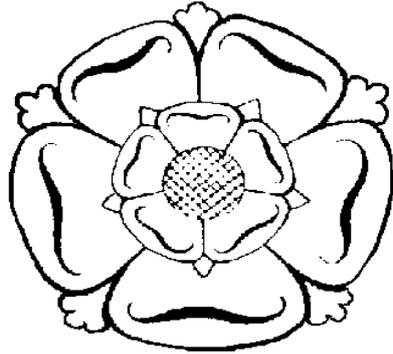
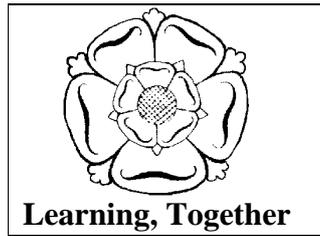


Kings Langley Primary School



Welcome to our school

A welcome guide to the main school (Years R - 6)



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
web site: 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 and Disabilities): Mrs Helen Hanley

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 each 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

website: www.kingslangley-pri.herts.sch.uk

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| 100+ Club | <p>If you would like to subscribe to the school's 100+ Club, you are most welcome. This is a fun, hassle-free way of making a monthly donation to the school.</p> <p>For your subscription fee of £10.00 per month, you will be entered into a monthly draw where you could win up to £100.</p> |
| Absence | <p>The DfE expects every child to be in school, on time, each day.</p> <p>All absences are recorded and we are required to publish figures for both authorised and unauthorised absences.</p> <p>If your child is unwell, you are asked to telephone the school office as early as possible and leave a message on the school answer phone. If we have not heard from you by 9.30am, you will receive an automated text from us, asking you to telephone us immediately.</p> <p>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.</p> <p>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.</p> <p>All holiday absences will be registered as unauthorised and if your child receives 15 or more unauthorised absences across 2 terms (7 and a half days) a fixed penalty notice may be applied.</p> <p>The school does not provide homework for absent children.</p> |
| Afternoon Collection | <p>Children in Years R (Reception), 1 and 2 will need collecting at 3.20pm from the congregation area outside their child's class door.</p> <p>Upper school children (children in Years 3, 4, 5 and 6) will be dismissed from the classroom and will need collecting from the upper school playground.</p> <p>Please make sure your child is collected on time as</p> |

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| | <p>uncollected children will be taken down to the 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 and loose children can interfere with the smooth running of KLASH (our after school club).</p> |
| Arts (The) | <p>We are very proud of our school's 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 and miniature gardens.</p> |
| Assemblies | <p>Assemblies take place every day in the school hall 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 and NSPCC at other times, during the school year.</p> |
| Assessments | <p>All children in the Foundation Stage are assessed on a daily basis and their progress is tracked in their Learning Journals.</p> <p>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. Attainment is shared with parents at twice-yearly consultation evenings and in your child's end of year report.</p> |
| Behaviour | <p>We expect all children to behave well in our school and to follow the school rules.</p> <p>The school has clear <i>behaviour</i> and <i>anti-bullying</i> policies.</p> |

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| Car Park | The school car park is for staff use only. |
| Cell Phones | Children are not permitted to bring mobile phones or iPods or any other electronic gadgets, into school. The only exception to this rule is for those Year 6 pupils who regularly walk to and from school on their own - permission will need to be obtained from the Headteacher. |
| Charges & Remissions | <p>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:</p> <ul style="list-style-type: none"> • individual/group instrumental music tuition • additional art materials • day and residential trips <p>Grants may be available in exceptional circumstances. Please see Mrs Relf in the school office.</p> |
| Child Protection | We take the issue of safeguarding children extremely seriously and follow Hertfordshire's 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 involve the Safeguarding Team at CSF (Children, Schools & Families). |
| 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. |
| Classes | We have up to 30 students in each class with 1 fte (full-time equivalent) teacher and at least 1 teaching assistant. Each class teacher has half a day release time from teaching, we call this PPA time (Planning and Preparation time). During this time, the class will be taught by one of |

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| | our regular supply teachers. |
| Closure | Should the school need to close in an emergency situation, a message will be sent via <i>School Gateway</i> and will be posted on the school website www.kingslangley-pri.herts.sch.uk . |
| Complaints | Every school is required to have arrangements for dealing with complaints and it is important that you let the school know of anything that you are unhappy or concerned about. Your child's class teacher will usually be your first port of call or an appointment can be made to see the Headteacher, should the need arise. |
| 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, will be open for parents to view. |
| Curriculum (The) | <p><u>Foundation Stage (Nursery and Reception classes)</u> 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 children to learn through teacher directed play and activities.</p> <p><u>Key Stages 1 and 2 (Years 1-6)</u> Every child follows The National Curriculum and 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).</p> |
| Drinks | 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. |

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| Eco Warriors | 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 . |
| Extra-curricular Activities | The school prides itself on its extra-curricular provision as we strongly believe in keeping our children active. Each year, we run 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. |
| Fair Process Notification | <p>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, the local authority, DCSF and other organisations, in order to meet the educational needs of the students and comply with the Children Act, 2004.</p> <p>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, or you can collect a copy from the School Office.</p> |
| Food | <p>The school encourages all children to eat healthily. We teach <i>healthy lifestyles</i> as part of the school curriculum. We operate a <i>choice menu</i> for school meals where 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 <i>Hertfordshire Catering Ltd</i>.</p> <p>If your child has a food allergy, and you want him/her to have a school meal, it is important that you let us know so that we can discuss your child's requirements. We are</p> |

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| | <p>unable to provide your child with a school meal, until this discussion has taken place.</p> <p>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.</p> |
| Food Technology | The school has a Food Technology area that is used for all cooking activities. |
| Gateway | <p>This is our preferred communication/payment method for the school.</p> <p>You will need to log on to www.schoolgateway.com and enter your details. Please make sure that these details match those that you have already given to the school via your child's Admissions Form.</p> |
| Governing Body | The school has a very active governing body, made up of Local Authority, Community, Parent and Staff members. |
| Health & Safety | <p><u>Site Security:</u></p> <p>The school gates are opened at 7.30am and then again at 2.45pm. They are locked between 9.15am 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 to the school must be signed in and out at the school office so we know who is on site.</p> <p><u>First Aid:</u></p> <p>We have an appointed School Matron and a dedicated First Aid room. In the event of a serious illness or injury, parents will be informed and may be asked to collect their child. We ask parents to ensure that 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 change, mid-year.</p> |

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| Homework | Weekly homework is given to children in Years 1-6. |
| 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. |
| Illness | We ask parents not to send children to school if they have been sick or have suffered from diarrhoea within the previous 24 hours. |
| Inclusion | We are an inclusive school and are committed to promoting the highest levels of achievement for all 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 childrens' learning. |
| IT | 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. |
| KLASH | We run a daily breakfast and after school club for the children in our school. It is open to all year groups, except Nursery. Please pop into the school office or view the school website for more information. |
| KLIPSA | 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. We 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 with KLIPSA events. |

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| 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 names and the start of a sentence. When children are ready, they will begin to use a cursive handwriting style, with all letters joined. Examples of our handwriting style can be found on the school website. |
| Lunches | Meals are provided free of charge as part of the government's Universal Free School Meal entitlement for all children in the lower school (Years R to 6). |
| Medicines | School staff are happy to administer medicines. Parents must complete an <i>administering medicines form</i> (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. |
| 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). |
| Morning Drop Off | <p>The school playground and the Reception classrooms open at 8.40am. Parents are responsible for their children, up until the school whistle blows.</p> <p>Once the whistle has been blown, children in Years 1-6 will line up in their class line and their teacher will walk them in to class. Parents are asked at this time to step away, so that the children can enter their class in an orderly manner.</p> |
| Music | <p>Peripatetic teaching of guitar and drums are available to children in Years 4-6. These sessions are paid for by parents.</p> <p>The upper school also has an active school choir.</p> |
| Online Safety | <p>Under no circumstance should images be taken at any time on school premises/at school related events of anyone other than your own child.</p> <p>Parents/carers should not share school related information or images online or post material that may</p> |

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| | <p>bring the school or any individual within it into disrepute.</p> <p>Any parent/carer, distressed or concerned about an aspect of school should make immediate contact with a member of staff rather than posting their concerns online as negative postings would impact on the reputation of the whole school community. Parents/carers are also encouraged to report any breaches so that we can protect the reputation of the school, its staff, pupils and parents/carers.</p> |
| Pastoral | <p>The school employs a Pastoral Support Worker, Mrs Frances Euman. Children can be referred to Mrs Euman if you feel they would benefit from a pair of listening ears.</p> |
| P.E. | <ul style="list-style-type: none"> -plimsolls (for the younger years) or trainers -black shorts -white t-shirt (preferably carrying the school logo) -dark coloured track suit for colder weather <p>Ear-rings should be taken out during P.E. lessons and long hair should be tied back.</p> <p>We strongly discourage the wearing of <u>any</u> jewellery to school and ask for your co-operation with this. This includes fake tattoos and nail polish.</p> <p>Please remember to apply sun lotion to your child before school, during the summer months - a sun hat is also recommended.</p> |
| Peer Mediators | <p>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 caps.</p> |
| Phone calls home | <p>Telephone calls home will only be made in exceptional circumstances, not to act as reminders or to ask parents to bring in forgotten items.</p> |

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| Phonics | Throughout the lower school, children are helped to learn the sounds of letters using the <i>Phonics Bug</i> 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. |
| 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. |
| Praise & Rewards | We adopt strategies to encourage good behaviour and use positive language and rewards to highlight examples of good practice. Children are awarded <i>house points</i> on a daily basis and individual certificates are awarded by class teachers and the Headteacher. <i>Golden Time</i> can be used as a whole class reward. |
| Punctuality | We expect all children to be in school on time. School begins at 8.50am. Children arriving after 8.50am need to report to the main school office where they will be marked as <i>late</i> . If you need to collect your child early, at any point, during the school day, we will need to be informed in advance. Children will not be released from school unless they are signed out by an appropriate adult. |
| Reading | All parents are expected to sign their child's Reading Log/School Planner on a regular basis (at least 3 times per week). Reading logs are used in Reception. School Planners are used in Years 1-6. Children on the Reading Scheme will be supplied with reading books from school. |
| 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. |

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| Scooters | We ask that scooters and bicycles are not zoomed around the school site. |
| S.E.N.D. Special Educational Needs & Disabilities) | The school works very closely with a range of outside agencies to ensure the best possible support for every child. <i>Pupil Passports</i> and termly targets are used for those children who have identified S.E.N.D. 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. |
| Smoking | Smoking is not permitted anywhere on the school site and we ask that parents adhere to this rule at all times. |
| Snacks | Only fruit snacks (fresh or dried) are allowed in school. Children in the lower school (Nursery, Reception, Years 1 and 2) are entitled to a free piece of fresh fruit each day. 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 - these will be given out by the class teacher, at the end of the school day. |
| Trips | 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. |
| Uniform | Children in the main school (Years R to 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 |

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| | <p>from: www.beatschooluniforms.co.uk</p> <ul style="list-style-type: none"> -maroon sweatshirt or cardigan carrying the school logo -white blouse or polo shirt (preferably with the logo) -dark grey skirt, pinafore dress, tailored shorts or trousers -dark grey tights or white school ankle/knee socks for girls -dark grey ankle socks for boys -pink gingham dress for warmer weather -black school shoes |
| <p>Working with Parents</p> | <p>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.</p> <p>The school follows the Hertfordshire's Exclusion Policy and Procedures in extreme cases of poor behaviour or bullying.</p> |