



# **KING'S HILL PRIMARY SCHOOL**

**Dear Parents/Carers,**

**I am delighted to welcome you and your child to King's Hill Primary School.**

**Our main aim is to improve children's learning and to raise their achievement. It is important that your child becomes an independent and confident learner during their time at primary school, and we will do everything we can to meet our responsibility to help your child reach their full potential.**

**We want all children to be happy and confident in school, and to do this we need your help in encouraging and supporting them too. We want to involve you in all our activities and you are very welcome at the school.**

**Our staff and governors work together as a team with children and their families, to achieve the very best that we can. During the year we will invite you to the school to look at and discuss your child's work. You will also be invited to our special events and celebrations.**

**If at any time you have any concerns, please do speak to your child's teacher or a senior staff member. We look forward to working in partnership with you and to support your child to become the best that they can be.**

**With best wishes for a happy learning year at King's Hill.**

**Mrs Matharu  
Headteacher**

# School Uniform

## Girls Uniform

- Grey trousers or grey skirt
- White shirt or white polo shirt
- Red jumper or cardigan ( logo optional)
- Grey tights
- Black school shoes
- Plain grey or black headscarves

### Our Schoolwear stockists:

Crested Schoolwear - Walsall

Telephone 01922 276266

Clive Marks Schoolwear—Walsall

Telephone 01922 622556

## Boys Uniform

- Grey trousers or shorts
- White shirt or white polo shirt
- Red jumper with logo optional
- Grey socks
- Black school shoes

## PE Kit

- White t-shirt
- Red shorts
- Training shoes
- Black pumps
- Tracksuit—optional



## No jewellery allowed



Please ensure all uniform is clearly marked with your child's name on it. This ensures all lost items make their way back to their owner.



Please note start and finish times  
will vary for each phase in the  
school.



## 2022-2023 term dates

### Autumn term

**Monday 5th and Tuesday 6th September - Training days**

Wednesday 7th September - Friday 21st October (7 weeks)

**Half term - Monday 24th October - Friday 28th October (1 week)**

Monday 31st October - Friday 16th December (7 weeks)

**Christmas holiday - Monday 19th December - Friday 30th December (2 weeks)**

(Monday 2nd January - Bank holiday)

### Spring term

**Tuesday 3rd January - Training day**

Wednesday 4th January - Friday 17th February (7 weeks)

**Half term - Monday 20th February - Friday 24th February (1 week)**

Monday 27th February - Friday 31st March (5 weeks)

**Easter holiday - Monday 3rd April - Friday 14th April (2 weeks)**

### Summer term

Monday 17th April - Friday 26th May (6 weeks)

(Monday 1st May - Bank holiday)

**Half term - Monday 29th May - Friday 2nd June (1 week)**

Monday 5th June - Tuesday 25th July (7.5 weeks)

**Please note, additional training days will be added throughout the year.**

# Meet Our Staff

**Head Teacher** Mrs N. Matharu

**Deputy Head** Mrs Patel  
**Assistant Head** Mrs Hendrix

**Phase Leaders** Mrs Lawrence. Mrs Grainger

**Safeguarding Team** Mrs Matharu. Miss Mayne. Mrs Patel  
**SENCO** Mrs Patel

**School Office Team**  
**School Business & Office Manager** Mrs Adams  
**School Administrator & Liaison Officer** Mrs Richards  
**School Administrator** Mrs Blackham

**Caretaker** Mr Dwyer

## Early Years

**Little Rainbows** - Class Teacher - Miss Patel  
**Nursery** - Class Teacher – Mrs Kemshall & Mrs Burson  
**Reception** - RKD - Class Teacher Mrs Dodd & RMC - Class Teacher Mr Chatterley  
Teaching assistants - Miss Halford, Miss Longmore-Thompson, Miss Smith & Miss Worthington

## Rainbows

Class Teacher Miss Hough  
Teaching Assistants Mrs A. Begum, Miss Cardwell, Mrs Ilyas

## Year 1

Y1RM - Class Teacher Miss Mistry / Teaching Assistant Mrs Khanum  
Y1NC - Class Teacher Miss Cartwright / Teaching Assistant Miss Murphy

## Year 2

Y2CG - Class Teacher Miss Gaddu / Teaching Assistant Miss Zia  
Y2MR - Class Teacher Miss Roberts / Teaching Assistant Miss Akther

## Year 3

Y3SL - Class Teacher Mrs Lawrence / Teaching Assistant Miss Jones  
Y3GM - Class Teacher Mrs McAdam / Teaching Assistant Miss Taylor

## Year 4

Y4ED - Class Teacher Miss Davies / Teaching Assistant Mrs Ferns  
Y4TG - Class Teacher Mrs Grainger / Teaching Assistant Mrs S. Begum  
1:1 Mrs Johal

## Year 5

Y5TH - Class Teacher Mrs Hendrix / Teaching Assistants Mrs Hough  
Y5KK - Class Teacher Mr Kapur / Teaching Assistant Mrs Chahal

## Year 6

Y6AH - Class Teacher Mrs Hussain / Teaching assistants Mrs Brown, Mr Waring-Wiggetts  
Y6HS - Class Teacher Mrs Sunner / Teaching assistants Miss Moore, Mr Cartwright

A wooden notice board hanging from a chain, with the words "Notice Board" in brown and "Admissions" in red.

# Notice Board

## Admissions

We follow Walsall Council's guidance for admissions. The main admission date is at the start of the Autumn term. Children in nursery and reception start school in smaller groups in order to help them settle into the school routine.

Prospective parents and carers are always encouraged to visit our school. This provides families with the opportunity to discuss any questions they might have. If a child has any identified special educational need, the special educational needs coordinator (SENCO) will meet with the family. The school admits any pupil in accordance with our admission policy, regardless of disability, we aim to ensure equal access to the curriculum for all pupils.

### **Admission to Nursery**

We have part time and full-time places in our Nursery.

These are for children aged three and four.

Children can come for the morning or afternoon sessions, and we do our best to be flexible to meet parents' and carers' needs. There are a limited number of full time nursery places available. Preference is given to children in vulnerable circumstances.

Applying for a nursery place is straightforward. Application forms are available from the school office. If you need any help completing the form please ask a member of staff.

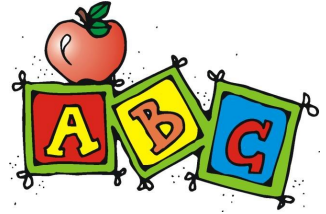
### **Admission to Reception**

Admission to reception must be made through your Local Authority. You should complete a common application form naming King's Hill Primary School as one of your preferred choices. Applications need to be completed by January 2021 in order for a place for the following September.

### **Little Rainbows**

You may be eligible for a place for your 2 year old. Please contact the school office to register your 2 year old for up to 15 hours per week of free childcare. If you require any further information please do not hesitate to contact us.

# The Curriculum



**Early Years Foundation Stage – Little Rainbows, Nursery and Reception**

**Key stage 1 – Years 1 - 2**

**Key stage 2 – Years 3 – 6**

## **Early Years Foundation Stage.**

When children join Nursery or Reception, they follow the Early Years Foundation Stage curriculum, which covers the following areas of learning:

**Personal, Social and Emotional Development, Physical Development, Communication and Language, Literacy, Mathematics, Understanding of the World, Expressive Arts and Design.**

The foundation stage curriculum is based around a mix of teacher-led and child-led activities and aims to provide a learning environment that develops the interests identified by children themselves. Children are encouraged to develop self-confidence and independence.

## **Key stages 1 and 2**

As children move from year 1 and until they leave at the end of year 6, they follow the National Curriculum. When children join year 1, we ensure transition from EYFS is smooth through some play-based sessions. This helps the children settle into the more formal, structured approach in KS1.

The national curriculum consists of ‘core’ subjects: English, Mathematics and Science. There are also ‘foundation’ subjects: History, Geography, Physical Education, Music, Religious Education, Art, Design/ Technology, Computing and a Modern Foreign Language.

All classes in years 1 to 6 spend a minimum of 1 hour every day for Mathematics and English.





# Homework

Homework is work or activity which pupils are asked to do outside of lesson time to supplement or reinforce learning skills, concepts and practice, either on their own or with parents and carers.

Some homework activities, therefore, may not look like formal learning but may be designed to develop experiences or provide less formal learning opportunities for children.

The purpose of homework changes as the child gets older.

In key stage one the main purpose of homework is to develop a partnership with parents and carers and involve them in the child's learning. With certain subjects, such as phonics work in reading and maths calculations, we want children to teach their parents and carers, methods that they are using in school. In this way we aim to encourage parents and carers to support their children and be actively involved in their learning in enjoyable and fun ways.

Reading is vital to successful learning. It is the essential skill for children to access the full curriculum, and through books and stories children can extend their understanding of the world around them.

Hearing your child read is very important for their learning and self confidence, so we would ask you make time to hear them read regularly and to praise their efforts.

As children get older, homework is also a way to encourage them to develop skills for independent learning and to increase independent learning time. In Year 6 we prepare children for their key stage 2 tests, and homework is set to support their learning progress.



# School Meals

## Free school meals.

Families who receive Child Tax Credits, Job Seekers Allowance or Income Support may be entitled to free school meals. Please enquire at the school office if you think you may be eligible you can also apply online by filling out an application <https://go.walsall.gov.uk/forms/Application-for-Free-School-Meals>

The funding each school receives is partly based on the number of pupils claiming free school meals, so we would encourage all families who are eligible to apply for them.

## Packed lunches

If your child does not eat school dinners and does not go home for lunch, you must provide them with a packed lunch. The food should be healthy, to provide the child with the nutrition needed for a productive afternoon. Fruit juice, milk or water may be provided.

Fizzy drinks are not permitted.

Water bottles are encouraged as it has been proven that regular access to water helps children to concentrate.

## Snacks

Fruit is provided for free in Nursery, Reception, Year 1 and Year 2. We encourage older children to bring a healthy snack for break time. Please note that only healthy food is permitted.

Our school meals are organised and provided by  
**Walsall Catering Service**

**Pick up a menu from the school office**

**School meals cost £2.10 per day**

# ATTENDANCE AND PUNCTUALITY

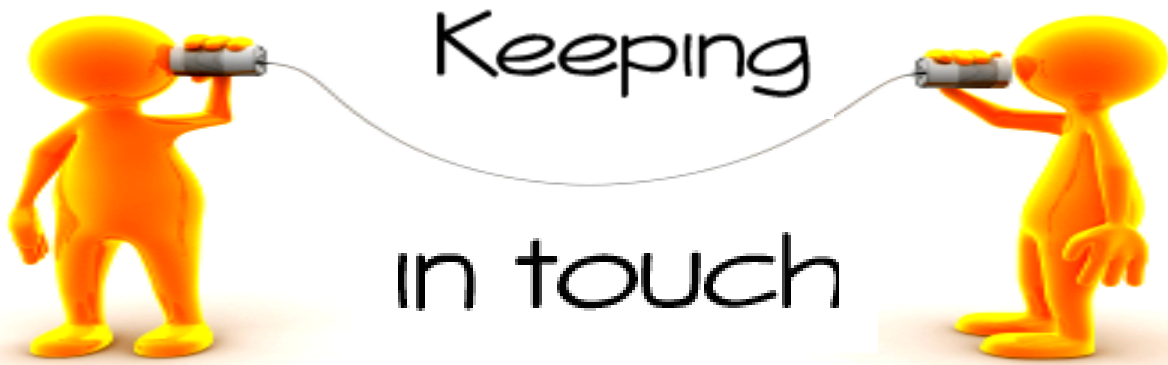
We expect children to attend school regularly and to arrive on time, ready to begin their day. This is essential if children are to get the best from their education. Being punctual and attending every day, forms a good habit for life.

It is also important that children are collected on time as they are most likely to be tired and hungry by the end of the day.

The school cannot take responsibility for children arriving at school before 8:30 am unless they are attending Breakfast Club.

If you arrive late then please take your child to the school office. Where you will be required to sign your child into school.

Once children are in school we expect them to stay for the full day. Removing children from lessons is unsettling. It not only interrupts your child's learning, but also affects the other pupils. In unavoidable circumstances please let us know in advance, wherever possible. If you have to take your child out of school and we will arrange to minimise any disruption.



Families are the child's first and most important educator. At King's Hill we appreciate the important role that families have in supporting their children to develop a positive attitude towards school and learning. We therefore welcome and encourage partnerships between school and home.

### Newsletters

Please look out for the monthly newsletter, which is distributed on a Friday. The newsletter informs families about what is going on in school and also provides a reminder of important dates.

### Family consultation evenings

Three times a year families are invited to evening meetings so that they can discuss their child's progress with their class teacher. If you need to speak to the class teacher or a member of staff at any other time of the year you can make an appointment through the office.

### Website

We are always aiming for new ways to communicate with families. We will continue to develop our website to include a greater range of information.

**[Please take a look at kings-hill.walsall.sch.uk](http://kings-hill.walsall.sch.uk)**

### Contact Details

Please inform the school office if there are any changes to your contact details as we may need to get in touch in the event of an emergency.

### Safeguarding Officer

Our Safeguarding Officer works with children and families across the school. She is able to provide support and advice for our children and families on a wide range of issues.

### Late collection procedures

We expect children to be collected within 15 minutes after school closes. If they are not collected by the time, they will be taken to the School Office. After this we will try to contact families but, as we have no resources to look after children after 4:00pm we may be required to contact social services.

### Who collects children

Foundation and Key Stage 1 children will only be sent home with a family member known to the school. Therefore, if you need to send your child home with someone else, please either contact the school office or class teacher beforehand.

In Key Stage 2 we will either release the child to someone known to the school, or someone whom the child tells us has been agreed with the carer.

Year 6 children are permitted to walk home alone if we have a letter from home giving them permission to do so.

### Illness

If your child is ill, please telephone the school on the first day that your child is absent, or write a letter of explanation on the day that the child returns so that we can update our records. If we do not hear anything, the absence will be followed up by the school attendance administrator.

To minimise any disruption to lessons we ask families to:

- ◆ **Avoid taking holidays in term time**
  - ◆ **Try to arrange all appointments after school hours.**
- (In cases where this is unavoidable, please let us know in advance and provide proof of appointment).



### Accessibility

In line with the Disability Act 2011, at King's Hill we aim to ensure equal access to the curriculum for all the pupils and to respond positively to children with a range of disabilities. We have disabled ramps and there are access points to the front office that do not have stairs. The main building has disabled toilets on the ground floor. Due to the age and design of the building, the school is not able to make further improvements to the accessibility but we will change classrooms to accommodate children with disabilities when appropriate.

### Equal opportunities

We aim to promote positive attitudes in children and staff so that children can make choices unhampered by expectations based on stereotypes, including: gender, race, sex, language, age, ability, ethnic origin, background or any other defining characteristics. The school admits any pupil, in accordance with our Admissions Policy, whether they have a disability or not. We will liaise with the Local Authority when assessing and providing for the needs of children with disabilities.

### Inclusion

We aim to meet the majority of the children's needs in their own classrooms. Teachers are required to modify the work to sufficiently engage and challenge the range of abilities in the class. For some lessons, such as English, small groups of children may be taught outside the classroom by other staff.

### Special Educational Needs

When children are identified as being in need of support, we follow the code of practice as laid down by the Department for Education. The Special Educational Needs Co-ordinator will work closely with the class teacher to ensure the needs of children are met. Liaison with outside agencies is sought where appropriate.

All children with special educational needs once identified, will be assessed as early as possible. Curriculum activities will be matched to the child's ability and progress will be closely monitored. Parents and carers are encouraged to be involved at all stages and close liaison is welcomed between home and school. Parents and carers will be invited to discuss their child's progress on a regular basis, both formally at review meetings and parents' evenings and informally at other times. The schools policy for Special Educational Needs, which is updated annually is available on request.

# Medical Matters



## Medical information

Families are asked to complete a form about details of allergies or other medical conditions, together with the telephone numbers of people we can contact in case of an emergency. If a child has a medical condition that requires a protocol to be followed this must be completed at the beginning of the school year or upon arrival at the school. This is done by a member of the school team and must be reviewed annually.

## Medicines

All medicines, ointments, inhalers or creams should be brought to the School Office and must be labelled. Where appropriate, the dose required should also be included. No medicines should be brought to school without a note. The school office staff only, are permitted to administer medicine that has been prescribed by a doctor and which must be taken 4 times a day. Written instructions must also be sent in by parents and carers.

(We have been advised that medicines prescribed to be taken 3 times a day can be taken when a child wakes up in the morning, when they get home from school and before they go to bed, without any harm to its effectiveness.)

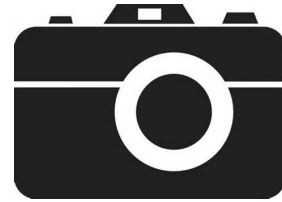
## Falling ill at school

If children become ill at school, we will keep them as relaxed as possible until parents and carers are able to fetch them. Please make sure that school has an active telephone number and an emergency contact number so that we can get in touch if we need too.

Should we deem it necessary to seek further medical attention for a child, we will do so, keeping parents and carers fully informed until they are able to be with their child.

# Photographs

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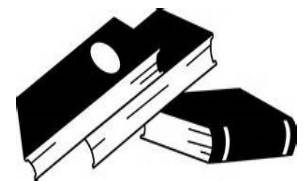


Children may be photographed during their school activities. Occasionally these photographs may appear in the local press or on the school website. When first enrolling at King's Hill, families are asked to clarify where they will allow photographs of their child to appear (for example, in the newspaper or on our website.)

If you have not already done so, please complete a permission form for the use of electronic data and photographs (available from the school office).

# Sharing information

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King's Hill follows the Department for Education policy of Freedom of Information. The Local Authority also provides guidelines for retention of information. Information is stored for the recommended period of time, and then destroyed. Families who request information that we hold, and are entitled to it, may incur a small cost for the collected and photocopying of the information, Some Information should be available free of charge such as the school handbook.

For some requests a time delay of up to 20 days can be expected for us to gather the data required. If we feel that your request is not appropriate, we will respond in writing with our reasons.

Families can be assured that we only gather and store information that is required for specific purposes, and that this information is kept confidential and can only be accessed and used by those who need to use it.

It is very useful if parents and carers also provide us with certain information, as some of the funding that the school receives depends upon this.

We would encourage all families in receipt of Child Tax Credits, Job Seekers Allowance or Income Support to apply for free school meals. In addition to the cost of savings for the parents and carers, the school also receives extra funding for every child who receives free school meals.





Schools are inspected regularly by OFSTED – the government’s office for standards in education, children services and skills. King’s Hill was last inspected in January 2018 with an overall judgement of **OUTSTANDING**. The 2018 report can be obtained from the office or from the school website.

<b>Effectiveness of leadership and management</b>	<b>Outstanding</b>
<b>Quality of teaching, learning and assessment</b>	<b>Outstanding</b>
<b>Personal development, behaviour and welfare</b>	<b>Outstanding</b>
<b>Outcomes for pupils</b>	<b>Outstanding</b>
<b>Early years provision</b>	<b>Outstanding</b>



We offer after school and lunchtime clubs. Some clubs are organised by the staff and some by private providers who charge for the club.

The school has recently started to offer after school clubs that are of a small fee for children. These clubs will be run for several weeks during the school year. The types of clubs offered depend on the different skills that our staff have to offer. We aim to provide a balance of physical and educational activities.

The school also operates a Breakfast Club from 8am, each day to enable working parents and carers to drop their children off before leaving for work. The fees for breakfast club are £1 per child, per day.

Please feel free to contact the school office for the clubs, if you are interested in any of the clubs.

# PAYMENTS

No charge will be made for activities outside school hours that are part of the national curriculum or religious education, or that form an essential part of the syllabus for approved examination. For other activities outside school hours, a charge, up to the cost of the activity, will be made.

When we identify educational visits that would benefit the children's learning, we request a donation from parents or carers to cover the cost of transport and entrance fees. Without this contribution many of the trips would not be possible.

The school will seek to recover either the full amount, or partial contribution, towards recovery of costs where damage to or loss of property was considered to be wilful.

A full charging policy is available from the school office on request

# COMPLAINTS

Most complaints should be dealt with by direct contact with the staff member involved or their line manager. Usually at this stage a resolution can be found.

Where a parent feels that a situation has not been resolved through contact with the class teacher, or that their concern is of a sufficiently serious nature, they should make an appointment to discuss it with the Headteacher. The Headteacher considers any such complaint very seriously and investigates each case thoroughly. Most complaints are normally resolved at this stage.

Only if an informal complaint fails to resolve the matter should a formal complaint be made to the governing body. This complaint must be made in writing, stating the nature of the complaint and how the school has handled it so far. The parent should send this written complaint to the Chair of Governors.

The governing body must consider all written complaints within three weeks of receipt. It arranges a meeting to discuss the complaint, and invites the person making it to attend the meeting, so that s/he can explain her complaint in more detail. The school gives the complainant at least three days' notice of the meeting.

After hearing all the evidence, the governors consider their decision and inform the parent about it in writing. The governors do all they can at this stage to resolve the complaint to the parent's satisfaction.

If the complaint is not resolved, a parent may make representation to the local authority. Further information about this process is available from the school or from the LA. A further meeting is chaired by an independent person, who considers all the evidence and makes a further judgement in an attempt to resolve the complaint.