

King's Hill



Primary School

Parent Handbook

Old Park Road, Wednesbury, West Midlands, WS10 9JG

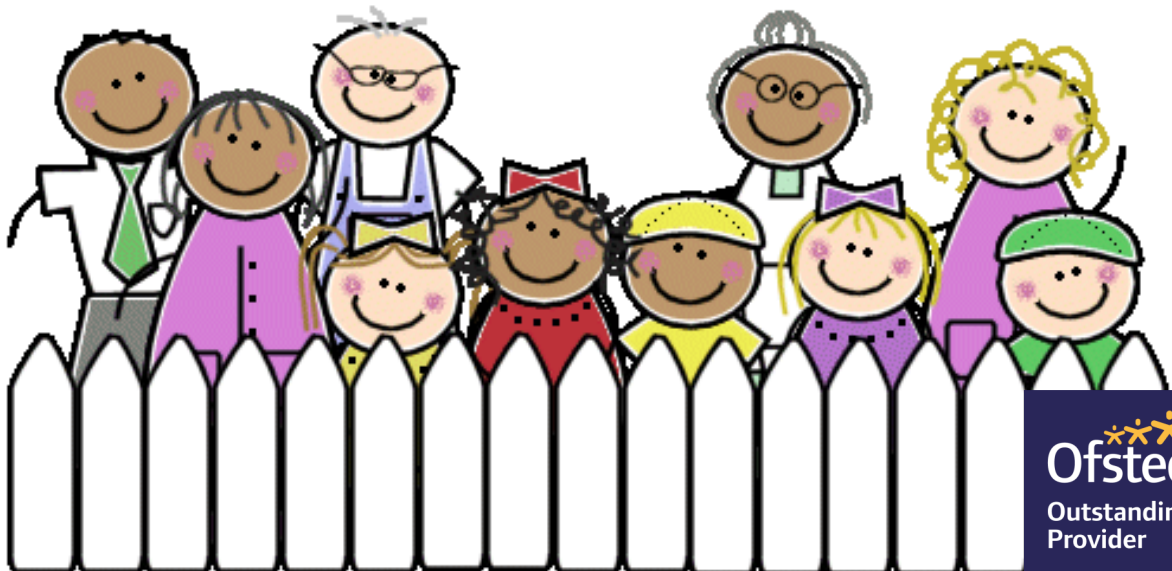
Tel:- 0121 568 6301

Fax:- 0121 526 7491

E-mail :- postbox@kings-hill.walsall.sch.uk

Website:- kings-hill.walsall.sch.uk

Headteacher—Mrs N Matharu




Ofsted
Outstanding
Provider

KING'S HILL PRIMARY SCHOOL

2018 - 2019

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 with logo
- Grey tights
- Black school shoes
- Plain grey or black headscarves

Our Schoolwear stockists:

Crested Schoolwear
Victorian Arcade
Walsall Town Centre
Telephone 01922 276266
Tesco uniform online
and Clemmys in Darlaston

Boys Uniform

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

PE Kit

- White t-shirt
- Red shorts
- Training shoes / black pumps
- Plain black tracksuit (winter term only)



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.

Little Rainbows—2 Year Olds

Monday—Friday 12.15 pm—15.10 pm



Nursery

Monday—Friday 8.30am—11.30am

Reception

8.40am—3.10pm

KS1 & KS2

Monday-Friday

8.40am—3.15pm

Reception Lunch

11.45am—12.30pm

Phase 1 Year's 1—3 Lunch

11.45am—12.30pm

Phase 2 Year's 4—6 Lunch

12.30pm—1.15pm



Term Dates 2018/2019

Autumn Term 2018

Term Starts: Wednesday 5th September 2018
Half Term: Monday 29 October 2018 to Friday 2 November 2018
Term ends: Friday 21 December
Christmas Holiday: Monday 24 December 2018 to Tuesday 8 January 2019

Spring Term 2019

Term Starts: Wednesday 9 January 2019
Half Term: Monday 18 February 2019 to Friday 22 February 2019
Term Starts: Monday 25th February 2019
Term ends: Friday 12 April 2019
Easter Holiday: Friday 12 April 2019 to Friday 26 April 2019

Summer Term 2019

Term Starts: Monday 29th April 2019
Half Term: Monday 27th May to Friday 31st May 2019
Term Starts: Monday 3rd June 2019
End of Term: Friday 19th July 2019, 1.30pm

Meet Our Staff

Head Teacher Mrs N. Matharu

Deputy Head Mrs Patel

Assistant Head Mrs Hendrix

Phase Leaders Mrs Kingston. Mrs Lawrence. Mrs Grainger

Safeguarding Team Miss Mayne. Mrs Matharu. Mrs Kingston

Little Rainbows

Class Teacher Miss Patel / Teaching Assistants Miss Halford & Miss Payne

Nursery

Class Teacher Miss Mayne / Teaching Assistants Mrs Chauhan, Miss Akhter, Mrs Flanagan-Blakeman, Miss Payne & Miss Johal

Reception

RCK - Class Teacher Mrs Kingston / Teaching Assistants Miss Patel, Miss Akhter, Miss Fisher & Miss Johal

RRM - Class Teacher Miss Mistry / Teaching Assistants Miss Halford, Miss Blakemore & Miss Worthington

Year 1

Y1TH - Class Teacher Mrs Hendrix / Teaching Assistant Miss Taylor

Y1MC - Class Teacher Mr Chatterley / Teaching Assistant Miss Murphy

Miss Worthington supporting both classes

Year 2

Y2SL- Class Teacher Mrs Lawrence / Year 3

Y3JP - Class Teacher Miss Peck / Teaching Assistant Mrs Brown

Y3AM - Class Teacher Miss Mehan / Teaching Assistant Mrs Chahal

Teaching Assistants Mrs Begum & Miss Jones

Year 3

Y3JP - Class Teacher Miss Peck / Teaching Assistant Mrs Brown

Y3AM - Class Teacher Miss Mehan / Teaching Assistant Mrs Chahal

Year 4

Y4MKC - Class Teacher Mrs Chote / Teaching Assistant Mr Cartwright

Y4KB - Class Teacher Miss Bahra / Teaching Assistant Mrs Ferns

Year 5

Y5TG - Class Teacher Mrs Grainger / Teaching Assistant Mrs Hough

Y5GD - Class Teacher Miss Dardi / Teaching Assistant Miss Longmore

Year 6

Class Teachers Mrs Patel, Mrs Hussain & Mr Kapur / Teaching Assistants Miss Hough & Miss Moore



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 co-ordinator (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.

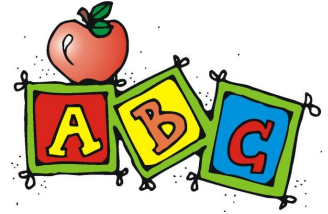
Admission to Reception

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 2019 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 child-care. 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 the 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 operates a mix of teacher-led and child-led curriculum and aims to provide a learning environment that capitalises on interests identified by children themselves. Children are encouraged to develop self-confidence. Each reception class has a full time teaching assistant.

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, 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 50 minutes every day for mathematics and 60 minutes for 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. 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.

Catering is
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

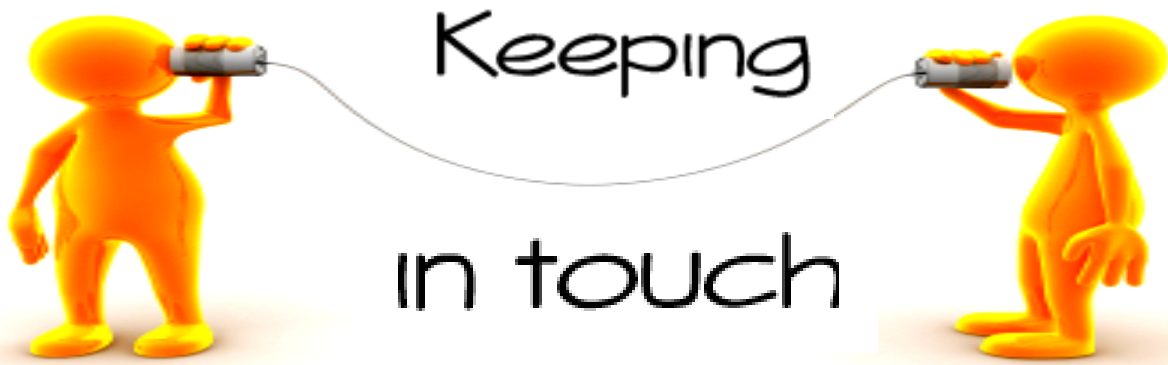
We expect children to attend school regularly and to arrive on time, ready to begin their day. This is essential if children are to get the best from their education. Being punctual and attending every day, forms a good habit for life.

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 8:45 am unless they are attending the school's breakfast club. Until 8:45 am children are the responsibility of their families.

If you arrive late then please take your child to the Office. Once there, 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 have a look at 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.

Family Support / Safeguarding officer.

King's Hill is very lucky to have a family support/ safeguarding officer who works with children and families. She also liaises with families who are involved with the children's centre. She is available to provide support and advice for our children and families on a wide range of issues, including how to access support from other organisations such as Social Services, Housing or Health. She provides one-to-one support and is a superb listening ear for parents and carers.

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.

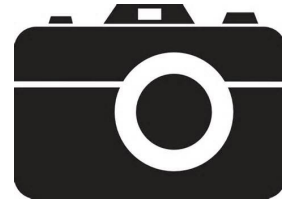
(We have been advised that medicines prescribed to be taken 3 times a day can be taken when a child wakes up in the morning, when they get home from school and before they go to bed, without any harm to its effectiveness.)

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



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



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 collection 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.

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



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.

If any parent is still not content that the complaint has been dealt with properly, then s/he is entitled to appeal to the Secretary of State for Education.