higher costs of holidays during the school holiday dates. This unfortunately cannot be considered an exceptional circumstance. There are 175 days of school holiday available during the year.

The decision to refuse to authorise holiday requests is not personal. The school has no wish to disappoint or alienate parents or pupils.

## EXTENDED SCHOOL PROVISION Kingsmoor “Late Leavers/Breakfast Club”

The club runs daily throughout the school year.

Breakfast club runs daily from 8.00 until 8.50am. Late Leavers runs from 3.30 – 5.00.

The clubs can be used on a “drop off” or regular basis. Breakfast is served until 8.30am each morning and activities until 8.50am when staff escort children to their relevant classes.

Drop in sessions for the afterschool provision have to be notified to the school during the day of request. This is to ensure places are available and appropriate staffing ratios are available.

Registration forms are required for all children attending the extended school provision. This is to ensure up to date contact details are known and to confirm that all terms and conditions have been read.

## **EXTRA CURRICULAR ACTIVITIES**

These vary throughout the year but may include dance, football, rounders, cycling, rugby, netball, table tennis, athletics, music, cricket, and craft skills.

Details of each activity are given through newsletters or via older children. Some “free” clubs take place at lunchtimes, others between 3.30-4.30. Fees are charged for after school clubs. Where numbers of interested children exceed capacity, rotas or selection criteria are issued.

## **SWIMMING**

As part of the National Curriculum we are required to teach swimming as an aspect of PE. All children take part in lessons on a rota basis throughout the year unless there is a significant medical or other reason for temporary withdrawal. The school subsidises these sessions but without parental contributions the activity cannot be provided to the same extent.

## **EDUCATIONAL VISITS**

Throughout their time in school, children will be given the opportunity to widen their experience and understanding of the world by participating in Educational visits. These events range from a short walk from school to study their immediate environment to a residential stay engaging in outdoor and adventurous activities.

Whatever the type of activity, it has been planned to be a required part of their educational programme and thus, is a valuable part of school life.

Where necessary voluntary contributions are asked for in order to meet the costs of the activities.

## **FINANCIAL SUPPORT FOR PARENTS**

In addition to free school meals and subsidised transport, exclusion from charges for activities are available at certain times for families in receipt of certain Benefits. For more details contact the school office.

## **CONSENT FORMS**

A form is issued per child for the duration of their education at Kingsmoor. When completed and returned to school it gives parental consent for children to participate in additional school activities e.g. Afterschool clubs (not extended school), Interschool matches, local visits on foot or by coach or car.

Verbal or written details are given for specific events, and the consent form covers insurance requirements.

The consent form also covers consent to supervised internet use, photographs and video footage (sports days, Christmas productions), press photography and school website photography.

## **URGENT AND EMERGENCY COMMUNICATION EXTREME WEATHER AND OTHER EMERGENCY CLOSURES**

If the school needs to close because of an emergency, eg heavy snow or power failure, the information will be broadcast on local radio, eg Heart, BBC Bristol and will also be telephoned to the designated Emergency Contacts and when possible a “whole school” text will be sent. Information will be posted on the school website [www.kingsmoorprimaryschool.co.uk](http://www.kingsmoorprimaryschool.co.uk) with updates as they become available.

These methods may be used in the event of the emergency closure of the school or other important updates when information needs to be gained quickly by many parents.

The School makes use of a “whole school” texting service. This sends a message to the first listed mobile contact for parents, hence the importance of keeping the office informed of changes to contact mobile telephone numbers.

## **PARENTS/KINGSMOOR FRIENDS HELPING IN SCHOOL**

We are very pleased to welcome voluntary helpers into our school to work with the children. This allows time to be spent with individuals and small groups while enabling staff to plan more varied and demanding activities for the class.

All regular non-staff volunteers are interviewed by the Headteacher and issues relating to confidentiality, behaviour of children and school organisation are discussed. Volunteers are also expected to submit their names for police clearance - a vetting procedure for certain categories of criminal offence.

Parents offering to assist other parents regularly with transport to events are expected to comply with current legislation regarding safety belts, booster seats, roadworthiness and insurance.

## **HOMEWORK**

The main aims are to support and reinforce the children’s learning in school and in older classes to gradually prepare the children for secondary school life. We would ask for your cooperation and support in helping your child on a regular basis with their learning.

We consider the education of children to be a partnership between home and school. Parents naturally want the best for their children and many are able to make efforts to support the work their children do in school by giving them extra time and attention when they come home.

It is agreed that there can be many benefits to children when working on homework activities, especially when adult support is available.

This begins with the first activities that parents share with their children in preparing them for school.

Having started school, at an appropriate stage, the children are asked to do a variety of tasks which need help from home. These tasks include regular reading, learning spellings, memorising number facts and carrying out practice and reinforcement activities associated with areas of school work. Each teacher issues advise to their class about the activities each term. If your child is regularly having difficulty in completing the set task within a reasonable time, then please contact the class teacher.

As pupils progress through the school, expectations increase according to the age and ability of the child. As a guide, we suggest the time spent on homework increases as the children prepare



to begin secondary school. Most pupils will become familiar with the routine of having specific tasks given to them which they are expected to complete at home, preferably still with the support of a parent. Many of these tasks will relate to the familiar requirements of reading, spelling and multiplication facts and often to their learning targets which have been set within school. There will also be tasks which need longer periods of sustained activity and a degree of independent thought such as might be required in researching and presenting information about a particular topic being studied in class.

Sometimes where the teacher feels that a child ought to have finished a task in class but they have not, the work may be sent home to be completed.

In cases where parents ask for more or less homework than may be regularly set we would discuss the reasons for this and where appropriate give advice, so that homework is complementary to schoolwork. Unrealistic demands on time and resources would be to the detriment of the majority of pupils and the school will consider what is reasonable in each particular case.

During the course of the year there will be changes of emphasis, similarly there will be some instances when homework isn't set due to staff absence or other events taking place in school. There will also be times when we will be sympathetic to missed homework deadlines due to family and other activities.

## **COMPLAINTS**

We hope that any complaints that parents may have can be resolved by the school. Therefore, any complaints, in the first instance, should normally be made to the Class Teacher and then Headteacher, and it is hoped that in most cases complaints will be dealt with at this informal level.

If the complaint cannot be resolved at this informal level (ie with the Headteacher) then the parent should submit his/her complaint in writing to the Clerk of Governors (who will acknowledge receipt of the complaint). If the matter cannot be resolved by the Governing Body the complaint can be referred in writing to the Secretary of State for Education.

We hope that any complaints can be resolved by the parent concerned discussing the matter with an appropriate member of staff. If you require any detailed information on the Complaints Procedure full details are available on request from the school office.

## **SCHOOL WEBSITE [www.kingsmoorprimaryschool.co.uk](http://www.kingsmoorprimaryschool.co.uk)**

For general information, past copies of newsletters, photo galleries of events, fundraising offers and access to policies, please visit the school website.

## **FACEBOOK**

The school also uses a facebook page for communication, linking to the website it is a useful social media tool for reminders of events etc. The page does not facilitate replies to comments.

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### **KINGSMOOR PRIMARY SCHOOL**

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