

THE KING'S SCHOOL IN MACCLESFIELD

**Infant Department
Parents' Handbook**


King's

Welcome Welcome to the King's Infant Department Parents' Handbook.

Our aim in the following pages is to present to you, as concisely as possible, an outline of life at King's Infants during your child's time at the school, as well as something of our expectations.

At King's we try to keep you fully informed through our regular mailings on the school website, but this publication is intended to be a handy source of reference about the School and its structures.

We hope you will find the information contained in this handbook helpful. If you do not find the answers to all your questions in these pages, please do ask, using the contact list at the back.

Our Aims & Objectives

King's aims to provide a caring, structured and disciplined learning environment in which all pupils enjoy a wide selection of opportunities to discover and develop their talents and interests to their full potential. The School seeks to promote the highest standards of academic achievement for all individuals in the context of their own abilities. It aims to provide as wide a range of extra-curricular opportunities as possible in order to encourage high standards and teamwork.

Objectives

To achieve its Aims, King's adopts the following objectives for its whole community:

To develop in students a respect for and enjoyment of learning as well as a desire for intellectual challenges;

To foster independent thought, self discipline, mutual respect and spiritual and moral awareness;

To expect and encourage responsible and mature behaviour in the context of a forgiving society where children and young adults can make mistakes;

To foster a sense of community in which co-operative learning and inter-personal relationships are the norm;

To understand the school's importance in society and to interact with and provide associated activities for the benefit of the wider community;

To encourage and develop skills and excellence in a range of academic, physical and aesthetic areas;

To prepare pupils for the challenges of higher education and the world of work.

The School Day

The Infant School will be open from 8.30am with registration at 8.45am, although the school lessons will not officially begin until 8.50am. Please ensure your child arrives at school promptly as this will allow them to begin school smoothly and not feel rushed if their first lesson is in another area of the school. If your child is happy, say goodbye and leave. We ask parents to drop off their children swiftly and not to prolong parting as this can unsettle your child and distress the other children. The front door will be closed at 9am. If you arrive later than 9am please ring the door bell to gain entry. Responsibility for your child passes to the teacher once they have been handed over into the classroom.

During the school day, your child will have snack times. One in the morning and one in the afternoon where they will, for example, have a drink of milk or water and a piece of fruit, a homemade bun or cheese and biscuits. Lunchtimes are held in the dining room where the teaching support staff and dinner ladies will supervise the children. The menus for the school week are displayed on the information board in the Infant building.

The children have a morning, lunchtime and afternoon free playtime outside, weather permitting.

The children attend an assembly of some form three times per week. As the school has a Christian foundation, these assemblies are based on Christian principles, but stories and teachings from other faiths can form part of an assembly. Each Friday in our celebration assemblies, the children's achievements are rewarded by the showing of work and the presentation of good work certificates.

Procedure for uncollected children

Formal schooling ends at 3.30pm. All children will only be handed over to a known adult. After 10 minutes pupils who are left will go to after school club and the Class Teacher or Infant Secretary will call parents/carers to confirm the new arrangements. If you intend someone other than yourself to collect your child, please inform your class teacher in advance. However, on occasions when your plans change at short notice, and you ask someone to take your place at the end of the day, you should be sure to inform this person of your child's individual password. Children **will not** be handed over without it. A quick call to the Infant Office to confirm your arrangements would be helpful.

Dropping off and picking up your child

Like many schools, we are not blessed with a great deal of parking space. In the mornings it is usually possible to enter the Infant Car Park at the back of the school, off Lime Grove. We ask that you park your car and escort your child into their classroom. Please return promptly to your car and leave the premises so other parents can bring their children into school. Alternatively, you can park your car on Fence Avenue or Buxton Road and walk the short distance into school through the main gates. Please note that cars are not permitted to park on the yellow zigzag lines at the front of the school.

Parents are asked to drive with care around the school and park with con-

sideration with regards to our neighbours on Lime Grove and Fence Avenue ensuring easy access to property at all times.

At the end of the school day we ask that you come to the Infant Department to pick up your child and escort them to your car. The parking facilities are the same as for the mornings. Please do not park in any other car parks on site as they are used by older children who are still in lessons.

We would like to respectfully ask for your support and understanding in ensuring that your child is closely supervised if you are required to stay on the school site at the end of the school day. We would like to stress that once your child has been dismissed, parents and carers are responsible for their safety and behaviour.

Homework The children from the Reception Classes to Year 2 have a combination of reading, spelling and weekend homework comprising of Maths or English activities. All the work is designed to reinforce what has been covered in the class over that week.

You are encouraged to take a healthy interest in what your child is doing for homework but are asked to avoid completing the tasks on their behalf. Encouragement and occasional explanations are all that should be necessary. If there are any problems, we recommend that you make a note to the teacher on the homework itself.

We ask that children are given the opportunity to tackle their tasks in quiet surroundings and recommend that a routine is established, e.g. do your homework before tea/TV/playing outside, etc.

Reading Your child will be expected to read at home most nights. The book they are given will have been selected by the teacher who will have identified your child's appropriate reading level. We encourage you to listen to your child read and discuss the story to aid their comprehension. Once a week your child will bring home a book they have chosen from the Kaleidoscope Scheme. This is a 'fun book' and we encourage you to share it with your child. Your child's Reading Diary should be signed by the adult who has listened to the child read. This book provides vital communication between home and school.

Reporting & Assessment Throughout the week, staff record observations of the children's activities. These are analysed by each class staff team to determine the child's current understanding and inform them of the need for subsequent interaction. The information about the child's development gained by such observations is also used to assist staff to plan suitable activities for each individual. These observations and assessment records are shared with parents during Parents' Evenings, along with photographic evidence, workbooks, learning Journeys and other records of achievement. If you require access to any other documentation or records with regard to your child, written permission must be sought from the Head of Foundation.

Liaison with Parents

We recognise that working in partnership with parents is of major value and importance, enabling us to provide a happy, caring and stable environment for your child. We aim to form a good relationship with you, the parents, so that information about your child (be it developmental, social or health related) can be exchanged easily and comfortably.

Within the Infants there are key people who should be your first point of contact regarding your child. Your child's Class Teacher is the key person to approach if you have any questions regarding your child's academic progress or if there have been any major changes at home that could affect their well being.

Other key people who can also help you are the Teaching Assistants within your child's class and questions or requests for information of a more general nature can be directed to them.

Any information you provide will be kept confidential and treated on a strict need-to-know basis.

Therefore, in the Infant Department, we foster close links with parents and regular informal contact is encouraged. This can be when the children are dropped off in the morning, or preferably at the end of the school day. Alternatively, making an appointment to speak to Mrs. Warburton, Mrs. Bailey or your child's Class Teacher can be arranged through the Infant Secretary. Any problems you or your child has will always be dealt with promptly. In addition to this, you will receive a written report in the middle of the Spring Term and one at the end of the school year.

At the beginning of the academic year, Class Teachers will be available to talk to you between 3.30pm and 4.30pm throughout the first full week. This will give you the opportunity to ask about any concerns or worries you may have. This does not apply to Reception as they will have an informal meeting at the beginning of September to talk to the parents about reading, key words, spelling, homework, handwriting scheme and the teaching of the curriculum in general.

A more formal Parents' Evening will be held in October when parents will be seen individually by their respective Class Teachers. This meeting will help to ascertain the progress your child has made and identify any areas of the curriculum that may require support.

Sometimes to further encourage the children's development, parents will be asked to send in objects from home, e.g. photographs, junk, books etc. Please keep an eye on the information boards outside the Infant Office, opposite Mrs. Warburton's classroom and outside the Nursery Classroom, as these will carry informal messages.

Please keep us informed of any changes to your personal circumstances such as change of address, telephone number, doctor or emergency contact numbers. It is also important to keep us informed of any circumstances which could have an effect on your child's well being, e.g. bereavement, separation or illness in the family.

Information regarding the children's activities throughout the week will always be available outside your child's classroom. Regular information in the form of letters will be issued on the school website to keep parents up-to-date with new school developments, staff changes, parent evenings and social events organised by the Friends of King's Committee.

Where appropriate, please sign any confirmation slips as soon as possible and return them to your Class Teacher. Extra copies of letters, music lesson forms and after school care bookings can be obtained from Mrs Ault in the Infant Office.

Behaviour, Rewards & Sanctions

King's Infants is a happy school. This is of paramount importance to us because we feel we can get the best out of a child if he/she is happy in their environment. If your child shows any concern about coming to school please do not hesitate to contact us. We cannot guarantee to solve every problem but often small concerns can quickly grow into something more significant if they are left undealt with.

Parents are encouraged to sign a behaviour agreement each year. Any unacceptable behaviour by a child will be dealt with by the teachers in the following way:

- An immediate oral response to the action;
- A gentle explanation to the child as to why the behaviour was unacceptable;
- If unacceptable behaviour persists, the child will be withdrawn from the activity/group for a short period;
- If necessary, a child may be taken to another room to calm down;
- If unacceptable behaviour continues, the child may be given time with the Vice-Principal (Infants) to discuss the issue further;
- Parent(s) will be informed if we feel that a child's behaviour is particularly worrying;
- Everybody, staff and parents, will be consistent in their approach to behaviour management.

The staff will follow these procedures in a way that is appropriate to the maturity of the child and the misdemeanour.

In the Infant classes we reward positive behaviour, such as helpfulness, kindness, working hard and general good behaviour with praise and stickers. In Year 2 this progresses to a house point system similar to the Juniors.

Our over all aim is to produce confident, happy, independent children who enjoy coming to school.

Classroom Management

Throughout the department, the children are placed in 'social' groups. These may well be redefined throughout the academic year. These groups enable the children to make friends and participate in all activities within their class.

As well as group work, we have 'whole' class sessions. For example, story and news time, introduction of a new topic, sound or number concept. Individual one-to-one work also takes place, supporting and developing the individual child in areas that may need extra practice or to challenge them in an area that they excel in.

Music Lessons

In Key Stage 1, you may wish your child to take advantage of the wide range of peripatetic music teaching on offer during the school day. A letter to parents is sent home during Year 1 giving information about this additional extra curricular opportunity. The children will not miss 'core' subjects such as English, Maths and Science so progress is not disrupted.

Extra Curricular Activities

In addition to the daily curriculum, we feel it is important for the children to develop their interests and talents outside the classroom, in order to become a more 'rounded' individual. A wide variety of activities are provided in the form of clubs, musical groups and sporting activities. Parents will be notified about these activities in order for you to help your child decide what they would like to do and information can be found on the clubs notice board next to Mrs Warburton's classroom.

Absence **Planned absence**

If you know that your child is going to be away from school we ask you to write in to the Principal of the Junior Division, to request time off school at least two weeks before the proposed absence. This is not something we encourage so unless absence is totally unavoidable we ask you not to take your children out of school during term time.

Illness

If your son or daughter is unwell, please do not send them into school. Poorly children attending the Infants will be unhappy and it can be a very unsettling experience for them. It is also too easy to spread the infection to other children or staff. However, for those accidents that happen or for illnesses that develop in school we do have a full-time qualified nurse who will come and look at your child and decide the best course of action. The school nurse is there to provide short-term support for all pupils, not to take over responsibility for one pupil for a long period.

If your child is absent from school for any reason, please inform the Infant Office by telephone on the day of absence. When the child returns, please put in writing, to your Class Teacher why they were absent from school. The Department for Children, Schools and Families requires us to provide them every year with figures for authorised and unauthorised absences. Absences which are not supported by a note are counted as truancy.

Parents are requested not to send any non-prescription pills or medicines into school, as a parent should administer these. If your child requires antibiotics, **please request one that can be administered three times a day instead of four.** This avoids medication during the school day. If your child has been ill with diarrhoea and/or vomiting, they must not return to school until they have been symptom free and on a normal diet for at least 24 hours. This is in line with the Department of Health recommendations and we ask parents/carers to adhere to this in order to stop the spread of such illnesses.

School Nurses

The school nurse provides medication for known medical conditions of pupils, keeps full medical records and keeps staff who need to know informed of any contingencies which may arise with pupils, for example on a school trip.

If your child suffers from asthma, please ask your doctor to prescribe two spare inhalers and medication, which should be kept in school together with written instructions on how to use it. The same applies to severe allergies which require the administration of an Epipen or Piriton.

If a child has to be collected from school before 3.30pm due to illness or any other circumstance, the Pupil Signing-out Book must be filled in by the adult who is removing the child from the premises. This book is situated in the Infant Office.

School Uniform

All King's Infants wear a school uniform which is available from the school shop. Inevitably, items of clothing can be mislaid; if we are to have any chance of reuniting them with their owner they must be clearly labelled. Found property eventually makes its way back to the department where named items are promptly distributed to their owners. Unnamed items are generally held in the infant lost property box. At the end of the year, if these items are not claimed they are donated to a local charity shop.

Children will be asked to bring school coats at all times. The day may start off warm and dry but we know how quickly the weather can change in our country!

For the Nursery and Reception children, spare underclothing and socks will be required for those little accidents that might happen and needless to say they too will need to be clearly named.

Toys

We discourage toys being brought into school. However, the children do sometimes manage to slip their prized possessions into their bags or pockets. We point out that we cannot be held responsible for any damage or loss of these items whilst on school premises.

Most financial matters in the school are dealt with by the Finance Office.

Financial Matters

The Director of Finance is available to discuss financial problems with parents either by appointment or on the telephone. His direct line is 01625 260010. The earlier that any difficulties are shared, the easier it usually is to agree the best way forward.

Security Entrance into the school is controlled by security keypads. If you come into school during a working day, you will notice that all staff, teaching and non-teaching alike, are wearing an identification badge. This is a security measure, designed to deter intruders from wandering onto school premises, and the simple fact that we do this does act as a deterrent and improves security. If you are likely to be on the school premises during the day for any length of time, (perhaps helping prepare for a play or concert or organising a Friends of King's function) please report to the Infant Office when you arrive and request a visitor's badge.

Publicity & Marketing The school employs the services of Johnson Carter for our press coverage in order to promote the significant successes of our pupils. Thousands of images have been reproduced in local papers and this has brought a great deal of happiness to many parents and children. Although there is a marketing element attached to these pictures and stories, one of our main aims is to ensure that the achievement of our pupils is celebrated in the widest possible sphere. In addition we use literature, slide shows, a DVD and a website to market the school. Our parents and children are usually proud to be seen in the newspaper etc.

Should you not wish for your child to be involved, we ask that this is made known to the Principal and the school will ensure that your child is not included in any photographs likely to be used.

School Governors Although you are unlikely to encounter the School Governors very often while your son or daughter is a pupil, they are very important people as they have ultimate responsibility for everything in the school. The Governing Body consists of some twenty men and women, some of whom represent various other institutions such as the Church of England, the local Council or local universities, who give their time voluntarily to running the school. They meet in full once a term and they have a number of sub-committees, responsible for various aspects of the school such as Education, Finance, and Bursary Fundraising who meet more regularly.

The Head of Foundation assumes their delegated authority for every aspect of the school and ultimately for the well-being and education of every pupil. He reports regularly to the Governors, and is accountable to them for everything that goes on.

Friends Of King's All parents of pupils at King's are automatically members of the Friends of King's, which is a body of parents, with staff representatives, set up to support the King's Foundation. In particular, parents of Infant children form part of the friends of King's Junior and Infants which acts to support the younger end of the school. Each year a committee is formed which organises a number of events, (Summer Fair, Ball, and Games Nights) partly to raise money and partly to provide parents with an opportunity to get to know one another. The money provides a number of extras for a whole range of school activities, and over the years these have amounted to a significant enhancement of what the school provides. The Friends of King's Infant Committee looks to parents to lend their expertise, either in organising or with specific skills or in providing refreshments – or simply in rolling up sleeves and getting stuck in! Over the years, parents have found this to be

an excellent way of getting to know both staff and other parents. Details of how to become involved are given early in the Autumn Term. The Chair of Friends of King's can be contacted via the Infant or Junior Office.

What To Do If...? **What do I do if my child is late for school?**

If you arrive at school after 8:50am, please report to the Infant Office where the secretary will make sure your child is registered.

What do I do if my child is absent from school?

Contact the Infant Secretary and let us know how long he/she is likely to be absent. Please note that it is essential that a written letter explaining the reason for absence should be given to your child's Class Teacher – otherwise this will be treated as truancy.

What do I do if my child needs to attend a doctor's or dentist's appointment in school time?

Write a note to your child's Class Teacher in advance. Collect your child from the class and sign the Pupil Signing-out Book. This will be found in the Infant Office. If you cannot find this book, please ask a member of staff who will be happy to help you. If your child returns to school, please sign the book again detailing arrival time back in the department.

What do I do if my child is not fit enough to do games, PE or play outside?

In the event that your child is deemed fit enough to come to school but unfit to take part in physical activity, you are asked to send a note detailing why he/she needs to be excused. This must be handed into the Class Teacher.

What do I do if I am delayed at the end of the school day?

Contact the Infant Office. If there is only likely to be a short delay, your child will wait with the Class Teacher until you can get to school. Should there be a lengthy delay, your child will be put into the After School care facility, which will incur a small charge. Please see page 2 for more detailed information.

What do I do if I cannot attend Parents' Evening?

Contact your child's Class Teacher at the earliest opportunity. It may be possible for you to speak to staff at an alternative, mutually convenient time.

What do I do if my child is unhappy at school?

Contact the Class Teacher immediately.

What do I do if I want to make a complaint?

Please see the Infant Secretary who will make an appointment for you to discuss your concerns with Mrs. Warburton who will follow the appropriate steps. A copy of the Complaints Procedure is available on request. If you are not satisfied with the outcome of your complaint, you can also contact Ofsted or ISI (The Independent Schools Inspectorate). Details for contacting these bodies can be found on their respective websites.

Other Information & Policies

The school's website www.kingsmac.co.uk is kept up to date and is increasingly becoming a key source of information for you and a communication mechanism between school and home. If you cannot find the answer to a

question in this document then the website may provide the information you require.

Policies and procedures including the school's Anti-bullying, School Curriculum and Child Protection policies can all be found on the website. The school's Exclusion policy is available to parents on request.

Keeping you in touch

As you can imagine, there is a great deal going on in a school the size of King's - concerts, plays, trips, Parents' Evenings and much more besides. There are many functions to which we would like to invite you and numerous activities which may interest your son or daughter. To ensure that you are kept up-to-date with these events, we ask you to look at our Junior Division website found at <http://www.kingsjuniordivision.co.uk/>. A link to the website can also be found on the King's School website <http://www.kingsmac.co.uk/>. A bulletin written by the Principal of the Junior Division is posted on the Junior Division website every Friday and letters and notices are regularly updated. You will also find a list of dates for the year and termly calendars of events and of extra-curricular activities. We would ask you to look at the website each week to ensure that you are fully informed about all forthcoming events.

Mailing dates can be found in the school calendar which will be given to your son or daughter at the beginning of each term. This includes a wealth of information about functions, fixtures etc., and also has a list of term dates. The Calendar is also posted termly on our website.

Every term, you will also receive a copy of our newsletter, King's Colours. This aims to give each King's parent an overview of what is happening throughout the whole King's Foundation and to keep you informed about the many successes and achievements of our pupils. The Junior Division has its own termly publication, First Class, which focuses on the activities of Junior & Infant pupils. In the rare and unlikely event of school closure due to adverse weather conditions, parents will be informed via the school website on the front page as a newflash.

Contacting King's

Parents are encouraged to contact the school if they wish to discuss any concerns they may have. The switchboard is open from 8.00am until 5.00pm during term time. If you ring the school during the holidays, you will be able to speak to the member of the office staff on duty from 9.00am until 4.30pm.

Switchboard 01625 260000

King'sKidz 07710 904431
After School Care

Please see back cover for further contact information.

Updated June 2010



The King's School in Macclesfield

Cheshire SK10 1DA

Telephone: (01625) 260000

Fax: (01625) 260022

e-mail: mail@kingsmac.co.uk

website: www.kingsmac.co.uk