

Welcome to Keston Primary School



Welcome to Keston Primary School!

We want to thank you for choosing our school and look forward to welcoming you in September.

This booklet is intended to share with you some of the organisation and educational provision that we offer here in Reception.

We hope that it will answer many of your questions, however please feel free to contact the school office with urgent questions.

Please see our other document for ways to support your child with being 'school ready'.



KESTON PRIMARY SCHOOL

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Dear Parents and Carers,

I am delighted to welcome you to Keston Primary School. We are committed to providing a caring and stimulating environment where every child can thrive. We aim to do the best we can to make you and your child feel welcome and to make the transition into our Reception classes as easy as possible.

At Keston, we recognise that parents play an important role in their child's education and we therefore hope to establish a strong working partnership with you. This handbook is one of the first steps towards this.

We realise that you will have many questions and we hope this handbook will give you some of the information you need.

We look forward to working with both you and your child. We hope that this is the start of a long and happy journey in your child's education.

With best wishes,

Helen Green
Head of School



Our Mission

Our motto here at Keston Primary School is 'Respect, Believe, Achieve'.

We believe that an environment that harbours trust, values perseverance and nurtures children's individual talents and abilities, allows all our children to achieve their potential.



In partnership with PACE academy trust, we aim to provide a rich, inspiring and stimulating Early Years environment for the children.

We offer a happy, safe and caring environment where children feel secure, giving them the firm foundation on which their future learning can be built.

We encourage the children to become independent and confident learners by providing them with high quality learning environments, both inside and out.

We value investigation and exploration and provide children with opportunities to be creative, imaginative and resilient.

Reception Classes

Our Reception year is comprised of two classes: Red and Blue. Each class has a maximum of 30 children and is staffed by a teacher and a teaching assistant. The year group is overseen by the Early Years Leader, Rebecca Perrin.

The classrooms have their own individual cloakroom and share integral toilets and a secure, outdoor learning environment.



During their time at Keston, your child will be cared for by a team of passionate and dedicated professionals who are experienced and skilled at working with young children.

We greatly value your role in your child's education and believe that by developing a strong relationship with you, your child will be fully supported in their development. Please always let us know of any issues (both happy or sad) that may have an effect on your child.

The Early Years Curriculum

The Early Years Foundation Stage is a vitally important stage of children's early development as it is during these years that children begin to develop the learning attitudes, skills, social integration and independence on which they will build the rest of their education.



Here at Keston, we offer an exciting, play based curriculum with a combination of purposefully planned for and spontaneous learning opportunities. We also provide time for more focussed, adult led activities.

We take a cross-curricular, topic-based approach to learning. Each term we will introduce the children to a new theme, making links to all 7 areas of the curriculum. We also follow the children's own interests to ensure learning is tailored to meet their needs.

A curriculum map, outlining the key outcomes for each topic will be uploaded half termly to our website.

The Early Years Curriculum

There are seven areas of learning and development that shape the Early Years Curriculum. All areas of learning are important and should be inter-connected.



Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning and building their capacity to learn, form relationships and thrive. These are called the 'Prime Areas' and are:

Communication and Language -

Focuses on the understanding of key concepts, listening and attention skills, following instructions, ordering events and sequencing stories, asking and answering questions and forming narratives

Physical Development -

Focuses on developing gross motor skills such as movement, balance, coordination, spatial awareness, ball skills, and fine motor skills such as handling tools and pencils for writing. Also explores the importance of good health and safety measures

Personal, Social and Emotional Development -

Focuses on managing feelings and emotions, forming positive relationships, turn taking, self-confidence, collaboration skills and positive behaviours

The Early Years Curriculum

The other **four** areas of learning are known as the 'Specific Areas', through which the Prime Areas are strengthened and applied. These are:

Literacy -

Focuses on the development of early reading and writing skills

Mathematics -

Focuses on developing a firm understanding of number and applying this knowledge to solve simple problems. Also include shapes, space and measures

Understanding the World -

Focuses on exploring the world around us; materials, plants, animals and changes, families and communities and using technology for a purpose

Expressive Arts & Design

Focuses on exploring creativity through music, dance, role-play, stories and developing art and design skills

These 7 areas of learning are split further into sub-sections. At the end of the year, the children will be measured against 17 statements or objectives known as 'Early Learning Goals'.

Please see the link on the Reception Admissions page to see a copy of the Early Learning Goals.

We will also measure the children's level of engagement against the 'Characteristics of Effective Learning' - playing and exploring, active learning and thinking critically.

Please see the link on the Reception Admissions page to see a copy of the Characteristics of Effective Learning statements.

Assessment in the Early Years

Throughout the year, each child's development is carefully monitored and recorded by staff. These assessments are collated throughout the year and used to create a 'profile' of their progress.



Assessments happen primarily through the use of observation, sometimes spontaneously and sometimes planned into an activity. We work closely with the children and note down the significant learning or progress that takes place.

The observations are recorded through photos, videos and notes. To assist with this, we use a programme called '2 Build' on our staff iPads.

We encourage you to also offer your own observations from home to keep us informed of your child's developments outside of school and to help us create a rounded picture of their progress.

Every half term, we invite parents to a 'Stay and Play' session where you will have the opportunity to look through your child's observations and work in their learning journal.

You will also have the opportunity to attend a parent's evening each term and will receive a formal school report at the end of the year. Further appointments to answer questions or concerns can be made with class teachers.

The Daily Routine

Doors open at 9.00am; parents are responsible for their own children in the playground until this time. There will be a member of staff on duty in the playground from 8.45am.

The children will be welcomed into the classroom by their teachers. They will independently hang up their coats, change their reading books and self-register themselves.

The children will then have time to explore the classroom activities before being brought together for registration and carpet time.

At the end of each day, parents/carers will wait on the ramp outside the classrooms and the children will be handed over one by one. During this time, we may pass on any necessary messages about your child's day.



See below for a rough timetable of a typical day in Reception:

9.00 - 9.15	School begins, self-registration and child-initiated activities
9.15 - 9.35	Register Whole class carpet time (focussing on one of the 7 areas of learning)
9.35 - 10.20	Child-initiated activities/teacher led activity
10.20-10.35	Playtime
10.35 - 10.55	Phonics
10.55 - 11.50	Child-initiated activities/teacher led activity
11.50-1.00	Lunchtime
1.00-1.15	Whole class carpet time (focussing on one of the 7 areas of learning)
1.15-2.45	Child-initiated activities/teacher led activity
2.45-3.00	Tidy up time and story-time
3.00	Home-time

Please note: the length of carpet times may extend throughout the year

School Uniform

Please see below for the school's uniform policy.

Boys:

- Mid-grey shorts or long trousers
- White or blue cellular collared sports shirts or t-shirt with school badge
- Royal blue sweatshirt or cardigan sweatshirt with school badge
- Socks - mid-grey

Girls:

- Grey pinafore dress, skirt or tailored shorts (city shorts)
- *Please note: skirts should be at least knee length but no more than 10cm below the knee. Straight skirts are not permitted**
- Mid-grey straight leg traditional trousers
- White or blue cellular collared sports shirts, or t-shirt with school badge
- Royal blue sweatshirt or cardigan sweatshirt with school badge
- Socks - white. Tights - mid grey or black

During the summer term until the October half term girls may wear blue & white check dresses and white ankle or knee socks. Skirt lengths still apply.

Hair:

Patterns shaved into the hair are not permitted, hair falling below the shoulders must be tied up with blue, yellow or white ties. Headbands should be plain blue, yellow or white - no flowers. Gel may be used to neaten the hair but not for styling.

Shoes:

Please ensure children wear black shoes that are easy for them to remove with a rubber sole to prevent accidents. Shoes with heels are not permitted. If children wear boots to school please send another pair of shoes for them to change into. Trainers, boots and open-toe sandals are not acceptable.

Coats:

Coats should be school jackets, or any navy, royal blue or black coat.

Hats/caps:

School cap or royal blue or white hat or cap - no logos.

School Uniform continued

Any uniform items (outlined above) with the school's logo must be purchased from:

Cladish (9am-5.30pm)

29-31 Woodcote Road

Wallington

SM6 0LH

020 8669 9992

www.cladishsports.co.uk

PE Kits:



royal blue shorts



white t-shirt



black plimsolls **OR** black velcro trainers

PE kits should be brought in on the first day of every half term and taken home at the end of each half term for washing.

Swimming:

Girls- one piece costume, towel and hat.

Boys - lycra swimming trunks, towel and hat. *Bermuda style or football shorts are not allowed as these restrict leg movement so are unsuitable for lessons.

All - Keston swimming hat, available from the swimming instructor or school office.

Labelling Clothes

With 30 children to a class, you can imagine that items of uniform sometimes get misplaced. To help reduce this, please ensure you label every item of your child's clothing, including shoes and socks, PE kits and hats, gloves and scarves.

Please help your child to recognise their name label.

Additional Information



Emergency Contact with Parents

It is essential that we are able to contact you in the event of an emergency. All parents are required to complete a Pupils Information Form, providing **two** emergency numbers as well as other daytime contact numbers. You are requested to ensure that you inform the school office of any updates in this information.



Arrivals/Collections

Punctuality is crucial for a prompt start to the school day. Please note that if your child arrives after the doors have shut, they will need to be brought in via the school office. A computer entry system will need to be completed with a reason for lateness.

Please follow the pick-up routine discussed above. If a different arrangement has been organised or if your child is being picked up by someone else, please inform staff at the beginning of the day. If the situation changes during the day, please phone the school office to confirm.

*If you bring or collect your child at any other time during the school day you must enter via the school office.



Absences

If your child is going to be absent from school, please advise the school office by telephone or in person before 9.30 am. Children may not attend school if they have been sick or had diarrhoea during the previous 48 hours. Parents will be contacted if their child is thought to be unwell during the school day.



Health and Safety - Access to School and Parking

Access to the school for parents and children is through the entrance in Keston Avenue. The gates will be unlocked from 8.30 until 9.10 and from 2.45 until 3.30. For entry outside these times, you will need to contact the school office via the intercom. Parking is available on Keston Avenue and surrounding roads but as you will appreciate these roads become very busy. We would ask you to take care if parking in surrounding roads so as not to obstruct local residents' driveways.

Never park, drop off or pick up on the yellow lines outside the school.

We encourage the children to walk to school where possible; we have a number of scooter pods and parking for bikes and would encourage you to use these.

Dogs are not permitted on the school site at any time.



Medical Information

Allergies and medical conditions need to be communicated to the school before the first day. Along with school dinners, cooking and tasting different foods is a part of our curriculum so it is important that we know of any food allergies.

If your child requires regular medication or has been prescribed a course of antibiotics, a medical form must be filled out in order for staff to administer this.

Asthma pumps need to be sent in on the first day labelled clearly with your child's name, along with a completed medical form.

Medical forms are available from the school office.



Food and Drink

We have a policy of only allowing water in school. Your child should bring in a clearly named water bottle every day. Water is readily available on site too.

Children are not permitted to bring snacks, sweets or toys to school.

The school is however part of the national 'free fruit' scheme and your child will therefore be provided with a piece of fruit each day.

If your child is under 5 they will (if registered by you on the Cool Milk website) be given free milk; once your child reaches 5 years of age you will be able to purchase milk via the same website.



Lunchtimes

All children in Reception, Year 1 and Year 2 are entitled to free school meals, which are provided by Harrison's catering. Weekly menus are available on Parent Pay, displayed in the school and uploaded to our website. Alternatively, your child may bring a packed lunch; please follow the school's packed lunch policy (available on our website) and make this as healthy as possible. ***Please note, Keston are a nut free school so any items containing nuts are not permitted.**



Educational Visits

Our school provides a range of educational visits and school workshops for the children in each year group. Our ability to provide these opportunities depends upon contributions received from parents to offset the costs involved.

Letters giving information about each trip, together with details of the contribution required, will be sent out as necessary. No child will be excluded on financial grounds but it may be necessary to adjust the programme according to the level of contributions received.



Book Bags and Reading

The children will choose a book each day to take home and share with their parents/carers. They will also be given a reading record book for an adult to record in each evening. These books should be kept inside book bags and brought into school daily. We encourage the children to read 5 times per week and those that do will be rewarded with stickers and certificates throughout the year. Please make sure you check your child's book bag every day as important messages will be sent home inside.

*Please note - book bags are available to purchase from Claddish or from the school office.



Parent Helpers

Parents are welcomed to help in the classroom, on school trips and assist the children when swimming. Should you wish to be involved you must apply for a DBS check via the school office. Parent helpers are reminded that confidentiality is essential when taking part in school activities; all regular helpers will be asked to sign an agreement to this effect.



Swimming

During the summer term, children have swimming lessons in the school pool with a trained instructor. A swimming cap is necessary for both boys and girls and a one-piece costume or trunks. Children who have a verruca are required to wear a verruca sock.

Parents are requested to make a termly contribution towards the upkeep of the pool.

Further details about swimming lessons will be sent to parents in the second half of the spring term. If you are able to assist with the changing of children for these sessions, we would ask that you undergo a DBS check as soon as possible.



School Newsletters and Information Newsletter

We consider communication with parents to be a very high priority and we send regular school newsletters via email as part of this process. Copies of all school letters may also be downloaded from the website. Information about school activities and the curriculum is also available on the website at

<http://kestonprimary.org.uk/> .

Pupil Premium/Free School Meals Entitlement

As stated in an earlier section, *all* Reception age children are entitled to free school meals. However, the children of parents and carers who receive the following:

- Income support
- Income based jobs seeker's allowance
- Income related employment and support allowance
 - Guaranteed state pension credit
 - Child tax credit
- Financial support by National Asylum Support Service

are also entitled to receive Pupil Premium funding which is given to the school to enhance their learning.

If you fall into any of these categories please speak to the school office and fill in a 'Free School Meals Application' form. All children on our pupil premium register will be entitled to one free school uniform every year (sweatshirt, t-shirt, trousers/skirt etc, PE Kit) and on entry to school, a book bag, PE bag, water bottle and school baseball hat.

School Fund

School Fund is used to provide Christmas activities, gifts, cooking, some theatre productions etc. A voluntary contribution of £10.00 for your first child, plus £5.00 each for siblings, is requested to make these things possible.

It is helpful to receive this during the first half of the autumn term.

Payments to School

All payments for school activities are made via Parent Pay. Payments can be made online or through local shops using a barcoded letter, these are available from the school office.

Any payments which are not covered by Parent Pay must always be sent in a clearly labelled envelope and handed to staff on arrival.

Breakfast Club and After School Club

Children from Reception to Year 6 can attend breakfast and after school clubs for a small fee. Breakfast club runs from 7.45 - 8.45am and after school club from 3.00 - 6.00pm.

Forms must be filled out and payments made via Parent Pay prior to attendance.

Please follow the link to our website for more information:

https://www.kestonprimary.org.uk/parents_information/breakfast-afterschool-club/