



# THE A TO Z OF LIFE AT KINGS NYMPTON PRIMARY SCHOOL





# The A to Z of Life at Kings Nympton Primary School

## CONTENTS

<b>A</b>		<b>G</b>		<b>S</b>	
Arrival at School	3	Governors	9	Safeguarding	13
Absence and Attendance	3	<b>H</b>		Snacks	14
Additional Needs	3	Head Lice	9	School Trips	14
Admin Team	4	Health	9	Sun Safety	14
Assembly	4	Holidays	10	<b>T</b>	
Assessment	4	Home Learning	10	Term Dates	14
<b>B</b>		<b>I</b>		<b>U</b>	
Behaviour	4	Independence	10	Uniform	14
Book Bags	5	<b>J</b>		Unforeseen Closure	15
Bus	5	Jewellery	10	<b>V</b>	
<b>C</b>		<b>L</b>		Visitors	15
Change of Clothes	5	Lateness	11	<b>W</b>	
Communication	6	Lost Property	11	Water Bottles	16
Complaints	6	Lunchtime	11	Website	16
Curriculum	6	<b>M</b>		Writing	16
<b>E</b>		Message Book	12	<b>Y</b>	
Educational Welfare Officer	7	Milk	12	You	16
End of the day	7	Money & School Gateway	12	<b>Z</b>	
Extended Services	8	Morning Break	12	Zzzz	16
<b>F</b>		<b>P</b>			
Facebook	8	Painting and Messy Play	12		
Fears or worries	8	Parents' Evenings	12		
Federation	8	Parent Forum	13		
Friends of the School	8	Peers	13		
Forest School	9	Privacy	13		
		Pupil Premium	13		





## Arrival at school

The gate opens at 8.50am. Children can enter via the main gate at the front of the school or through the top gate. Staff members will be there to greet them. Children are allowed to enter the school building at 8.50am. Registers are taken and the school day begins promptly.

All children arriving after the gate is closed must go to the main school reception to gain entry to school. If this is after 9.00am, parents/carers must sign their child in to ensure we have a record of attendance in the event of fire or emergency evacuation.

Any child arriving after 9.00am will be marked as 'L' for late on the register, unless lateness is due to a medical appointment.

Any child arriving after 9.15am; the close of registration, will be marked as late and unauthorised 'U', unless lateness is due to a medical appointment.

Should you need to get a message to your child's teacher, please email or telephone the office. For further information, please refer to the [school's attendance policy on our website](#).

## Attendance and Absence

Please telephone us at the school office (01769 580512) on the first, and every day of your child's absence. If we do not hear from you, we will be in touch with you to find out why your child is not in school and make sure everyone is safely accounted for. If we are unable to contact you, we will contact your other authorised contacts. If we cannot make contact, your child is classed as "Missing in Education" and a welfare check will be carried out.

Attendance is extremely important and we expect children to be in school and on time every day. We want to provide the very best education for every child in our care and we cannot do this if they are not in school. The law states we cannot authorise family holidays in term time – if your child is absent for this reason, it will be marked as 'unauthorised'.

For further information, please refer to school website where you will find the [school's attendance policy](#).

## Additional Needs

Children's progress is continuously monitored and assessed. Occasionally we find that, for one reason or another, children do not make the progress we expect. This could be in one of a number of areas and discussions between parents and teachers will ensure that the appropriate help and support is provided. Parents are consulted at every stage of this process.

The needs of all children are met through our learning provision and with appropriate opportunities to develop their special talents, such as representing the school in dance, music or sport.

For further information, please refer to the school's [Equality Policy and SEND policy on our website](#).



## Admin Team

Our admin team is on hand to help with any questions you may have—don't be afraid to ask! We will make sure that your questions/comments get to the right person. We will always reply to you as quickly as we can. Contact us on 01769 580512, or [admin@kingsnympton.devon.sch.uk](mailto:admin@kingsnympton.devon.sch.uk). Please be aware that the office is open from 0830-1330 every day during term time.

When speaking to our staff members, please ensure your manner is polite as rudeness from individuals will not be tolerated.

If you need to get a message to your child's teacher, please email admin and the team will pass it on.

## Assembly

Assembly is an important time when we all gather together as a school community. We have singing assemblies, global assemblies, assemblies that focus around PSHE topics. We also have regular whole school celebration assemblies.

## Assessment

At the end of the Reception year, you will receive a written report showing attainment against the early learning goals. This report will tell you whether your child is meeting the expected levels of development for each area of learning, or if they are not yet reaching expected levels ('emerging'). The report will also summarise your child's general progress in the characteristics of learning.

At the end of Year 1, children sit a Phonics screening check which tests their phonics skills, ability to sound out and decode words. At the end of Year 2, children are assessed in Reading, Writing and Maths (Key Stage 1 SATs).

## Behaviour

We pride ourselves on our good behaviour at Kings Nympton School as it is important that children learn our behaviour code as soon as they enter Reception class. Our [Behaviour Policy](#) is available on our website.

We like to reward the children in both classes and this is done through Class Dojo. When the children are seen to be working well, being kind and considerate, following school rules etc, they earn dojos, individually or as a group. When they have collected a certain number, they are rewarded with a special treat.







## Book Bag



It is important that your child has a school book bag in school every day containing your child's reading book, reading record book and message book (see Message book for more information on this). Navy blue book bags printed with the school logo can be ordered and paid for via the School Gateway at a cost of £5.95 and collected from the office. Please use a book bag and not a rucksack as we don't have much room in the cloakroom area for bulky bags!

Each child will be given a reading record book and this should be kept in their book bag. When a teacher or teaching assistant shares a book with your child, they will write a short comment in the reading record book. Please find time every day to share a book with your child, even if it's only five minutes as it makes a huge difference to their progress. Please feel free to write your own comments in the reading record book. If you prefer not to write a comment please sign and date the book just so that we know you have read with your child.

## Bus

Devon County Council provides transport to school if you meet their criteria. Contact the Transport team if you think you might be eligible: [schooltransportservicequeries-mailbox@devon.gov.uk](mailto:schooltransportservicequeries-mailbox@devon.gov.uk)

## Change of clothes

Please ensure that your child has a spare change of clothes (labelled) that can be kept in school.

## Communication

We email a weekly newsletter home every Friday and this is your one stop shop for everything that's going on at school. Please do take the time each week to read this as it will keep you and your child updated and informed as to what is going on in school. The majority of our contact with parents is via email. We also send text messages when a situation requires urgent communication.

Our website is also full of helpful information, including newsletters and other communications with parents/carers. The calendar on the website is also a helpful reference point for parents. If you have a question or query, you will often find that it can be found on the website. Please see the appendix at the end of this document for further information about the website and its role in communication between school and home.

If you need to contact school, please telephone 01769 580512. If the phone isn't answered, please leave a message and we will get back to you as soon as we can. You can also email the school: [admin@kingsnympton.devon.sch.uk](mailto:admin@kingsnympton.devon.sch.uk)

Friday 17th January 2022

**Kings Nympton Weekly Newsletter**

www.kingsnympton.devon.sch.uk admin@kingsnympton.devon.sch.uk

Tel: 01769 580512

### A note from the Head

Dear Parents and Carers

We have enjoyed a lovely first full week back at Kings Nympton. Everyone has come back refreshed and ready to learn. The children have been very excited to watch the new climbing tower go up. As Matthew quoted, 'Finally it's here!' I know the children are very much looking forward to using it next week. Charlie can't wait to use the climber's pole!

Our new phonics programme 'Little Wandle' has begun in Key Stage 1 this week and already we are seeing evidence of its impact. Kevyn's Mum has a wonderful clip where Kevyn is telling mum that duck is 2 sounds, 'I word and called a digraph!' Fantastic Kevyn! You can see the video on the school's Facebook page if you'd like to have a look. We are in the process of ordering lots of new phonics books to go with the programme, all very exciting.

You will notice from the class half term newsletters sent out this week that the class learning information has changed this term. The website now has the learning sheets for all subjects for Class 2. These have all the key information for that subject and also go in the children's folders in school. Our displays also have all this information on so children know exactly what they are learning each week, how this fits into their previous learning and how their journey develops through the sequence. There are many knowledgeable organisers on the internet but our staff have worked very hard to make these specifically for our children's learning journey and we are very proud of what we have achieved.

Next Thursday is Census Day. You may remember from our Census Day in the Autumn Term that this is a very important day for schools as the information provided on the form feeds directly in to funding the school receives. The children in Class 1 are encouraged to try a school meal on that day (three of charge). They are of course also welcome to bring in a packed lunch if they prefer. A special menu will be available which you have been emailed about today. Finally, we have lots planned this term and are looking forward to the various trip and activities that have been scheduled. See page 3 for an overview of everything that's coming up this half term.

Have a lovely weekend.

*B. Evenden*

Page 1 of 11



## Complaints

Whilst we are very proud of our school, we know that no one gets things right all the time. We are committed to working with you to provide the absolute best for all of our children and this includes responding quickly and proportionately to concerns that you raise.

If you are concerned or unhappy with the way the school or a member of its staff has treated you, or with the way the school is operating its policies and procedures, then you can raise your concerns or make a complaint. The best way to deal with a concern or complaint is to first speak to the class teacher, then, if necessary escalating to the Deputy Headteacher (Mrs Manning), then the Executive Headteacher (Mrs Fenemore) or school Governor as appropriate. The member of staff will talk with you so that they can understand what your concern or complaint is about, and take any appropriate action to put things right. Full information can be found in our [Complaints Procedure](#) which is available on our website.

## Consent

Before your child joins us, we will share an online consent form for completion. This covers image consent, off-site activities and ICT usage.

## Curriculum

The Early Years Foundation Stage (EYFS) curriculum supports children's development from birth to 5 years old (the end of the Reception Year). Children develop rapidly during these years but they develop at different rates and different stages.

During these critical early years children learn through play opportunities, being active, thinking critically and exploring the world around them. These experiences will build their foundations for future life-long learning. The Early Years Foundation Stage curriculum supports your child's development through seven areas of learning and development.

Children develop through seven prime areas:

- *Communication and Language*
- *Physical Development*
- *Personal, Social and Emotional Development*
- *Literacy*
- *Mathematical Development*
- *Understanding the World*
- *Expressive Art and Design*



These seven areas of development are used to plan stimulating activities for your child to experience during their time in early years.





The route through Kings Nympton Primary School is as follows:

### Early Years Foundation Stage

Play based curriculum from ages 0-5 (until the end of your child's reception year). Activities focus around laying the foundations for your child's life-long learning.

Preschool Class is for children aged 2-4 years

Reception children, aged 4-5 years are in Class 1

### Key Stage 1:

Introduction of the National Curriculum, national phonics screening in year 1 and standard assessment test in Year 2.

Year 1 for age 5-6 years

Year 2 for age 6-7 years

### Key Stage 2:

Continuation of the National Curriculum, increasing in knowledge base towards standard assessment test in year 6.

Year 3 for age 7-8 years

Year 4 for age 8-9 years

Year 5 for age 9-10 years

Year 6 for age 10-11 years



### Educational Welfare Officer

The county Educational Welfare Officer (EWO) works with the school to review poor attendance. In the first instance, the EWO will meet with parents. If a child's attendance does not improve, parents could be fined or in the worst case, taken to court. We want the best for every child in the school and we cannot teach them if they are not in school. As children are given learning to complete at the very start of each day, please make sure your child arrives at school promptly. For further information, please refer to the [school's attendance policy](#).

### End of the Day

All children will leave school from the main playground gate at 3.30pm. Children in Class 1 are brought out to the playground by the class teacher at 3.30pm and released to parents. If there is a change to who is collecting your child, please let us know via the office.

Children in Class 2 leave school in the same way. If you give permission for your Class 2 child to walk home unaccompanied, we need this in writing.

If you are unavoidably delayed, please telephone to let us know. It can be very worrying for young children when they are left behind after all their friends have gone. Teachers will wait at the gate until 3.35pm, after this time any children awaiting collection are taken to the office where staff will attempt to contact you. A member of staff will stay with your child until they are collected, we will never leave a child at school unattended.



### Extended Services/Clubs

We offer a wide variety of after school clubs from 3.30pm-4.30pm which are open to all children in Reception through to Year 6. The timetable and selection of activities is reviewed and updated every half-term. Parents are asked to sign up and make payments half-terminly. We are also currently trialling a Before School Club which is open Monday-Friday during term-time. Parents and carers have the choice of booking half hourly or hourly slots and bookings must be made one week in advance. If you wish to make a booking, please contact the office for further details.

### Facebook

We have a school Facebook page, please 'like' us to keep up to date with the latest news from school. Just search for *Kings Nympton Primary School*.

### Fears or Worries

It is not unusual for young children to develop fears and worries about all manner of things. These are often associated with the anxiety of a change in routine. Please let the teacher know if this is the case with your child. We can be ready to reassure them if we know they are likely to become unsettled. Please make sure that your child knows how important it is to tell their teacher or an adult in school if there is anything worrying or upsetting them. We can only help if we know there is a problem.

Many years of experience have taught us that tears dry as if by magic once parents or carers have gone! Please make your goodbyes as quickly as you can. We promise that even if there are a few tears they will be gone almost before you have walked up the path.

Of course all children are different and if a child is not settling into school we will work closely with you to devise the best strategy for them.

### Federation

Kings Nympton Primary School is part of The Woodland Federation with Winkleigh Primary School and we work closely with Winkleigh, with Mrs Fenemore as Executive Headteacher overseeing both schools. We are also part of the Two Moors Learning Partnership where we link with Morchard Bishop, Witheridge and High Bickington primary schools for sporting events and sharing good teaching practice. We also work closely with LEA schools Hatherleigh Primary, Shebbear Primary, Halwill Primary, Ashwater Primary and St Giles on the Heath Primary

### Friends of Kings Nympton School

The Friends of Kings Nympton (the PTA) is a group of parents who raise funds for the School. These funds supplement the school budget and help to pay for things like new learning resources, improvements to the school, trips and activities for the children, and playground equipment. The Friends are always happy to welcome new members to the group and many hands make light work, so if you feel you would like to join them, please make contact via the school office and we will pass on your details: [admin@kingsnympton.devon.sch.uk](mailto:admin@kingsnympton.devon.sch.uk)





## Forest School

We are very proud of our Forest School offer. All children across the school have the opportunity to participate in full days off-site throughout the year (weather permitting). Forest School is a child-centred inspirational learning process that offers opportunities for holistic growth through regular sessions. It is a long-term programme that supports play, exploration and supported risk taking. It develops confidence and self-esteem through learner inspired, hands-on experiences in a natural setting. We are very lucky to have Mrs Blacker, as a fully qualified Forest School teacher, lead these sessions.



## Governors

Devon's maintained schools are managed by governing boards whose membership includes parents, staff and co-opted governors. Headteachers are directly responsible to the governing board for the performance of the school. The Woodland Federation Governing Board meets once per term. In addition to the full governing board we have two committees; Resources, and Teaching and Learning, that also meet once per term. Additional committees meet to monitor progress against school improvement priorities and to discuss pay and staff performance and complaints. We are actively recruiting for governors at the moment. If you would like to find out more or to have an informal chat, please contact the office.

## Head Lice

Unfortunately, these are an occupational hazard for young children! Please check your child's hair at least weekly for signs of head lice. If you do find any eggs or live lice please treat the whole family. If we are all extra vigilant it prevents the lice from spreading around the class. If we hear of or see evidence of head lice, we will send an email around to parents to alert them.

## Health

**You must keep your child away from school for 48 hours if they have suffered sickness or diarrhoea, even if they feel well,** in line with NHS and Devon County Council guidelines.

We are able to administer prescribed medication only to children with permission from parents. You will need to complete the 'Parental Agreement for Admin of Medicine' form. The medication will need to be in the original pharmacist packaging with your child's name on the label. Non-prescription medicines will not be accepted or administered in any circumstances. The form is available for download on our website ([see the Parents section—Useful Forms](#)) or you can request a hard copy via the school office.

Covid guidelines, including recommendations and guidance relating to children under 18, are available via the [government website](#).



## Holidays

Children miss a great deal of learning if they are on holiday during term time and the pace of the curriculum means that it is very difficult for teachers to go back over work that has been missed.

**The law states that we cannot authorise any family holidays in term time.** If you must take your child out of school in term time you will need to complete an S2 Absence Request form that should be returned to school at least three weeks in advance of the absence. This is because we need an official record of your child's absence. You can find the [Absence Request Form](#) on our school website. For further information, please refer to our [Attendance policy](#).

## Home Learning

There is an expectation that you read with your child every day and record this in the reading record book. As the children start to learn phonics, they may bring home worksheets to practise letter formation.

## Independence

Please encourage independent skills that your children are so proud of, those little milestones that set them on the path to independence. Encourage your children to put their own coats/jumpers/shirts/trousers on (even if they start off backwards and inside out!). Enable them to put on their own shoes/wellies etc. Ensure they can go to the toilet without help, cleaning themselves, flushing the toilet and washing their hands afterwards. If they have a packed lunch from home, make sure that you get a lunch box they can open and close easily. Give them the confidence to have a go, even if they don't get it right first time. A child who is independent and can separate from their parents happily, is able to dress, undress, manage the toilet, use a knife and fork properly and take care of their belongings will settle into school quickly and easily.

## Jewellery and bringing things in from home

Children are not allowed to wear any jewellery or make up to school. If your child has pierced ears they may wear stud earrings only but these must not be worn for P.E. The child must remove them or they will not be allowed to take part in the lesson. For health, safety and safeguarding reasons, staff at school are not allowed to remove children's earrings. If children are unable to remove earrings themselves, parents must supply tape to cover them.

Once children can reliably tell the time, then watches can be worn. From time to time, your child's teacher may request that specific items are brought in from home to support an aspect of topic work. Use of these will be supervised carefully and then returned once the project has finished. At all other times, children's own toys and other personal effects should not be brought into school. Mobile devices such as phones, smart watches etc. are not to be brought into school as we cannot guarantee their safety and our safeguarding policy does not allow mobile devices in the classroom. The school will not accept responsibility if items brought to school are lost, stolen or broken.





## Lateness

It is really important that you get your child to school on time every day. It can be worrying for young children to be late and it's disruptive for the rest of the class. They miss a great deal of learning if they are late. As mentioned earlier, the children are given learning to complete from the moment they arrive in the classroom. At the end of the day you must make sure that you or your child's carer is at school promptly at 3:30pm to collect them. Children get very anxious if there is no one there at home time and staff often have meetings to attend preparation for the next day.

## Lost Property

Items of lost property will be kept in the school office. Please remember to name everything then it need not be 'lost' for long! Anything not reclaimed will be given to charity at the end of every term. Stikins Labels are simple to use stick on multipurpose name labels—no ironing or sewing required. Plus, the school earns commission on all orders placed with code 11120!

## Lunchtime

Devon Norse is our catering supplier and all meals are freshly prepared daily off-site and then delivered to school. Our menu is on a three weekly cycle and is available to view on the weekly newsletter and school website. There are 3 meal choices per day, with salad and fresh fruit available with all bookings. School meals can be booked up to 8am on the same day via the School Gateway App (see M - Money and School Gateway on page 11 of this document). School meals currently cost £2.40 each but the UFSM (Universal Infant Free School Meals) funding scheme provides ALL children in Reception, Year 1 and Year 2 with lunch free of charge.



Although Reception, Year 1 and Year 2 children will receive free school meals without you applying for them, if you think you may be eligible for Free School Meals under the other general criteria, please apply through the Citizen Portal which is the quickest and easiest way to apply and will result in you getting an instant decision. If you are awarded free school meals due to one of the other reasons on the form your child would attract Pupil Premium funding for school. Please see our website for details of how this funding is used.

It does help if the children know what they are having for lunch each day and if you are able to remind them each morning, it helps with their settling routine. You can see what you have booked for lunch on the School Gateway.

If you would like your child to bring a healthy packed lunch to school, please choose a lunch box that your child can open and close independently. This might need quite a lot of practice! You know your child's appetite best but please don't overdo it. Children can become quite distressed if they are not able to finish the food in their lunch box. The meal time assistant supervises the children at lunchtime and will encourage each child to eat their meal. We do not dispose of any uneaten food as we do not have the facilities to do this. More importantly, it allows you to see exactly what your child has eaten.



## Message Book

The children will be given new message books in plastic wallets which include instructions for their use. The message book is a communication tool for parents to write any messages for the teacher. School can reply in the books as well. If you do write a message, please ask your child to alert the teacher as they aren't checked every day!

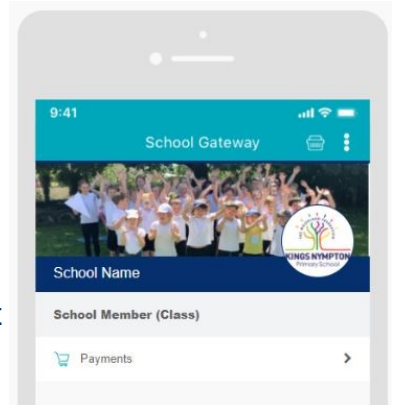
## Milk

Children are entitled to a daily drink of milk free-of-charge up until their 5th birthday. After which time, there is a small charge. Please register your child with the milk supplier Cool Milk, even if they are entitled to free milk, visit them at [www.coolmilk.com/register](http://www.coolmilk.com/register). If you register before 5pm on a Tuesday, your child will start receiving milk from the following week.

## Money and School Gateway

We are a cashless school, so for making payments to school, managing school meal bookings, giving permission for trips, booking before and after school clubs, we use School Gateway. Please see details on our [website](#).

To log in and set up as a School Gateway user, you will need to use the main email address along with your main mobile phone number registered with school. You will be sent an activation code to your mobile phone. Once you have activated your account, you can access the Gateway from an App on your phone or tablet or by using your laptop. Items relevant to your child will appear in the app, then you can simply pay by card or instant bank transfer. Kings Nympton Primary School is a debt free school. We expect you to keep up to date with your payments for school trips, activities, clubs and school meals when applicable.



## Morning Break

Break is for 15 minutes in the morning. All children in Reception, Year 1 and Year 2 are provided a free piece of fruit or vegetable for snack time. Children in Years 3 to 6 are welcome to bring a healthy snack of fresh fruit or vegetable to school with them.

## Painting and Messy Play

We have a small number of aprons in school and we do encourage children to wear them when they are involved in messy play activities. You are welcome to provide your own apron, but please make sure it's labelled with your child's name. However, accidents can happen and sometimes children feel you may be cross or upset if they get something on their clothes. Please try not to make your child anxious about this. Everything we use in school, we have been reliably informed, washes out!

## Parents' Evenings

We hold online parents' evenings twice a year; in the autumn term and spring term. We use an online booking system for parents' evening appointments, full details are emailed out nearer the time. An overview of the system - Parent Cloud - can be found on our [website](#).





## Parent Forum

Parent Forums are a way for schools to encourage more parents to get involved in school life. They are informal groups where parents can raise issues, be consulted on school policy and give their views. The Parent Forum is a partnership between parents and the school. It is a valuable way to share ideas, views, concerns and make suggestions for improvement. The Parent Forum does not have any statutory responsibilities, duties or powers in the school.

Structured meetings are held once per term with members of the Senior Leadership Team. There is an agenda to follow based on parent discussion and input. The minutes of the meetings are published on our website for everyone to read. If you are interested in joining the Parent Forum, please contact the office. Further information is also available on our [website](#).

## Peers

As part of any healthy community, your child will at times experience difficulties with their peers. This is perfectly normal and will be managed in school. The professionals who work with your child will manage conflicts positively and effectively to teach them how to build relationships for themselves.

## Privacy

For all the details on how we use parent and pupil information, [visit the GDPR section](#) of our website.

## Pupil Premium

Your child may be entitled to the Pupil Premium funding which will provide additional funds to help and support their needs and provide the very best learning opportunities for them at Kings Nympton Primary school. If you think you may be eligible, please apply through the [Citizen Portal \(https://oneonline.devon.gov.uk/CCSCitizenPortal\\_LIVE/Account/Login?ReturnUrl=%2fCCSCitizenPortal\\_live\)](https://oneonline.devon.gov.uk/CCSCitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCCSCitizenPortal_live) which is the quickest and easiest way to apply and will result in you getting an instant decision.

## Safeguarding children

The health, well-being and safety of your children are of paramount concern to all staff. We take their health and safety very seriously. All of us working in school have regular training in child protection procedures and there are several designated child protection leaders, please visit the [website](#) for details of the safeguarding team. We have a thorough and regularly updated child protection policy in place and there is a designated child protection governor who monitors the effective implementation of our safeguarding procedures. All adults and voluntary helpers who work in school must have undertaken full DBS clearance.

Risk assessments are undertaken in the outdoor area every day and any activities outside of school are risk assessed beforehand. Recruitment and selection procedures always follow safeguarding best practice and procedures. For further information please refer to our [Safeguarding Policy](#).



Designated Safeguarding Officer:  
Mrs Sheevaun Manning



Deputy Designated Safeguarding Officer:  
Mrs Cate Godly



## Snacks

All children in Reception, Year 1 and Year 2 classes have free fruit or vegetables for snack time.

## School Trips

The Woodland Federation is very proud of the varied trips and excursions we are able to put on to support our children's learning. These vary from residential in London to day trips to places of interest in the locality. We ask for parents to make a voluntary contribution to cover the cost of these trips, although we are lucky to often receive funding support from the Friends of Kings Nympton School. Sadly, school budget constraints prevent us from funding trips entirely therefore if parents do not contribute, we will be unable to go. Trips are planned a year in advance and full details shared with parents to allow adequate time for paying by instalment. Please visit our website for an [overview of our current trips programme](#).

## Sun Safety

We strongly advise that your child keeps a cap or hat (clearly marked with their name) in school during the summer term. You must also remember to apply a good dose of sun cream before the children come to school. Look out for the varieties that offer up to 12 hours protection. We are unable to apply suncream to the children, so if children bring their own suncream to school, they need to be able to apply it themselves.

## Term Dates

[Term dates are available on the website](#). Schools are open for 38 weeks of the year with 5 non-pupil days and 2 occasional days when the school is closed for pupils. The dates for these closures are determined by the Governors and communicated to parents annually.

## Uniform

Our school colour is jade green, with grey trousers, shorts or skirts.

### Winter

- school sweatshirt/cardigan (preferably with logo)
- white school polo shirt
- grey trousers, shorts, skirt or pinafore
- navy blue or grey socks/tights - no patterns
- flat hair bands - no large bows or elaborate designs
- black trainers or shoes that are suitable for exercise, no open-toed shoes

### Summer

The winter uniform may be worn year-round or children may wear a NAVY blue and white checked school dress. Please note that light blue and white checked school dresses are widely available but our uniform is NAVY blue and white check.







## PE Kit

- Navy blue hoodie with school logo OR
- Plain navy blue or black, unbranded hoodie/sweatshirt or fleece
- Plain, unbranded navy blue or black shorts or joggers
- Plain white t-shirt
- Black trainers

On the days children have PE lessons or club, children should come to school wearing their PE kit. PE hoodies should only be worn on PE days and are not part of standard school uniform.



## Uniform Supplier

School sweatshirts (£11), cardigans (£12.50) and PE hoodies (£12,50) with the school logo (for adult sizes, add £2 per item) are available from:

Maritime Motifs , Griffins Yard, North Road, South Molton, EX36 3AZ

Free parking on-site. Telephone 01769 572727. Opening hours Mon-Fri, 0830-1700. *Plain jade green school sweatshirts are available online from supermarkets.*

## Unforeseen Closure

During the winter months, heavy snowfall, or even icy roads can impact school opening. It may also mean that teachers cannot get to school or are late. If you live within walking distance, please check the website to see if we have put an urgent closure message on the home page before setting out to walk to school. If there is a teacher present then the school will probably be able to function, although of course it may not be possible to provide a school meal. Parents from further away who decide to bring their children in themselves must make their own arrangements for collecting their children later in the day. In the event of it being necessary to close the school every attempt will be made to notify parents via email, telephone, text message or by publishing a message on the school website. Please ensure we always hold the most up to date contact details for you. If your details change, please advise the school office.



## Visitors

We regularly invite parents, carers and indeed the wider community into school to participate in celebration events, open days and information sessions etc. These are publicised at the time. If you wish to arrange a meeting with a teacher, please do so via the office.



### Water Bottles

All children must have a named water bottle in school that can be refilled throughout the day. We do not allow juice or squash in drinks bottles. Drinks bottles should go home every day to be cleaned and brought back the next day. If a child forgets their water bottle, we will contact home asking for it to be brought to school.

### Website

The school has its own website containing all newsletters, class information, diary, policies, procedures and so much more. You can find all the policies mentioned in this handbook on the website. Please read all the information provided there. [www.woodlandfederation.org.uk/kingsnympton](http://www.woodlandfederation.org.uk/kingsnympton). Please see the Website User Guide link in the electronic New Starter Pack document for further information.

### Writing

We teach the children cursive writing as soon as they come into school. If you encourage your child to 'have a go' at writing before they come into school please don't use capital letters (except for the first letter of their name of course!). Once they have learned to write their name in capital letters it is ever so difficult for them to change it.

### You...

...are the most important people in your child's life. You know them best and we will be most effective if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school.

### Zzzz

Be prepared, even if they have been at Preschool full time, when your child first starts school they may be exhausted and irritable when they come home! This will soon pass as they become accustomed to their new routines – we promise!

If you have any questions about anything in this handbook, then please get in touch.

We are always here to help and advise.

**THANK YOU. SEE YOU IN SEPTEMBER!**