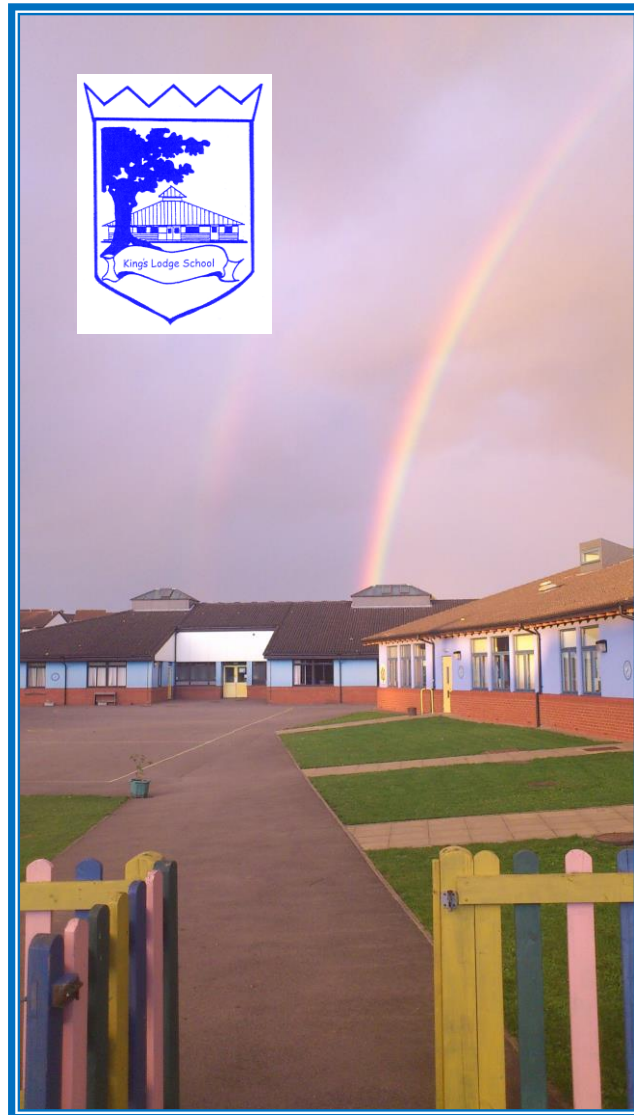


King's Lodge School



Kindness Learning Success



www.kingslodge.wilts.sch.uk

Guide to Your School

Contents

| | |
|---|-----------|
| General information | 3 |
| Vision statement | 3 |
| Emergency contact details | 4 |
| Emergency procedure | 4 |
| Absence, holidays and lateness | 4 |
| School holiday dates and closures | 5 |
| Welfare | 5 |
| Illnesses and accidents at school | 5 |
| Medicines | 6 |
| Sun hats and sun screen | 6 |
| Child protection | 7 |
| Disability | 7 |
| Equal opportunities | 7 |
| Sex and relationships education | 7 |
| The Curriculum: Foundation Stage, Key Stage 1, Key Stage 2 | 7 |
| Meet the staff | 9 |
| School uniform | 10 |
| Map of King's Lodge | 11 |
| The King's Lodge School Day | 12 |
| School times, Arriving at school | 12 |
| Picking up from school | 13 |
| Break times and lunch arrangements | 13 |
| Assemblies and collective worship | 14 |
| Home Learning | 15 |
| Positive behaviour | 15 |
| Wraparound Care | 16 |
| School clubs | 16 |
| Communication | 16 |
| Home school agreement | 16 |
| Your child's progress (assessment, reports, consultation, success, targets, reading record) | 16 |
| Children's voice | 18 |
| Children with special educational need | 18 |
| Newsletters | 18 |
| Website | 18 |
| How to get involved | 19 |
| Visiting and helping in school | 19 |
| King's Lodge Friends (KLF) Committee | 19 |
| Governing body | 20 |
| Additional information | 21 |
| School trips and outings | 21 |
| Security | 22 |
| Valuables in school and insurance | 22 |
| Charges and remissions | 22 |
| Transfer to secondary school | 23 |
| Glossary | 24 |

Guide to Your School

King's Lodge School is a place where great things are happening!

The photographs that you can see on our website will show you many of the lovely opportunities for learning which every member of staff is proud of. Trips, visitors, learning adventure days and parties have been caught on camera to share with you.

The most important things though cannot be seen by you. These are the things that 'just happen'; great friendships, kind thoughts and fabulous learning and growing.

Come inside for all are welcome. King's Lodge School is a special place to be.

Kim Spencer
Head teacher

General information

King's Lodge School
Lodge Road
Chippenham
Wiltshire
SN15 3SY

Telephone: 01249 444405

Website: www.kingslodge.wilts.sch.uk
General email: community@kingslodge.wilts.sch.uk

Head teacher: Mrs K Spencer
Chair of Governors: Mr I Stone

Vision Statement

Kindness Learning Success
King's Lodge School, where kindness and respect fosters
quality learning for a lifetime of success

Guide to Your School

Emergency contact details

Please ensure that your details are correct and up to date in case we need to contact you in an emergency.

Emergency procedure

Should we be forced to close the school at short notice due to power cuts, bad weather, illness, heating failure, industrial action or any other major event we will:

- a) Broadcast the information on Wiltshire Radio (97.2 & 102.2 HEART FM) and keep them informed of the situation throughout the day.
- b)) Where possible we will put a message on our website www.kingslodge.wilts.sch.uk and we may also use our Home Contact system to text parents with the current situation. Both these systems are totally dependent on us having a power supply.
- c) Use ParentPay email communication.
- d) Endeavour to keep the school office open, with a skeleton staff.
- e) Have staff and/or governors at the school gates from 8.30am to 9.00am to update you on the situation and to direct children who come to school alone to the school office, where we will contact their parents to arrange for them to be collected.
- f) Contact parents by telephone or email where possible, if we should need to close the school during the course of a school day.

Please note: Arrangements will be made to accommodate children until they are collected though we would be grateful if this could be as quickly as possible.

We would like you to:

- a) ensure that if your child walks to school alone he/she knows that they **MUST** come into school and report to the school office even if they are told during their journey that the school is closed. They must **not** go straight home.
- b) listen to broadcasts on Wiltshire Radio (97.2 & 102.2 HEART FM) / consult the school website where possible.
- c) tell any unaccompanied children who are on their way to school that they **MUST** report to school where they will be cared for until their parents can be contacted. **DO NOT TELL THEM TO GO HOME.**
- d) ensure that all your contact details in the school office are up-to-date.

Absence, holidays and lateness

Regular and full attendance is most important for your child's best progress and we know that you will want to support this. The government state that good attendance is above 96%

Governors want to dissuade parents from taking their children out of school in term time. This is in line with government and Local Authority recommendations and unauthorised absences of 10 sessions or more may be subject to a penalty notice from the LA. Only in **exceptional** circumstances, should requests for absence during term time be made to the Headteacher along with a letter explaining these 'exceptional' circumstances. *The Headteacher **cannot** authorise any holiday requests, unless in*

Guide to Your School

exceptional circumstances. Please request further information or an application form from the office.

Year 6 parents are reminded that absences are not authorised during the week that standard assessment tests (SAT's) take place. In addition Year 2 parents are reminded that SAT's extend over a number of weeks, and this absence will rarely be authorised.



Year 4 Residential - Pond Dipping

A child is "late" if they arrive after 9.00am for children in Year R to Year 2 and after 8.45am for children in Year 3 to 6. In this case they will be marked as late on the register. If however, children arrive after the register is closed (9.15am Year R to 2 and 9.00am Year 3 to 6) they will be marked as unauthorised absence for the whole session. On arrival at school, children should come into the main reception and will be signed in at the

school office. This year 2021 due to COVID19, our entry in the mornings is different but register closing times remain.

When children are absent from school through illness or for any other reason, parents should let the school know as soon as possible by telephone. If your child is showing any symptoms of COVID19, please do not send them to school but organise for a test as soon as you can. Please report the result to the school office. Thank you.

School holiday dates and closures

The dates of school terms and holidays are sent out to parents as soon as available. They can also be found on www.wiltshire.gov.uk then select Schools, Education and Learning. Reminders are sent prior to each school holiday in newsletters. In addition to the statutory holidays, the school will be closed to children for five Teacher Development days (TD days) in each academic year. Parents are informed well in advance of such closures.

Welfare

Illnesses and accidents at school

Sometimes children either feel unwell or have an accident, and need to go home. Often parents are out at work or shopping - and it is vital that we have up-to-date mobile and / or work telephone numbers as well as other numbers of friends or relatives we can reach. We do have trained first-aiders available at all times and records are kept of all accidents. In particular, you will be telephoned if your child suffers a bump to any part of the head. We shall try all the numbers on your child's Pupil Admission form until we have spoken to one of your contacts in order to provide the opportunity for an adult to come and see your child. For a bumped head, your child will also be given a note so that you may be watchful for any delayed reactions.

Guide to Your School

Medicines

King's Lodge School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container and school will not make changes to dosages on parental instructions.

Special arrangements and Health Care Plans can be made and written in the following circumstance:

- Asthmatics complete 'medicines in school' form and then inhalers are kept in classroom.



Chedworth Roman Villa - Making medicines

- Antibiotics - we encourage parents to time doses to avoid school time or come in to administer. Please note that medicines that need to be taken three times a day should be taken in the morning, after school hours and at bedtime.
- Epi pens are kept in the classroom. Antihistamines for severe allergies are kept in the office after completion of a health care plan and 'medicines in school' form.
- Other prescribed medication should be brought to the office by the parent in the original package, labelled by the pharmacy, after completion of forms.

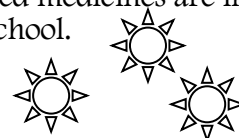
Please note it is the parents' responsibility to make sure that all stored medicines are in date. Parents/carers MUST complete permission in writing to the school.

Sun hats and sun screen

It is very important that children protect themselves from the sun.

In an effort to help protect children when in the sun, we would like the children to be able to *bring in and apply* sun cream during the school day, should the need arise. Please let the office know if you do not want this to happen – thank you.

Although school staff are unable to apply sunscreen if parents want to send some in with their child for them to reapply themselves this is fine but please make sure it is in a leak proof container and is named. We understand that the spray type is easier to apply.



Guide to Your School

Child protection

Mrs Kim Spencer (Head teacher), Miss Amanda Woon (Deputy Head) and Mrs Sally Fisher are the named people responsible for child protection procedures. When the headteacher leaves the school site, the adult deputising then becomes the named person. The school follows all child protection procedures. Where a child discloses information to school staff the Multi Agency Safeguarding Hub (MASH) may be contacted and appropriate measures may then be activated by the agencies concerned.

Disability

We are committed to providing a fully accessible environment which values all pupils, staff, parents and visitors regardless of their particular needs. The school provides disabled parking permits for the car park, ramps, wide corridors and easy access to all classrooms and toilet facilities. We work in partnership with families, the Local Authority and specialist services to assess needs and provision for particular disabilities.

Equal opportunities

Our Single Equality Scheme promotes positive attitudes in children, staff, governors and parents to enable all children to achieve their full potential. The whole curriculum is available to everyone and we aim to achieve the highest level of achievement for all. We follow Local Authority policies for admissions.

Relationships and Sex Education (RSE)

This subject is handled sensitively as children progress through the school. We offer parents the opportunity to discuss any issues with members of staff.

The Foundation Stage

The Foundation Stage is a distinct phase of education for children aged 3-5 years and your child will follow this curriculum which underpins the National Curriculum until the end of their reception year.



Foundation Stage, Outside Classroom

Key Stage 1, from age 5-7 years

These years of your child's time at school are called Key Stage 1.

Key Stage 2, from age 7-11 years

These years of your child's time at school are called Key Stage 2. Your child will take the end of key stage tests in English, Maths and SPAG (Spelling, Punctuation and Grammar), at the end of Year 6. We will hold meetings and give you full information about the test and how to support your child nearer the time.

Guide to Your School

At King's Lodge we plan and teach through a cross curricular approach using 'Learning Adventures'. Our website contains up-to-date information on our curriculum, including end of year expectations leaflets and a curriculum overview.



*Xanthe, Betsy, Tara
and Olivia
on their residential trip*

Guide to Your School

Meet the staff

Headteacher - Mrs Kim Spencer

Deputy Head - Miss Amanda Woon

| Class | | Class teacher | Teaching Assistants |
|---|------------|---|--|
| | | | For Year 5&6 |
| Willow | Year 5&6 | Miss Lucy Hurren | Mrs Steph Whitfield |
| Pine | Year 5&6 | Miss Ella Weston | Miss Aimee Collis |
| Yew | Year 5&6 | Mrs Kate Dunmow and Mrs Stephanie Thomas | Mrs Sally Fisher Mrs Marie Freeth Mrs Nicole Taylor-Matthews |
| | | | For Year 3&4 |
| Birch | Year 3&4 | Mr Dan Wrixon | Mrs Ruth Phippen |
| Hornbeam | Year 3&4 | Miss Katie Pritchard | Mrs Allison Howell |
| Chestnut | Year 3&4 | Mrs Nicola Batterton | Mrs Cindy Jones Mrs Ria Owen |
| | | | For Year 1&2 |
| Cherry | Year 1 | Mrs Sally Griffiths | Mrs Sharon Walton |
| Elm | Year 1 | Mrs Lara Scott & Mrs Sarah Angell | Mrs Cheryl Gledhill Mrs Jackie Sett Mrs Amy Parker |
| Holly | Year 2 | Mrs Vicki Webb | Mrs Sue Averies |
| Larch | Year 2 | Mrs Sarah Gale | Mrs Alison Fawcett |
| | | | For Reception |
| Beech | Foundation | Miss Gemma Dutton | Miss Poppy Garraway |
| Ash | Foundation | Mrs Catherine Jowitt | Mrs Sheila Hartley |
| Teachers with no class responsibility | | Mrs Rachel Fitter - Special Educational Needs Coordinator (SENCo) | |
| Support staff | | | |
| Midday Supervisory Assistants (MDSA) | | Mrs Sue Walker Mrs Carol Giddins | Cleaning staff Mrs Vicky Hanks Ms Emma Bilby |
| Admin team | | Mrs Louise Romain Mrs Denise Tyrer Mrs Marivic Beard | Catering Mrs Caroline Sheppard Mrs Val Thomas Mrs Tracy Loveridge |
| Finance Officer | | Mrs Jayne Rickett | |

Guide to Your School

School Uniform

The school colour is mainly NAVY BLUE; navy blue sweatshirts with white or pale blue shirts/polo shirts with navy, black or grey trousers or skirts or navy pinafore dresses. All general items of school wear with logos, can be purchased from Scholars, 68 Market Place, Chippenham, SN15 3HG Tel: 01249 656600. Plain items of school wear can also be obtained from high street retailers.

Please name all items of clothing. If your child has lost something please look in the lost property box for it.

Shoes/boots should be dark - blue/black shoes for winter and light shoes for summer. For health and safety reasons heels should be low, open toed or sling back shoes should not be worn.

During the summer months, blue/white dresses or white or pale blue shirts/polo shirts with navy, black or grey shorts or trousers may be worn.

P.E.Kit

- Yellow T-Shirt with school badge
- Navy shorts.

The above kit will be suitable for all physical activities except football. Children participating in football will need a separate kit together with suitable boots.

Optional track suits for outdoor PE in winter, can be obtained from the suppliers given above. Plimsolls or light trainers are needed for outside use. Children are strongly encouraged to do inside PE in bare feet. Currently during COVID19 conditions PE kits are worn on PE day. Please make sure that your child has warm clothing and layers.

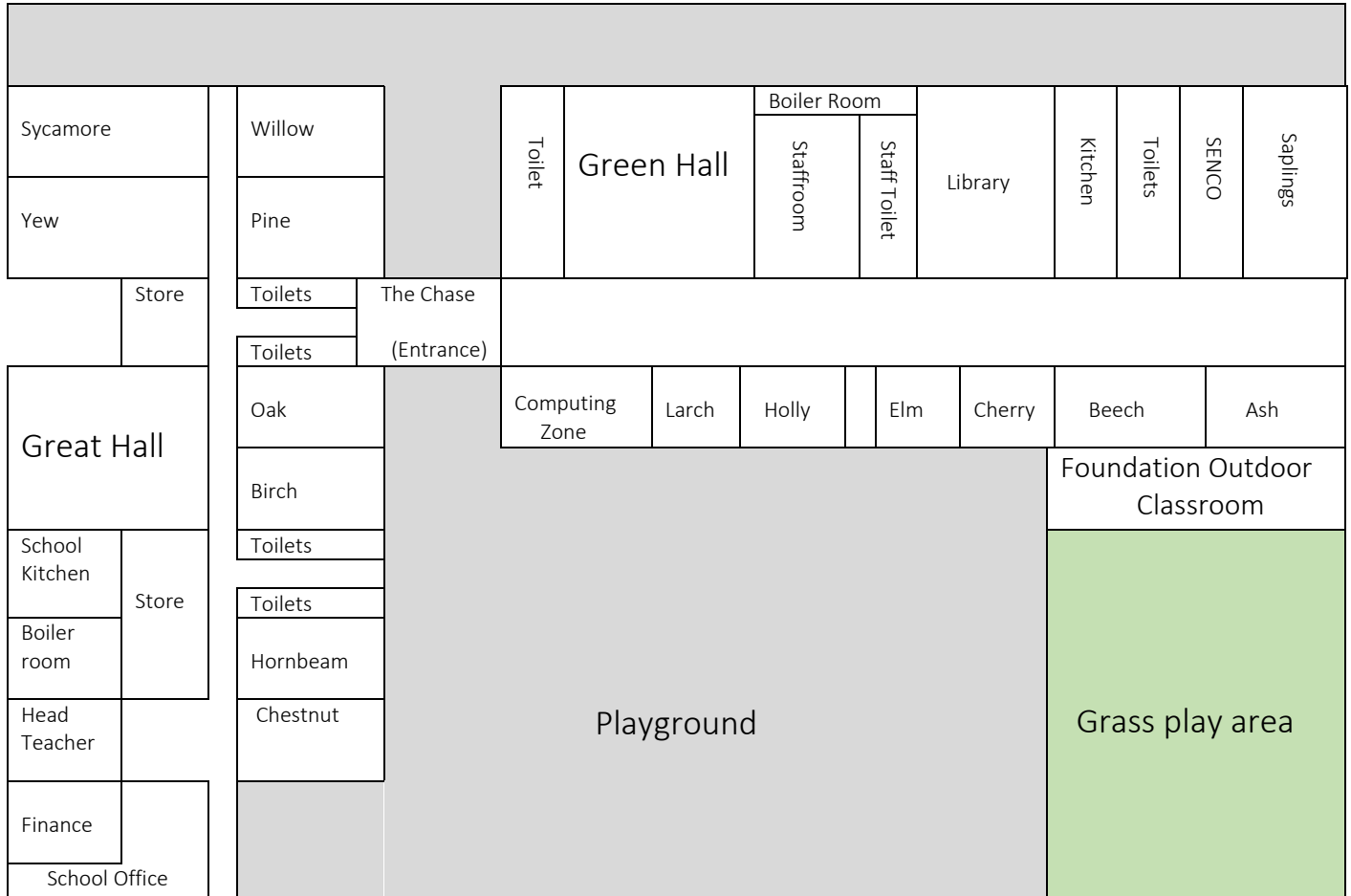
Jewellery

The only jewellery allowed is a watch and stud type earrings. School will not take any responsibility for jewellery items lost or damaged whilst worn in school. All jewellery should always be removed by children before participating in physical activity. If they cannot be removed, children should have a supply of tape in their PE bag for taping over ear studs. However, this is not acceptable in swimming sessions. NB: If the situation cannot be made safe the individual child concerned should not actively participate (LA Safe Practice Guidance).

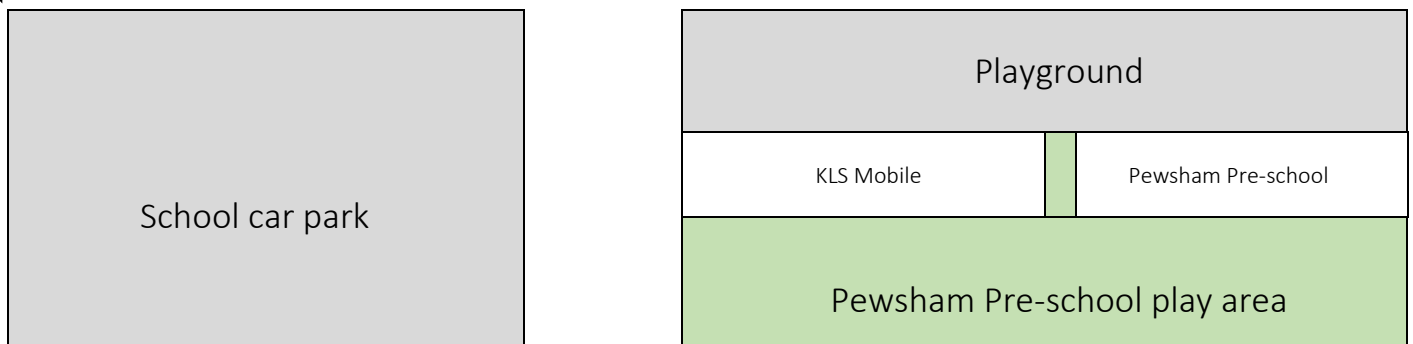
Guide to Your School

The Great Wood KS2

The Copse KS1



← School field



Main School Gates

Guide to Your School

The King's Lodge School Day

during COVID 19 has an amended timetable. Please ask for details.

School Times under non-COVID19

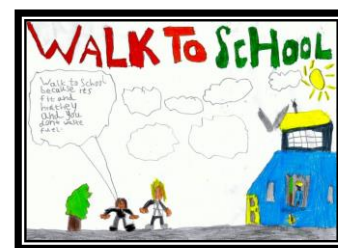
| | | |
|--------------------------|------------------------------|----------------------------|
| Key Stage 2 | <i>Arrive at 8.40, Doors</i> | <i>Registration 8.45am</i> |
| <i>Morning session</i> | <i>close at 8.45am</i> | 8.45am - 12.00noon |
| <i>Afternoon session</i> | - | 1.00pm - 3.05pm |

| | | |
|--------------------------------------|------------------------|---|
| Foundation stage/ Key Stage 1 | <i>Staggered entry</i> | <i>Official time/ registration</i> |
| <i>Morning session</i> | from 8.45am | Foundation 9.00 – 11.45am KS1 9.00am - 12.00noon |
| <i>Afternoon session</i> | - | Foundation 12.45 – 3.00pm KS1 1.00pm - 3.00pm |

Arriving at school

Our doors open at 8.40am for KS2 and registration is at 8.45am. For FS/KS1, the doors open at 8.45am and remain open until registration at 9.00am

On arrival at school, children should enter the building by the playground entrance which is nearest to their own classroom. Parents and children are most welcome to shelter in The Chase entrance when it is raining. If you are late, please come in via the school office to sign in.



We actively encourage children to walk to school. Please enter/leave by the pedestrian gates and once inside please keep to the school pavements.

For safety reasons we ask that bicycles, scooters etc. are not ridden once inside the school grounds. Please dismount and walk. Bicycles etc. may be stored in the covered storage provided but please note that this is at your own risk and you should take appropriate steps to ensure that your cycle is secure.

We do not have vehicle space on site for any parents to wait or park whilst dropping-off or collecting children by car at either end of the school day - unless you have a Disability Permit which is available from the office. Those who must arrive by car are reminded not to obstruct the zig-zag markings in front of the school gates.

Please remember:

- Whether as a driver or pedestrian take extra care on all roads around the school.
- Smoking and vaping are not allowed anywhere in the school buildings or grounds.
- Dogs are not allowed inside the external perimeter fence unless a guide or hearing dog. Unattended dogs outside the school gate can be frightening or frightened.
- Mobile phones MUST NOT BE used inside the school building.

Guide to Your School

Picking up from school –This continues to be different under COVID19 conditions so please ask us about this.

Please wait in the main playground or if collecting your Foundation child in the small reception pickup area and your child/ren will leave the building via the playground entrance which is nearest their classroom. For children in Foundation to Year 2, teachers or teaching assistants will ensure that they are released into the care of the specified adult. In Year 3 and Year 4 teachers or teaching assistants will remain on the playground until children have identified their parent/carer. Should you be late, the adult will remain with your child for a short time and after that, your child will wait in the office whilst you are contacted. Please contact the office as soon as you can to let them know your position or any change of plans. **Please also do not helpfully collect a friend's child without speaking to the teacher first. Thank you.**



All teachers or teaching assistants dismiss the children from their class on to the playground and teachers can be seen briefly at this time of the day with queries.

Should you need to make arrangements for someone different to collect your child please tell your child's teacher in the morning or contact the office in an emergency.

Should you need to make arrangements for someone different to collect your child please tell your child's teacher in the morning or contact the office in an emergency.

Should you need to collect your child at a non standard time of the day please notify your child's teacher and come to the office to collect them. You will be asked to sign them out.

Break times and lunch arrangements

Children may bring a packed lunch or have a hot meal which is cooked on the premises. Packed lunches should be brought in a named lunch box and water / squash should be in unbreakable, screw-topped containers.

Hot lunches are provided by our school catering team. Meals can be ordered and paid for up until midnight on the day before they're required, using your ParentPay online account. For children in Year R – 2, school lunches are free. If your child would like a hot lunch, the menu is available on the website.

Children are encouraged to bring water in a separate named container which can be accessed throughout the day. All classes have areas for storing these. We do, however, ask for co-operation in sending a drink which is specifically for this purpose, so that the children do not need to go to their lunch boxes during the morning session. There are drinking fountains for all children within the school building.

Guide to Your School

The school has adopted the Department for Education (DfE) initiative of free fruit/vegetable for all children in KS1 and Reception. KS2 children are welcome to bring in a piece of fruit/vegetable. Children in Reception are entitled to free school milk until their 5th birthday.

Reception children have play times in their own separate play area until they have settled in and then they join the rest of the school in the main playground. Welly walks are a popular activity in Reception; you will be given full details.

Assemblies and collective worship – Under COVID19 conditions all assemblies and worship continue to be held within classrooms

The school responds to the requirements of the 1988 Education Reform Act by arranging collective worship daily for all registered pupils.

- Age groupings will vary from time to time.
- The content will reflect the ages, aptitudes and family backgrounds of the children present.
- The content will reflect the "broad traditions of Christian belief", whilst recognising and giving respect to other major world religions.
- Parents are advised of their right to withdraw their children from Religious Education (RE) or Collective Worship.

Collective worship will provide opportunities to help children:

- Experience a sense of "stilling" from the activities of daily life.
- Develop a sense of wonder about the natural world.
- Develop an understanding of others - including those from different cultural, religious backgrounds.
- Understand that people commit themselves to beliefs and causes.
- Celebrate, share and care with members of the school family.
- Develop worthwhile values, and healthy attitudes towards themselves, towards others, and to their environment.



Please note that parents have the right to withdraw their child from RE or Collective Worship and suitable arrangements will be made to look after them in a classroom/corridor area with an adult present.

It is intended that the content of collective worship should draw upon the experiences and interests of those present, to offer enrichment, to present challenge, and to invite participation.

Parents will be invited to join us for celebration assemblies, please look out for dates in the newsletters.

Chippenham's Remembrance Tapestry - Harrison

Guide to Your School

Home learning

Home learning forms an important link between home and school and we therefore request parents / carers to read and sign up to our Home/School Agreement. Teachers will also provide what is expected for home learning specific to their child/ren. As the children move through the school there is a clear progression. Parents are asked to give time to their children for this.

Learning adventure information common to each year group is put on the school website. This not only includes all subject areas but includes areas for home learning as well.

Positive behaviour

The relationships and the behaviour of the children were recognised as “very good” in our last OFSTED inspection and we continue to build positively on this with parental support. We pride ourselves on working closely with children and parents for the child’s well-being.

The rationale for our behaviour policy is that:

- When teachers’ have high expectations for children’s learning and behaviour then children respond accordingly.
- Children respond to praise and rewards.
- Parents want the best for their children and certainly want them to behave well.



We aim to bring about a harmonious school community where issues of concern are dealt with swiftly and appropriately, with a successful resolution for those involved. We seek to ensure that children understand what is expected of them and know the reasons why. We work to ensure that children understand that anti-social behaviour is not acceptable; this includes race, gender and disability issues.

Another integral part of our Behaviour Policy is the awarding of house points.

At King’s Lodge, incidents of bullying will not be tolerated.

“Bullying is being deliberately unkind and hurtful to others on a regular basis.”

IT IS NOT ACCEPTED AT KLS.

King’s Lodge School is a **TELLING** school where children are encouraged to come forward and talk to adults about poor behaviour and bullying as soon as they happen. **We will follow the school rules at all times.**

Adults will:

- listen carefully to everyone involved and take note of what is said with care and kindness – making sure all the facts are found out.
- follow the school’s consequence system.

Guide to Your School

Wraparound Care

We now run our own after school club from the school hall. Wraparound care is available before school (7.45 – 8.45am) and after school (3.00pm – 5.30pm or 6.00pm). Please ask for further details and costs.

School clubs – under COVID19 our club offer is reduced

The staff and external companies provide a range of out-of-school activities to suit the interests of as many children as possible.

Activities may vary from term to term but may include:

- Netball
- Hockey
- Gymnastics
- Multi Skills
- Singing
- Football
- Tag Rugby
- Yoga

Details of clubs will be given in a letter from the adult/child running the club.



'Collaborative collage of King's Lodge School' by Goldney House

Communication

Home school agreement

At the beginning of the year when your child starts in reception you will be asked to sign a home-school agreement along with your child. This agreement is intended to strengthen the partnership between home and school so that we can work together to support your child's learning. It explains the aims and values of the school and has been developed with full consultation with children, parents, teachers, support staff and governors. It has been introduced so that you know about the responsibilities of the school, your responsibilities as parents and what we expect of your child.

Your child's progress

Assessment

Teachers will ensure that appropriate assessment takes place as an integral part of classroom practice. Teaching and assessing are not seen as separate issues. They are inextricably bound together and tasks given to classes, groups or individuals can serve both purposes.

Effective teaching/learning depends on assessment which is:

- Ongoing, formative and diagnostic.
- An integral part of daily classroom practice.

Statutory and non statutory assessments are seen as “snapshots” of children's attainments. Teacher assessment both informal and formal forms another continuous view of children's achievement and attainment.

Guide to Your School

End of key stage assessment and tests (SATs)

At the end of key stage 1 (about age 7) and 2 (about age 11), your child's teacher will formally assess their performance. This assessment is used along with national tests to measure your child's progress. These tasks and tests are commonly referred to as 'SATs'. The tests are intended to show if your child is working at the expected level for their age. This helps the school to make plans for their future learning. It also allows schools to see whether they are teaching effectively by comparing their pupils' performance to national results.

We arrange meetings for parents of children in Years 2 and 6 to explain these fully and to enable you to understand what the tests mean for your children and how to support them.

Information for Parents about Attainment and Progress

Parents will be informed about their children's progress during twice yearly parents' evenings in the Autumn and Spring Term. These are delivered via video call. With your child's teacher.

Annual School Reports for children will be sent home in Term 6. Teachers are always happy to arrange appointments to discuss these.

Open Mornings - these will be held less frequently and in the school halls during the pandemic



We offer three open mornings each year for you to visit your child's classroom during the school day.

Parents are welcomed into the school at any time should they wish to consult the class teacher on any matter relating to their child's well-being or education. Please arrange an appointment with your child's teacher. Parents are requested to visit the school for discussions when children encounter difficulties, show signs of stress or give any cause for concern.

Working together on maths problems

Recognising success

Celebration assemblies are held weekly throughout the year. We celebrate good work / attitude / manners along with birthdays and team success.

Reading records

Your child will bring a reading record book home to share their reading with you. You can support your child in their reading by:

- Ensuring your child's book folder is brought to school daily.

Guide to Your School

- Reading daily with your child. This is not just simply reading the text but also involves discussing the plot, predicting what is likely to happen next, discussing favourite parts or telling the story through the pictures.
- **Signing** the reading record book to let your child's teacher know that you have read with your child.
A separate leaflet is available from the office if you would like more details.

Children's voice - currently on hold due to COVID19 restrictions of movement across bubbles

The school has a School Council where children are elected by their peers to represent their class's ideas. The council has been proactive in school improvement through questionnaires and debates etc.

Children with Special Educational Need (SEND)

The school supports the inclusion of children with a range of special needs requiring different from or additional to provision from that which is usual in the classroom. There is lots of SEND information for parents on our website as well as a link to the Wiltshire Local offer website.

The Special Educational Needs Co-ordinator is Mrs Rachel Fitter. She liaises closely with the Head Teacher, Class Teachers, TA's, parents, the link governor and a range of outside agencies as appropriate e.g. speech and language, hearing service, educational psychologist, learning support, behaviour support, autism outreach, the physical impairment service and occupational therapists.

Should any parent wish to discuss their child please feel free to make an appointment with the classteacher, SENCO, team leader, Deputy or Headteacher.

Newsletters

Newsletters are sent home regularly via email. These give details of forthcoming events, holiday dates, teacher development closures and news items about your child's school. We use the ParentPay system to email newsletters and general letters to parents. The system also allows us to send text messages to parents for more immediate issues such as emergency school closures, late return from trips or unexpected child absences.



Website

We have a website which includes newsletters and gives lots of information about the curriculum, what's happening in school as well as photographs of learning and events. This has been developed in a partnership between ourselves and Abbeyfield

Guide to Your School

School and we are delighted with the result. There is also a Twitter feed @KLSChippenham. Our website has been commended by our School Improvement Advisor. Please visit www.kingslodge.wilts.sch.uk

How to get involved

Visiting and helping at school – currently we have no volunteers in school due to COVID 19 restrictions but we look forward to welcoming you all back soon.

At King's Lodge School we believe that you are your child's first and most important educator. It is important to note that children only spend **20%** of their waking hours at school – **80%** is not in the school's learning environment, but learning continues all the time.



Football skills day at Stanley Park

We value and appreciate the role that you have to play in supporting your child and helping them to develop a positive attitude to school. Research has shown that children learn best when home and school work in partnership. We offer a range of opportunities for parents to actively participate in supporting their child at school. Some of these are; open days, curriculum evenings, assemblies and governors' workshops. Some parents are able to come into school during the working day and help in a wide variety of ways including:

- Group activities with other parents.
- Extra-curricular activities
- Educational visits
- Library/Technology areas

If you would like to volunteers, you will need to complete a DBS application first. Please come into the office to enquire.

The King's Lodge Friends of the School (KLF) Committee

This Committee is open to all parents or guardians of pupils and community members, together with teaching and non-teaching staff. The aims of the committee are:

- To foster more extended relationships between staff, parents and others associated with the school.
- To assist in the provision of additional resources and facilities at the school.



The committee raises money by arranging various sales, helping with children's activities, and arranging social events which include parents. They make a valuable contribution to the school with help and support, as well as providing additional resources

Guide to Your School

| | | |
|-----------------------|----------------------|--------------------------|
| Governing Body | Mr I Stone (Chair) | Parent Governor |
| | Mrs Ann Mackie | Co-opted Governor |
| | Mr Hamish Macbean | Parent Governor |
| | Mr Michael Newbiggin | Local Authority Governor |
| | Mr Mark Griffiths | Co-opted Governor |
| | Mr Bryan Slade | Parent Governor |
| | Mr Tim Penrose | Parent Governor |

Staff Miss Amanda Woon (Deputy Head teacher)

Headteacher Mrs Kim Spencer
Associates Mrs Louise Romain
Clerk Mrs Laurien Carter

We are a group of volunteers who are elected, nominated or co-opted and are representative of parents, staff, the local community and the Local Authority.

The governing body is responsible for the overall management of the school and for determining its aims, objectives and policies in accordance with relevant legislation. The headteacher manages the school from day to day and is the governing body's principle professional advisor. The governors make decisions together as a body and never as individuals.

School governors help schools to provide the best possible education for their pupils by;

- thinking and working strategically and creatively to help raise standards,
- monitoring and evaluating progress towards the school's priorities and targets,
- supporting and listening to staff and parents as well as challenging expectations,
- accounting to all stakeholders for the school's overall performance.

As a full governing body we meet at least once each term. We also have a working committee with specific responsibilities; Community, Finance & Premises, Staffing & Curriculum governors visit the school regularly. The governing body uses various ways to communicate with parents and carers of pupils at King's Lodge School. Some examples are questionnaires, workshop meetings to discuss the school's progress, newsletters and the School Profile.

If you would like to know more about becoming a governor we would be delighted to arrange to meet. Please contact the Chair of Governors through the school.

Guide to Your School

Additional information

School trips and outings

Educational visits are a most valuable aid to the learning process and may be arranged:-

- (a) As a starting point to stimulate interest.
- (b) During a learning adventure to reinforce learning and initiate further activities/teaching.

Financial arrangements for visits depend entirely on voluntary parental contributions and therefore, the school will need to:

- (1) Plan and cost the visit.
- (2) Agree that the learning potential justifies the cost to parents.
- (3) Send a letter to parents giving information, costs and requesting parental contributions.
- (4) Carry out a risk assessment beforehand, pass it to the risk assessment co-ordinator (Headteacher) to check and give formal approval.

Residential visits

These are arranged every year for Y6 pupils. We also have a further short residential visit designed for Year 4 children. THEY ARE FANTASTIC FUN!!



Year 4 Residential - The climbing wall

We are again reliant on parental contributions to fund these visits but some financial help towards the cost of accommodation may be possible to parents who are registered with Wiltshire Council for Free School Meals. Please contact the school if you are eligible for financial help with residential visits or need further information on pupil premium assistance.

The school ensures comprehensive procedures regarding supervision and safety of children on educational visits. This is embodied in a Governors' Risk Assessment and Visits Policy.

Guide to Your School

Security

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. The key issues are:

- All staff wear an identification lanyard and all new staff are DBS checked and until this has been validated a LA risk assessment is carried out.
- The playground gates are shut once the children have gone into school at 9.00am.
- Children and staff sign out and back in when going off site during the school day - Parents sign children out when taking individuals off site.
- At the end of the school day class teachers ensure that all the children in Year R-4, have been collected by the person named to do so.
- Parents who regularly come into school to help are given Child Protection and Volunteers leaflets. A DBS check is required also.
- All visitors, including contractors, come to the main office entrance to report, sign in the visitors' book and wear a visitor's sticker.
- All administrative computers are password protected and confidential documentation is kept in the school safe or locked cupboards.
- We adhere to the UK General Data Protection Regulations (UKGDPR) and employ a Data Protection Officer (i-west).

Valuables in school and insurance

The Local Education Authority wishes to remind all parents that personal property is not insured in school. If property is lost or damaged, compensation is only paid where fault or negligence on the part of the authority or one of its staff can be proved. Please ensure that

- All belongings, including clothing, are clearly named.
- No valuables are brought to school unless (as with a musical instrument) they are required for a lesson: in this case they should be put into the safe keeping of a member of staff.
- Personal property is insured
- We advise children not to bring mobile phones in to school and cannot take responsibility for their safe keeping during the school day

Charges and Remissions

Apart from school meals and educational visits which are described under separate headings, the school charges for the following: -

Swimming

Swimming lessons are given in Year 4. The payment suggested is paid via your ParentPay account and is only part of the actual cost to provide transport, teaching, entrance to pool and lifeguard services.

Design/Technology

When children take home cooked items or models a nominal donation is sometimes suggested towards the cost of the materials.

Guide to Your School

Music

Music lessons with peripatetic teachers can be arranged for a range of different instruments. The individual music teachers charge for instrumental music lessons in line with all local LA schools.

Transfer to secondary school

At the end of their time in primary school, children from King's Lodge School transfer to secondary school. Chippenham is well served by three local secondary schools, Abbeyfield, Hardenhuish and Sheldon schools. Our school has close links with all three schools and during Year 5 your child will be able to visit each of the schools together with his or her class to experience what a day at secondary school is like. The secondary schools will also arrange open days and evenings for prospective parents. We will supply the guidance on admissions from Wiltshire Council as well as the relevant forms nearer the time.

Guide to Your School

Glossary

There are many different abbreviations and acronyms used in education. We always try to use the full terms when writing or talking with you. Below are some of the more common ones that you may come across.

| | |
|-------|--|
| DfE | Department for Education |
| DH | Deputy head |
| EYFS | Early Years Foundation Stage |
| ELG | Early learning goal |
| HT | Headteacher |
| KLF | King's Lodge Friends |
| KS1 | Key stage 1 |
| KS2 | Key stage 2 |
| LA | Local authority |
| LKS2 | Lower key stage 2 (year 3&4) |
| MDSA | Midday supervisory assistant |
| PPA | Planning preparation and assessment |
| PSHCE | Personal, social, health and citizenship education |
| SATs | Standard assessment tests |
| SDIP | School development and improvement plan |
| SEND | Special educational needs and disability |
| SENCO | special educational needs co-ordinator |
| SLT | Senior leadership team |
| TA | Teaching assistant |
| UKS2 | Upper key stage 2 (year 5&6) |