



6<sup>th</sup> July 2020

Dear Parents,

I would like to thank you for choosing Killigrew for your child and extend a warm welcome to you and your family. We are really looking forward to meeting you in September.

We usually have an introductory meeting for parents of the new Reception children so that I can share important information with you and give you the opportunity to ask any questions that you may have. As we are unable to have visitors in school due to Covid-19, I thought that it would be helpful to send you some essential information before your child starts. Mrs Wicks (Early Years leader) will also send you relevant information to help you to prepare your child for school.

#### **Staff**

##### Sunshine Class

Mrs Wicks (teacher)

Mrs Durrant (teaching assistant)

##### Rainbow Class

Miss Walsh (teacher)

Mrs Hill (teaching assistant)

#### **Term Dates**

As we are a community school, we follow the dates set by Herts County Council. In addition to these dates, we are required to set 5 INSET days and 1 occasional day each year. These are days when the school is closed to children. This year, our first INSET day is on Wednesday 2<sup>nd</sup> September. Please see the link below for Hertfordshire school term dates. [https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/school-term-dates/school-term-dates.aspx#DynamicJumpMenuManager\\_2\\_Anchor\\_2](https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/school-term-dates/school-term-dates.aspx#DynamicJumpMenuManager_2_Anchor_2)

We usually publish dates for the year at the beginning of the Autumn Term and these are added to the school website. In addition, dates for the diary are added to the bottom of the weekly newsletter. This is emailed to you.

#### **School start and finish times**

School usually begins at 8.55am and finishes at 3.15pm for infant children. The new Reception children have a staggered start at the beginning of term in order to give them as much individual support as possible and help them to settle into the new routines. **As the children have been unable to visit for transition meetings, we are starting children who are new to Killigrew on Thursday 3rd September and children who have attended Killigrew Nursery start on Friday 4<sup>th</sup> September.**

Thursday 3rd September Children who have not attended Killigrew Nursery stay for the morning. Children who have attended Killigrew Nursery start tomorrow.

Start time: 8.55am

Finish time: 11.45am

Friday 4th September-All Reception children stay for the morning.

Start time: 8.55am

Finish time: 11.45am

Monday 7<sup>th</sup> September-Wednesday 9<sup>th</sup> September-All Reception children stay for the morning and lunch.

Start time: 8.55am

Finish time: 1.15pm (they will have lunch at school before they come home)

Thursday 10<sup>th</sup> September onwards-All Reception children stay all day

Start time: 8.55am

Finish time: 3.15pm

### **What to do on the first day**

- Walk up the main path towards the school building, take the left hand path and the teacher and teaching assistant (TA) will meet you and your child.
- If someone different will be collecting your child please ensure that you inform us in advance.

### **Parking**

- We encourage all families to walk to school wherever possible.
- Due to Covid-19 we have to have a staggered start, finish and entry system in September for over 400 children. All Reception children must therefore enter via the main West Avenue entrance. Sunshine Class should use the left hand gate and Rainbow Class should use the right hand gate.
- Please avoid parking in West Avenue, North Close and South Close as these areas become congested. It is quicker to park in the service road off Watford road and walk along West Avenue.
- The school car park is for staff use only.

### **School Uniform**

All children wear school uniform. All uniform with the Killigrew logo can be purchased from <http://www.pmgsschoolwear.co.uk/> and all other uniform may be purchased at local supermarkets. It is essential that all clothes and shoes are labelled with your child's name as 30 new sweatshirts look very similar!

### **How to help your child to be ready for school**

- Ensure that your child can use the toilet independently, wiping properly, using toilet paper rather than moist wipes. Show your child how to wash their hands thoroughly with soap and water.
- Encourage your child to recognise, put on and take off their coat and shoes independently.
- Consider clothing that might make independence easier e.g. elasticated waists/Velcro fastenings on shoes.
- Help your child to use a knife and fork independently.
- Help your child to recognise their name.
- Talk to your child about starting school. What do they think it will be like? What are they most looking forward to? Is there anything they're unsure or worried about?
- Share books about starting school.
- If your child has naps, phase these out.
- Practise the school morning routine, including getting dressed and eating breakfast in time to leave.
- Practise the school run so that you're prepared for the journey.
- Towards the end of the Summer holiday, try to get into the school routine, e.g. getting up, going to bed and having meals/snacks at the same time as on a school day.

### **Communication**

- If you have any general questions, the class teacher is usually the best person to speak to.
- If you have any concerns about your child please let the staff know as soon as possible so that we can resolve any issues immediately.
- The staff are busy settling the children at the start of the day so please have any general conversations at the end of the school day.
- If there is an urgent matter that cannot wait, please email [admin@killigrew.herts.sch.uk](mailto:admin@killigrew.herts.sch.uk) or telephone the school office and the admin team will pass on a message.
- It is useful to know if your child has had an unsettled night or there is something that might be worrying them e.g. a pet going to the vet.

- We usually hold parent teacher consultation meetings in October and February/March so that you can find out how your child has settled and how we can work in partnership to support their learning.
- We send home an annual school report in July.
- We send home a weekly newsletter on Fridays.
- If you move house or change your phone number please send us the new details.

### **Attendance**

- Regular school attendance is vitally important. We expect all children to have a minimum of 97% attendance.
- Although 80% attendance sounds good, this is the equivalent of having 1 day a week off every week. If a child has 90% attendance this is the equivalent of having ½ a day a week off every week.
- The school works closely with Herts County Council Attendance Officers and if a child's attendance is cause for concern they will arrange to meet you to offer support.
- We are unable to authorise absence from school for birthdays, family celebrations or holidays, even if these are surprises booked by grandparents.
- Please see the following important link to our attendance policy.  
[http://www.killigrew.herts.sch.uk/kill\\_wordpress/wordpress/wp-content/uploads/2019/03/Killigrew-Primary-School-Attendance-Policy-2019.pdf](http://www.killigrew.herts.sch.uk/kill_wordpress/wordpress/wp-content/uploads/2019/03/Killigrew-Primary-School-Attendance-Policy-2019.pdf)

### **Illness and Medication**

- If your child is unwell, please telephone the school on the first day of absence.
- If a child has a cold we expect them to come to school. (Please send in a box of tissues).
- If your child has sickness or diarrhoea we welcome them back 48 hours after the last episode.
- If your child has a significant injury e.g. breaks a bone, we need to carry out a risk assessment with you before your child can re-join their class.
- If your child requires an inhaler or epipen please contact us as soon as possible as we may need to draw up a care plan.
- Please bring the inhaler/epipen to the school office with the completed consent form (attached) on the first day of term.
- We do not generally administer other medication.
- If your child bumps their head we will call you if we would like you to collect your child. We will send home a 'bumped head' note.
- The school nursing team visit school to carry out screening checks e.g. height, vision and hearing. We will send home information beforehand.

### **School Meals and Snacks**

- In September, we can provide a free packed lunch for your child. Once all children return we aim to offer a hot lunch option as soon as we can.
- If you would prefer to provide a packed lunch for your child please send this in with your child from Monday 7<sup>th</sup> September. (No fizzy drinks, sweets or hot liquids/soup please).
- We provide a free fruit snack each day.

If you have any questions do not hesitate to contact us via [admin@killigrew.herts.sch.uk](mailto:admin@killigrew.herts.sch.uk)  
We look forward to meeting you and your child in September.

Yours sincerely,

T. Mylotte  
Head teacher

## School Uniform

### Winter Uniform

- Red or white polo shirt or white blouse
- Grey skirt, pinafore dress or smart grey tailored trousers (no leggings)
- Red 'Killigrew' sweatshirt or cardigan
- Red, grey or white tights
- Low heeled, closed toe, black, blue, red shoes (with an ankle bar/ T-bar, laces or Velcro fastening)
- No trainers, crocks or jelly shoes
- White or grey socks
- 'Killigrew' Fleece (Optional for outdoor use only)

### Summer Uniform

- In addition to above, red & white gingham dress, pedal pushers or tailored grey shorts
- White sandals/shoes (with an ankle bar or T-bar)

### P.E.

- Plain white t-shirt
- Plain red shorts
- Black plimsolls
- A named drawstring/popper bag for PE

### P.E. for Years 3 – 6 for outdoor P.E. (In addition to the above)

- Trainers
- Red or Black tracksuit trousers
- Red plain sweatshirt

### General

- Shoes should be closed toe and low heeled
- No open toe sandals, crocs or jelly shoes. No trainers other than for PE
- Pupils are encouraged to wear a plain red or white baseball cap at lunch times and break times during the summer
- All items of clothing should be clearly named
- Hair must be tied back
- Jewellery must not be worn except a watch or simple stud earrings which must be removed or taped over for PE
- No nail varnish
- Killigrew branded uniform can be purchased from <https://www.pmgsschoolwear.co.uk/> 01895 809321. All other items can be purchased locally

### Nursery

- Pupils are not required to wear uniform but may follow the general list above
- Clothes should be practical and should enable your child to be independent e.g. elastic waistbands



## Parental Permission to Administer Medicine

Killigrew Primary and Nursery School will not give your child medicine unless you complete and sign this form.

Name of Child	
Date of Birth	
Class	
Medical condition	
<b>Medicine</b>	
Name/type of medicine	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration Y/N	
Procedures to take in an emergency	

**NB: Medicines must be in the original container as dispensed by the pharmacy**

<b>Contact Details</b>	
Name	
Daytime telephone No	
Relationship to child	
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Killigrew staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent signature .....

Date.....