



Iford and Kingston
C of E Primary School

Starting School

*Welcome to Iford and Kingston Church of
England Primary School*

Iford and Kingston Church of England Primary School

Wellgreen Lane, Kingston, Lewes, East Sussex, BN7 3NR

(01273) 474973 • ikoffice@skylarkfed.education • www.iford-kingston.e-sussex.sch.uk

Executive Headteacher: Mr Stewart James

Head of School: Mrs Lindsey Hibbert



Dear Parents and Carers,

We are excited to welcome you to Iford and Kingston School.

As we begin our journey, I have gathered together some useful information to support you and your child's transition to school. I hope you find it useful.

Yours sincerely,

Miss Anne Pettifer

Reception Class Teacher

A happy start at Iford and Kingston School

Our aim is for both you and your child to have a happy and confident beginning to their school life.



Before starting school, it would be really good if your child can learn to do these things.

- Use the toilet independently.
- Put on and take off their coat independently.
- Put on and take off their shoes independently.
- Putting their jumper on and taking it off, when they are hot or cold.



Here are some other things you can do to help your child prepare for school.

- Talk to them about school and see if they have any questions.
- Sit and enjoy stories about starting school together.
- When looking at books, encourage your child to talk about the pictures and what is happening in the story.
- Sing nursery rhymes and songs together.
- Encourage them to count to ten with you
- Practise putting a game away when you have finished
- Encourage independent cutlery skills, such as feeding themselves with a fork.
- Explore mark making with lots of different materials.



Please do not worry if your child is not yet able to do all of the above. Every child learns differently and at a different pace.

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SCHOOL DAY

You will probably find that your child is very tired at the end of the school day, so it is vital that they have as much sleep as possible at night. Quite often, all your child will want to do after school is rest.

School Hours

Morning Session

8.45am-12 noon
(School gate is open 8.30 – 8.45)

Afternoon Session

1.00pm – 3.15pm

Drop-off and Collection Procedures

Arriving in the morning: The children may come into the playground from 8.30am. A member of staff will be on duty in the playground from this time and a member of the Senior Leadership Team will be available at the gate. Mrs Pettifer will also greet you at the EYFS garden gate.

If your child arrives after the gate has shut, please enter the school via the main door and sign your child in at the office.

Leaving at the end of the day: The main gate opens at 3.15pm. Please enter the playground and collect your child from the EYFS garden gate at this time.

LUNCHTIMES and SNACKS

****Please note we are a NUT FREE school****

Packed Lunches

If your child is having a packed lunch, they should put their lunch box in the labelled box in their classroom.

School Meals

Good quality meals, which meet the Government's nutritional standards, are currently provided by Chartwells (East Sussex County Council's supplier).

We are currently on the Spring, Summer, Autumn (SSA) menu (a copy of which is enclosed), this will then change after the October half term to the Winter menu, then a new SSA menu after Easter holidays.

Meals are free for KS 1 children (i.e. Reception & Years 1 & 2).

Children will choose their own lunch when they enter the classroom each morning. Visual cues will be available to help your child choose their lunch (a copy of the current menu is included in this pack).

Alternatively, please provide your child with their own **packed lunch**. NO NUTS, sweets, chocolate or fizzy drinks though please.

Bespoke dietary menus can be provided for any children with allergies etc. Please email or call into the office: ikoffice@skylarkfed.education and we can send you the form to fill in.

Snacks

The children are allowed to eat fruit or a healthy snack each day after morning play as it helps to maintain their energy levels! Please bring snacks into the classroom and leave them in the snack box. We advocate healthy eating, so please choose a snack accordingly. PLEASE ENSURE THAT ANY SNACKS FROM HOME ARE NUT-FREE

Fruit is provided for all of the children in Reception and Key Stage 1.

Water

We ask children to bring in water in a **named** re-usable water bottle to drink throughout the day. Water is available for refilling their bottles during the school day.

ABSENCES

Please notify the school by telephone/email before 8.50am on the first and every subsequent day of absence as to why your child will not be in school. This is a requirement of the DfE (Government for Education). If your child has been sick, we have a 48-hour rule that your child must not return to school until 48 hours after they were last sick.

Our telephone number is:- 01273 474973

If possible please organize medical and dental appointments outside school hours. If this can't be done and your child is likely to be absent at the beginning of the school day, please notify the school in advance. If your child will be returning before lunch and will require a school dinner, this needs to be organized in advance.

Holidays in Term Time

The Department for Education has amended the regulations and guidance in relation to absences in term-time. There is no automatic right to take your child out of school during term-time. Please see the separate letter enclosed in this pack.

Change of Plan

Always let us know in advance via the **school office** if your child is to go home in a different way or with a different person. We will need the full name of whoever is picking them up.

CLUBS AND SYSTEMS

Clubs

The school runs various after school sports clubs with an external provider. More details will be sent in September when these are finalised.

Breakfast Club

Iford and Kingston has a Breakfast Club which is run by the school every morning. It starts at 7.45. Booking can be made via the school office.

After School Club

Iford and Kingston has an After School Club (ASC) Monday to Thursday 3.15pm – 5.30pm which all children can attend even after another club. This is run by an external provider (<https://kudizeclubltd.com/>) who take bookings via their website.

ParentPay

We use the cashless system ParentPay at Iford and Kingston. On settling into school in September, the office will supply you with log in details for this in order to provide consent and to pay for future trips etc.

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This is the platform Iford and Kingston uses currently for parents to book slots for the twice-yearly Parent Consultations. Again, log in details for this will be sent to you during the first few weeks.

KEEPING IN TOUCH

Daily Communication

Please talk to Mrs Pettifer if you or your child have any particular worries about school. Please keep us informed of anything that might affect your child's behaviour or general progress such as physical / medical conditions or emotional needs. If you have any documentation you feel should be shared please do this through the school office.

Weekly Communication

We email out a weekly Bulletin every Friday afternoon with important messages, relevant documents and letters relating to your child's class. Every 3 weeks a newsletter in the form of a Sway link will be attached with further information and photographs celebrating life in the school.

Curriculum letters

Throughout the year (in September, January and April) you will receive a curriculum letter explaining what the children will be learning and involved with during the forthcoming term.

Tapestry

In Reception year your child will have an online Tapestry account. This is a place for teachers and parents to share school and home experiences confidentially. More information is enclosed in this pack.

Parent Consultations & Yearly Report

The Parent Consultations happen twice a year in October and March, and an annual report is sent home at the end of the academic year. You are, of course, welcome to come into school at any time to discuss your child with their class teacher. Please contact the school office to arrange this.

UNIFORM

We believe that a simple, smart uniform is key to all the children being well prepared and ready to start the day. It helps to promote a sense of belonging and saves you from wrangles over what to wear!

IT IS NOT COMPULSORY TO PURCHASE THE SCHOOLS' LOGOED TOPS

The **school uniform** is:

- Grey skirt or pinafore dress, grey/black trousers or shorts
- White blouse/shirt or polo shirt OR blue polo shirt (logoed or otherwise)
- School sweatshirt, fleece, blue cardigan or blue jumper
- Summer blue gingham dress
- Sensible, black shoes, buckled sandals (with support heel) or plain trainers, which should be black. Easily fastened shoes (e.g. velcro would be hugely appreciated).

School uniform is available to purchase via www.monkhouse.com (there is a link on the school website)

PE Kit

Reception class have PE twice a week. Mrs Pettifer will let you know when these days are. The children can wear their PE kit all day on those days.

For **PE** the children need:

- Navy blue shorts or track suit bottoms
- White or blue T-shirt
- Trainers

Good quality second-hand uniform can also be purchased from the **PTFA** – they have sales periodically throughout the year.

PLEASE ENSURE ALL OF YOUR CHILD'S CLOTHING AND BELONGINGS ARE CLEARLY NAMED

Welly Walk / Forest School

Children will get the chance to go to our on-site **Forest School** area regularly. These sessions are led by an external provider and children are accompanied by at least one member of class staff. We will send a timetable home to let you know when your child will be visiting Forest School and what they should bring to wear.

We will also take regular **welly walks** around the wilder areas of our school. These walks will take place in all but the very harshest of weather so please ensure your child always has a coat and hat in school appropriate to the season and weather plus, if need be, gloves and a scarf.

Please provide a clearly named pair of wellies for your child which can be kept at school all year round