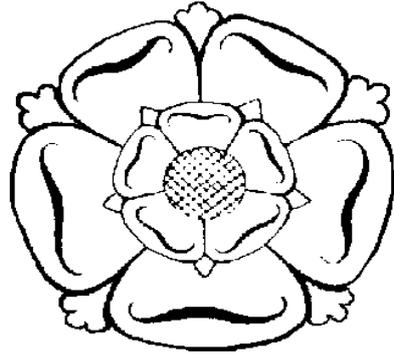
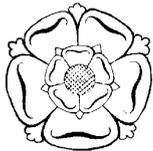


# Kings Langley Primary School



Welcome to our  
school



Learning,  
Together



## Kings Langley Primary School

Headteacher: Paula Harris

Common Lane Kings Langley Hertfordshire WD4 8DQ

Telephone: 01923 263321 Fax: 01923 270809

e-mail: [admin@kingslangley-pri.herts.sch.uk](mailto:admin@kingslangley-pri.herts.sch.uk)

web site: [www.kingslangley-pri.herts.sch.uk](http://www.kingslangley-pri.herts.sch.uk)

Dear Parents

It gives me great pleasure to welcome you and your family to Kings Langley Primary School. This is the beginning of what I hope will be a rewarding and happy journey for your child. We aim to provide exciting learning opportunities both in school and in the community, inspiring a love of learning.

Whether you are a new parent or one whose links are more established, I hope you will find the information in this handbook useful.

We look forward to developing a successful partnership with you so that your child can work with confidence and experience success. If you ever have any concerns about your child, do not hesitate to contact us.

Yours sincerely



Mrs Paula Harris, Headteacher

### School Management Team

**Headteacher:** Mrs Paula Harris

**Deputy Headteacher and Lower School Leader:** Miss Angela Jackman

**Deputy Headteacher and Upper School Leader:** Mr Andrew Kerse

**Inclusion Manager** (responsible for Special Educational Needs, Disabilities and Gifted and Talented provision): Mrs Helen Hanley

### Main School Opening Times

- 8.50am-3.20pm
- Extra-curricular clubs run from 3.20pm-4.20pm

#### **Wrap-around care opening times (KLASH)**

- 7.30am, until the start of school and then 3.20pm-6.00pm in the evening

#### **School Postal Address:**

Kings Langley Primary School

Common Lane

Kings Langley

Hertfordshire

WD4 8DQ

**Tel:** 01923-263321

**e-mail:** [admin@kingslangley-pri.herts.sch.uk](mailto:admin@kingslangley-pri.herts.sch.uk)

**website:** [www.kingslangley-pri.herts.sch.uk](http://www.kingslangley-pri.herts.sch.uk)

### **Morning Drop Off**

The Reception classrooms open at 8.40am so that the children have time to settle before the start of the school day.

Children in the years 1-6 will need to line up in their school playground at 8.50am each morning. They will then be collected by their class teacher.

### **Afternoon Collection**

Children in years Reception, 1 and 2 will need collecting at 3.20pm from the congregation area outside their class door.

Upper school children (Years 3,4,5 and 6) will be dismissed from the classroom and will need collecting from the upper school playground.

Please make sure that your child is collected on time as those children who are not collected by 3.40pm will be taken down to our after school club (KLASH) and parents will be charged. Please remember to vacate the school site promptly at the end of the school day as we have a number of extra-curricular activities running. Loose children can also interfere with the smooth running of KLASH (our after school club).

### **Reading**

Children will be supplied with reading books from school. Parents are expected to sign their child's reading log on a regular basis.

### **Homework**

Homework is given out each week, to children in years 1-6.

## School Uniform

Children in the main school (years R-6) are expected to wear full school uniform. In order to avoid loss of valuable clothing, ALL uniform and shoes MUST be labelled. Uniform with the school logo can be ordered from: [www.schoolwearforless.com](http://www.schoolwearforless.com)

### GIRLS

- maroon sweatshirt or cardigan carrying the school logo
- white blouse or polo shirt carrying the school logo
- grey skirt, pinafore dress or smart dark grey, tailored trousers
- white or grey tights/socks
- pink gingham dress for warmer weather
- black shoes with low heels
- NO LEGGINGS

### BOYS

- maroon sweatshirt carrying the school logo
- white shirt or polo shirt carrying the school logo
- dark grey trousers (long or short)
- grey socks
- black shoes

### PE Kit

- plimsolls or trainers
- black shorts (no leggings or lycra)
- white t-shirt carrying the school logo
- dark coloured track suit for colder weather

**Ear-rings should be taken out during P.E. lessons and long hair should be tied back.**

We strongly discourage the wearing of any jewellery to school and ask for your co-operation with this. This includes fake tattoos and nail polish.

Please remember to apply sun lotion to your child before school, during the summer months. A sun hat is also recommended.

### **School Shop**

Swimming hats and book bags can be purchased from the school office.

### **Fair Processing Notification 2007**

Each year the Department for Children, Schools and Families (DCSF) provides all Schools with three variants of the Fair Processing Notification. The Fair Processing Notifications explain the purposes for which personal data is processed by the School, Local Authority, DCSF and other organisations in order to meet the educational needs of the students and comply with the Children Act 2004.

You will have received Layer One (a summary of how data is processed) in your induction pack. If you would like more information, you will find copies of the more comprehensive notifications about the processing of pupil data and the rights of parents and pupils (Layers Two and Three) on our website - [www.kingslangley-pri.herts.sch.uk](http://www.kingslangley-pri.herts.sch.uk), or you can collect a copy from the School Office.

### **Absence from school**

The DfE expects every school age child to be in school, on time, each day.

All absences are recorded and we are required to publish figures for both authorised and unauthorised absences.

If your child is unwell, you are asked to ring the office as early as possible and leave a message on the school answer phone. If we have not heard from you by 10.00am, you will receive an automated text from us, asking you to telephone the school immediately.

We notify parents of term dates well in advance and ask that holidays are not taken during term time as it is very disruptive to a child's education.

If you need to take your child out of school for any reason, an application must be made in writing to the Headteacher at least two weeks prior to the event. Even visits to the orthodontist need to be sanctioned.

The school does not provide homework for absent children.

### **Punctuality**

We expect all children to be in school on time. The main school begins at 8.50am. Both playgrounds are manned by a member of staff from 8.40am onwards. Children arriving after 8.50am need to report to the main school office where they will be marked as *late*.

If you need to collect or return your child to school at any point during the school day, you will need to sign him/her in and out at the school office. Children will not be released from school unless signed out by an appropriate adult.

### Assemblies and Presentations

Assemblies take place every day in the school hall or gym for children in KS1 and KS2 and are often linked to topics taught, special events or current affairs. Priests from local churches often take assemblies at Easter and Christmas and we are fortunate to receive visits from external bodies such as the RSPCA at other times throughout the school year.

### Behaviour

We expect all the children to behave well in our school and to follow the school rules.

The school has clear behaviour and anti-bullying policies which are reviewed annually by the Governing Body.

#### Praise and rewards:

We adopt strategies to encourage good behaviour and use positive language and rewards to highlight examples of good practice.

Children are awarded house points on a daily basis and individual certificates are awarded by class teachers and the Headteacher.

*Golden Time* can be used as a whole class reward.

#### Working with parents and carers:

We believe that parents must be fully involved in promoting high standards of behaviour. In cases of poor behaviour, behaviour slips are sent home and parents may be asked in to school to discuss their child's behaviour with a member of the senior team.

The school follows the Hertfordshire's Exclusion Policy and Procedures in extreme cases of poor behaviour or bullying.

### **Charges & Remission**

The school recognises the right of all children to a free education. However, some elements of our teaching are an extension of the curriculum and are therefore not funded in the same way. Our school currently charges for the following:

- individual/group instrumental music tuition
- swimming tuition
- materials for projects that can then be taken home
- additional art materials
- day and residential trips

Grants may be available in exceptional circumstances. Please see Mrs Theobald in the school office.

### **Children's Food**

The school encourages all children to eat healthily. All children learn about healthy lifestyles as part of the school curriculum. We operate a *choice menu* for paid school meals whereby the children make their choice for the day at morning registration. There will always be a meat option, a vegetarian option or the option of a cold packed lunch. Our lunches are provided by *Hertfordshire Catering Ltd*.

Children may also bring in their own packed lunch from home.

Nuts and nut-containing products are banned from school as we have a number of children who have very serious reactions.

### **School Milk**

School milk is available for children in the Foundation Stage (Nursery and Reception classes) and children in Key Stage 1 (Years 1 and 2). A payment letter is issued towards the end of each term.

### **Drinks in school**

We ask all children to bring a named bottle of water into school each day which is then kept in the classroom. Children are encouraged to hydrate themselves on a regular basis.

### **Break time Snacks**

Only fruit snacks (fresh or dried) are allowed.

Children in the lower school (Nursery, Reception, Years 1 and 2) will be given a free piece of fresh fruit each day by the class teacher.

Upper school children (Years 3,4,5 and 6) are welcome to bring in their own fruit snacks (fresh or dried).

No sweets are allowed in school unless a child has brought them in to share with the class for his/her birthday treat.

### **Health & Safety in School**

#### **Site security:**

The school gates are opened at 7.30am and then again at 3.00pm. They are locked between 9.30am and 3.00pm.

The only pedestrian access to the school during the day is by the main car park gate off Common Lane.

The Nursery gate is locked and unlocked at the beginning and end of each session.

All visitors must sign in at the school office so we know who is on site.

### First Aid:

Staff members are regularly trained in First Aid and we have a dedicated First Aid room.

In the event of a serious illness or injury, parents are informed and may be asked to collect their child.

We ask parents to ensure we have an up-to-date list of contact phone numbers and addresses. The school data base is updated annually. Parents are required to let the school office know in writing of any changes mid-year.

### Illness:

We ask parents not to send children to school if they are unwell or if they have been sick or suffered from diarrhoea within the previous 24 hours.

### Medicines in School

School staff will happily administer medicines. Parents must complete an *administering medicines* form (located in the rack outside the school office). This form should then be handed to your child's class teacher. Medicines are stored securely and are carefully labelled.

### Inclusion

We are an inclusive school and are committed to promoting the highest levels of achievement for all our children. We have a strong team of Teaching Assistants who work with individuals and small groups. The school has a wide range of resources to support children's learning.

### **SEND (Special Educational Needs and Disabilities)**

The school works very closely with a range of outside agencies to ensure the best possible support for every child.

Individual Education Plans and termly targets are used for those children who have identified SEND. Children can be supported individually, in pairs or in groups. Some support is in class and some is in quiet areas around the school. We have Teaching Assistants working in all year groups.

### **Gifted/Talented Provision**

Children identified as being *gifted* or *talented* are given a range of challenging activities during teaching sessions. This may be inside the classroom or in an alternate teaching space. The school also encourages children to attend specialist workshops run by the Local Authority.

### **Parent Helpers**

We have a number of parents who help out in school. They may listen to readers, work with guided reading groups and help children with spellings, art, sewing, cooking and other areas of technology. They also accompany children to swimming or school trips and are often found in the school library repairing books and mounting work. All parent helpers are CRB checked and are inducted by the Headteacher.

### **ICT**

Every classroom has a number of networked computers that the children use to develop their learning.

Each classroom is equipped with an interactive whiteboard which is used extensively as a teaching and learning resource. We also have netbooks for use in the upper school and iPads are used in the lower school.

### **Food Technology**

The school has a Food Technology area that is used for all cooking activities.

### **The Governing Body**

The school has a very active governing body who work closely with the school. The Governing Body is made up of Local Authority, Community, Parent and Staff governors.

### **KLIPSA (our Parent Teacher Association)**

KLIPSA (Kings Langley Infant and Primary School Association) is a very active organisation within the school. They raise thousands of pounds each year which is then used to buy fantastic resources for the children. Our two largest annual fundraising events are The Christmas Fair and The Summer Fair.

They also hold fun events for both children and parents, including discos, race nights and film nights. All parents are welcome to attend meetings and join in the KLIPSA events.

### **School Council**

The School Council (made up of children from years 1-6) meet regularly to discuss a wide range of school issues, including fund raising opportunities for local/national charities.

### **Mobile Telephones**

Children are not permitted to bring mobile phone or iPods or any other electronic gadgets into school.

## The Curriculum

### Foundation Stage (Nursery and Reception classes)

The school follows the Early Years Foundation Stage Curriculum. The children experience rich opportunities for Child Initiated Learning. The indoor and outdoor play areas are well resourced and allow the children to learn through teacher directed play and activities.

### Key Stages 1 and 2 (Years 1-6)

Every child follows The National Curriculum and the International Primary Curriculum (IPC). Each child has daily literacy and numeracy sessions. All other subjects are taught on a weekly basis. Children are given opportunities to problem solve, investigate, and further develop their skills and knowledge.

French is taught in Key Stage 2 (Years 3-6).

## Assessments

All children in the Foundation Stage are assessed on a daily basis and their progress is tracked in their Learning Journals.

At the end of The Foundation Stage, each child is assessed in each of their areas of learning. Results are reported to parents via their child's end of year report.

Numerical targets related to the National Curriculum, start in the Spring Term of Year 1 and continue until your child leaves school at the end of Year 6. These levels are shared with parents at twice-yearly consultation evenings and your child's end of year report.

### **Trips (Residential and Non-residential)**

All year groups go on at least one day trip during the school year. There are also many opportunities for sporting events and other activities. We also have a number of visitors that come in to support the children's learning through workshops and assemblies.

Currently, Year 6 go to a PGL field study centre in Lincolnshire for their residential trip (Caythorpe Court), where they get the opportunity to experience a range of exciting activities, such as climbing, archery and abseiling.

### **Instrumental Tuition**

Children in the upper school experience a wealth of instrumental teaching. Peripatetic teaching of flute, clarinet, saxophone, cello and drums are taught to children in Years 4-6. These sessions are paid for by parents.

The school also has an active choir and a school orchestra.

### **Extra-Curricular Activities**

The school prides itself on its extra-curricular provision as we strongly believe in keeping our children active. This year we ran a range of interesting after school and lunchtime clubs, catering for children in years R-6.

Most clubs are run by members of the school staff at no cost to parents.

### **100+ Club**

If you would like to subscribe to the school's 100+ you would be most welcome as this is a fun and hassle-free way of making a monthly donation to your school.

For your subscription fee of £10.00 per month, you will be entered into a monthly draw where you could win up to £100.

### **Class Surgeries**

Class teachers in years R-6 hold weekly class surgeries. This is designated time when the class teacher will be available in his/her classroom should you require an informal chat about your child.

### **Phone calls home**

Telephone calls home will only be made in exceptional circumstances, not to act as reminders or to ask parents to bring in forgotten items.

### **Smoking**

Smoking is not permitted anywhere on the school site and we ask that parents adhere to this rule at all times.

### **Scooters**

We ask that scooters and bicycles are not zoomed around the school site.

### **School Car Park**

The school car park is for staff use only.

### **The House System**

Pupils are placed into houses: Lancaster (Red), Stuart (Green), Tudor (Yellow) and York (Blue) from year 1 upwards. The House system allows pupils to work together for the good of their team. House cups are awarded at the end of each academic year.

### **Child Protection**

We take the issue of safeguarding children extremely seriously at Kings Langley Primary and follow the Hertfordshire Child Protection Procedures. We want to work in partnership with you in every way possible to support your child and if the need arises, we will not hesitate in involving Social Services.

### **School Closure**

Should the school need to close in an emergency situation, a message will be sent via parent mail, a message will also be posted on our school website [www.kingslangley-pri.herts.sch.uk](http://www.kingslangley-pri.herts.sch.uk).

### **Playground Leaders**

Children from Years 5 and 6 are trained to support children on the lower school playground during lunchtimes. They are responsible for playground equipment and ensuring that younger pupils have access to safe play.

### **Eco-Council**

Children in the upper school (Years 3-6) meet on a regular basis to discuss issues of sustainability around the themes of reduce, recycle and reuse.

### **Complaints**

Every school is required to have arrangements for dealing with complaints and it is important that you let the school know of anything about which you are concerned or unhappy. Your child's class teacher will usually be your first port of call or an appointment can be made to see the Headteacher should you feel that the situation requires this.

### **Peer Mediators**

Peer mediators are trained to deal with friendship issues across the school. They are trained by our Pupil Support Worker and are responsible for dealing with minor friendship issues during the school lunch hour. They can be identified by their bright coloured hats.

### **DSSN (Dacorum Schools Sports Network)**

Our school subscribes to the DSSN and as such, our children have access to a range of sport related activities and regularly compete against children from other local schools, from Reception class through to Year 6.

### **Arts Fest**

We are very proud of our school Arts Fests. Children in Years 1-6 have the opportunity to showcase their talents (dancing, singing, and performing) during the Spring Term.

Display items then come in school to coincide with our annual School Open Evening in the July of each year. This is an opportunity for all children (Nursery class through to year 6) to share their creations: home baking, creative writing, hand writing, art, crafts, model making or miniature gardens.

### Consultations

There will be a formal consultation about your child's progress during the Autumn and Spring Terms of each year. In the Summer Term, there is also a school Open Evening when the whole school, including the Nursery, is open for parents to view.

### Phonics

Throughout the lower school, children are helped to learn the sounds of letters using the *Jolly Phonics* programme. Each letter is learnt by its sound with an action to help a child remember that sound. In preparation for this work, children have daily activities that encourage them to listen for sounds and use them in their everyday practice.

### Letter Formation

From the beginning of the Foundation Stage, children learn the correct letter formation. All writing needs to be in **lower case**, except for proper names or for the start of a sentence. When children are ready, they will begin to use a cursive handwriting style, with all letters joined. A copy of the school's Homework Policy can be downloaded from the school website:

[www.kingslangley-pri.herts.sch.uk](http://www.kingslangley-pri.herts.sch.uk)

### Parentmail

If you have added an email address to your child's Admissions Form then you will be automatically registered with *Parentmail*. Please look out for a verification request from this company in order for you to start receiving school post, electronically.

### School Website ([www.kingslangley-pri.herts.sch.uk](http://www.kingslangley-pri.herts.sch.uk))

Please make frequent visits to our school website for up to date information about our school. The date page in particular is updated on a weekly basis.

### **School Lunches**

All our meals are prepared on site, in our school kitchens. We operate a Pupil Choice Menu where children can order their food at the start of each day, during registration time. They can choose between a Red, a Green and a Yellow meal.

Red: is a hot meal, usually containing meat

Green: is the vegetarian option

Yellow: is a packed lunch, prepared in school

All late arrivers to school will automatically be given a Red meal, unless they are known vegetarians.

Children in the lower school (Years R, 1 and 2) do not pay for their lunch. Meals are provided free of charge as part of the government's Universal Free School Meal entitlement.

### **FSM (Free School Meals)**

If you feel that your child is in the upper school (years 3-6) and is entitled to free school meals, please contact the school office.

***We will look forward to working in partnership with you!***