

# Welcome to



Kedington  
Primary  
Academy

# March 2019



*Appreciating what we have.....  
Aspiring to greater things.*

Dear Parents/Carers

We would like to welcome you to Kedington Primary Academy and look forward to a happy and successful partnership over the coming years. We hope that the information overleaf will answer many of your questions, but please do not hesitate to contact us if we can help you in any other way.

As a parent/carer we know that you want the very best education for your child. Alongside you, we seek to achieve this by providing a happy and secure learning environment in which your child can thrive and develop a lifelong love of learning. Our curriculum is designed to provide depth and breadth and is further enhanced by a creative and thematic approach to learning from Year 1 upwards. Our Green Flag Eco award also shows our commitment to raising children's eco awareness and we hope that you too will join in by sharing the benefits of our Academy garden and produce.

Throughout the year we open our doors to invite our families to productions, concerts, and much much more. Our Parent Partnership days and information sessions will give you the opportunity to become very 'hands on' in your child's education, and to share the learning through their eyes. We also hold a family assembly most Fridays, where we take great pleasure and pride in celebrating the achievements of our young learners. We do hope you will be able to come along and join us.

Finally, we strive to communicate clearly and honestly with our families and try to address any concerns quickly. If you have any worries (no matter how small) please do not hesitate to come and speak to us, we really do value your opinion.

Kind regards

Mrs V Doherty

Headteacher

# Staff and Governors

## Teaching Staff:

Mrs V Doherty	Headteacher
Mrs M Harris	Deputy Headteacher
Mrs N Riley	
Mrs L Murray	
Miss E Poole	
Miss K Tillmanns	
Mrs N Fenn-Goode	
Mrs S Williams	
Mrs N Masson	
Ms S Kirby	
Mrs A Harding	
Miss E Jolland	

## Support Staff:

Mrs S Bush - Teaching Assistant  
Mrs N Carpenter – Teaching Assistant  
Mrs S Norden – Teaching Assistant  
Mrs S Bradnam – Teaching Assistant  
Mrs J Milner - Teaching Assistant  
Mrs L Brown - Teaching Assistant  
Mrs D Cannon - Teaching Assistant  
Mrs B Bowers - Teaching Assistant  
Mrs J Newstead - Teaching Assistant  
Mrs S Duers – Senior Administrator  
Mrs L Steel – Administrative Assistant  
Mr J Boxall - Administrative Assistant

## Governors:

Mr M Brown (Chair)  
Mrs M McGuire (Vice chair)  
Mr D Willett  
Mrs K Boxall  
Mr S Shirm  
Mr R Yeo  
Mr N Rutter  
Mrs T Roach

## Class Organisation

The Academy is organised in seven classes as follows:

Age	Year Group	Class
4-5	Reception	Kittens
5-6	Year 1	Tigers
6-7	Year 2	Panthers
7-8	Year 3	Lions
8-9	Year 4	Leopards
9-10	Year 5	Jaguars
10-11	Year 6	Cougars

## Academy Sessions

The Academy week is Monday to Friday. The children arrive on the playground no earlier than 8.30am, accompanied by an adult and line up at **8.40am**, when the bell rings. They will be greeted by their class teacher who will lead them into class. Children in Reception class go straight around to their classroom door. The end of the school day is at **3.15pm** where children are collected from the outside door of their classroom.

**Academy Uniform** (please see attached information)

## Photography/Filming of Children

There may be times when children are photographed or recorded on video as part of their learning. These photographs or video films are normally kept at the Academy and used as a means of recording achievements. We also invite the local press to report on some activities and they may wish to photograph some children. You will be asked on our enrolment form if you wish to give permission.

## Health and Safety

### Medicines

If a child needs to have any form of medication during the day, a member of staff will administer this. Medicines must be brought to the office in the morning and collected from the office at the end of the day, Parents must complete and sign a Medication Form giving full details of dosages and times etc. This form is also available on our website. Medication cannot be given unless parents have completed a Medication Form.

By necessity, some children are required to take long-term daily medication and this should be brought to the office for safe-keeping; preferably no more than two weeks' supply should be held in the office at any one time. Parents will have to complete the Medication Form detailing dosages and times; the office must be informed of any changes in this information.

In the case of asthmatic children, parents are asked that inhalers are kept in the Academy for both regular and for 'as and when required' usage. It is the responsibility of the parents to ensure that these inhalers are replaced as necessary. Parents must complete a Medication Form.

For the safety of all the children, medicines may not be kept in the classroom or by the child. The only exception to this may be at the parents' request, when an older child is able to manage their own asthma and wishes to take responsibility for his/her inhaler.

### **Accident Procedure**

In all cases of emergency, we will endeavour to contact the parents concerned immediately. However, should this not be possible, we will act on the advice of the medical officer consulted. Records of all accidents are maintained in the office. Should a serious injury occur, we are required to follow the national 'Incident Reporting' procedures,

In the case of a minor accident, we will notify the parents that their child has had an accident, even if not suggesting that they are taken home. As a precautionary measure, parents are notified of bumps to the head, usually with a note brought home at the end of the day.

It is very important that any changes of contact telephone numbers (i.e. home, work, mobile) are advised to the office immediately to avoid any delays in contacting parents.

### **Illness**

Please contact the office if your child is too ill to attend school. We do appreciate parents informing us at the outset of any contagious illness (e.g. impetigo) that their child has contracted. This is particularly important with cases of chickenpox, measles and German measles.

If a parent considers a child to be well enough to attend the Academy but wishes the child to remain indoors at playtime or to be excluded from Physical Education or swimming, it is necessary that the class teacher be given written notice of this.

Please do not send your child to the Academy if they are ill and are unable to concentrate on their work. If your child has diarrhoea or sickness, we expect that you will keep them at home for 48 hours after they have not suffered further diarrhoea or sickness.

## **Medical Assessment**

A medical assessment takes place during the child's first year with us, which consists of height, weight, vision and hearing tests. Height and weight are checked again in Year 6. The School Nurse carries out this assessment. A parent may be present on this occasion,

## **Speech Therapy**

Sometimes it is possible to arrange for those children who need speech therapy to receive it at the Academy, or at the local Health Centre. If you have a concern about your child's speech, we recommend the drop-in centre in Haverhill as a very good starting point.

## **Head lice**

From time to time there is an outbreak of head lice. We would ask parents to inform the office if lice are found on their child's hair. This enables us to alert other parents to check their child's hair and avoid continual re-infection. Your doctor or pharmacist should be consulted about appropriate treatment.

## **Physical Education**

It is considered dangerous for children to have loose, long hair when carrying out Physical Education (including swimming where they must wear a swimming hat). We suggest that bands are provided by parents so that hair can be tied back securely. We follow local authority guidance also, which states that 'during physical activities children should not wear earrings'. Children should also have appropriate footwear for indoor and outdoor P.E. with trainers being a good choice for outdoors and plimsolls indoors, though the children usually take part in bare feet in our hall.

## **Jewellery**

Jewellery should not be worn during the day for safety reasons, although if a child has pierced ears, small studs may be worn when not involved in PE. Older children may wear watches if they are clearly named.

## **Hair**

It is our policy that collar length hair must be tied back at all times. Short hair should be free from patterned lines and shapes.

## **Security**

Our security measures are aimed at providing a high degree of protection for our children and staff and yet allow safe procedures in an emergency situation. The gate to the main playground is open from 8.30am. Staff collect their children at 8.40am and take them to class. At all other times, access is only through the main entrance, where the door-bell should be rung for access. Parents should collect their children from the external classroom doors at the end of the day.

All adults entering teaching areas during normal sessions are required to sign the Visitors' Book and wear an identity badge. We expect all staff to challenge anyone on the premises who is not wearing an identity badge.

## **Academy Closure**

Unfortunately there may be times when it is necessary to close the academy at short notice, e.g. poor weather, no heating. If this occurs, we use ClassDojo to keep everyone informed. We also try to communicate the closure through the learning platform [www.kedingtonprimary.co.uk](http://www.kedingtonprimary.co.uk). Closure information is also broadcast by local radio stations such as BBC Radio Suffolk.

## **Parental involvement in the Academy**

We welcome our parents to help in a classroom, supporting reading, or with swimming, art and craft activities, after-school clubs and concerts. You may have special skills you could share. The Family Assembly at 8.50am every Friday is open to visitors. Several times during each year you will receive invitations to events like concerts, coffee mornings and sports days and to share in the children's learning activities, If you want to help on a regular basis, please let the class teacher know and speak to the staff in the office, who can then initiate a Disclosure and Barring Service check (DBS).

## **Reading Books**

Your child will be sent home with words to learn or a book to read. Please remember that reading books schemes are not a race to read every book and to move to higher levels as quick as possible or before other children; enjoyment of reading and discussion about the events or information in a book is far more important, Please take good care of books. A book bag can be bought from the office. Sales of new books happen in school twice per year, giving families the chance to choose from the latest books produced for children 's learning and fun, usually in October and June. We also have an extensive fiction library for children as they get older, and they can access their account online and reserve books and write book reviews.

## **Key Dates**

These will be shared with parents at the beginning of September, including all term dates and special events throughout the terms.

Finally, we look forward to working in partnership with you over the coming years.

We have an 'open door' policy that encourages regular communication with our families and look forward to welcoming you to Kedington Primary Academy.

For further information please refer to our website  
[www.kedingtonprimary.co.uk](http://www.kedingtonprimary.co.uk)