



New Parent Information Pack

Welcome to your parent information booklet

This booklet is designed as a quick guide to all the things you need to know.

It includes things you need to know before your child starts school and on their first day, as well as information about other key aspects of school life whilst your child is at Katherines Primary Academy.

You'll find various top tips, which are things other parents have found helpful to know and wanted share. Top tips are easy to spot and look like this:



Thank you for taking the time to read through this, we hope it makes starting at Katherines Primary Academy that much easier.

School blurb that may be helpful

EYFS	Early Years Foundation Stage (Nursery – Foundation Stage 1 and Reception – Foundation Stage 2)
KS1	Key Stage 1 (Years 1 & 2)
KS2	Key Stage 2 (Years 3, 4, 5 & 6)

Checklist for your child's first day

- ✓ School bag
- ✓ PE kit in a named bag
- ✓ Black pumps or trainers
- ✓ Lunch
- ✓ Drink bottle
- ✓ Healthy snack for morning playtime (KS2)

Make sure all the above are clearly labelled with your child's name AND class where possible, if you want to see them again! It's also worth making sure they are easily identifiable by your child.

Bring your child to the Office where they will be greeted and escorted to their class by an Office staff member.



Many children like to hang something, for example a small key ring, to their school bag, school fleece and PE bag so they instantly know which is theirs.

The school day

The gates are opened at 8:40am and are closed as registration begins at 8:45am. Register closes at 9:00am. Afternoon register is taken at 1.05pm (KS1) and 1:25pm (KS2).

Lunch Break Reception 11.40am – 12.30pm

KS1 12:00pm – 12.50pm

KS2 12.10pm – 1.00pm

Nursery Session 1 - 8:35am – 11:35am and Session 2 - 12:35pm - 3:35pm

Child absence

If your child is going to be absent from school, please ring before 9:00am on the first day. You will be able to leave a message using Option 1, stating name, class and reason for absence. If a specific reason has not been left, we may call you back. When a child is absent from school and no call has been received, we will call you to find out why your child is not in school. Please ring the absence line on 01279 421495 or email onto Arbor.

Attendance

Our school target is 96.5%.

Each week in assembly, we present tokens to the classes with the best attendance. These tokens are accumulated at the end of term when the winning class received a reward.

100% attendance

Each week, the names of children with 100% attendance will be put into a hat and 2 VIP lunch passes will be handed out. This entitles the child to go to the front of the dinner queue and have their lunch first.

At the end of each term, children who have achieved attendance of 98% and above are recognised and rewarded with a certificate.

Collecting your child from School

Nursery children finish at 3.35pm each day and will need to be collected from their classroom.

KS1 (Years 1 and 2) finish at 3:45pm each day and will also need to be collected from their classroom. Children will be released from their classroom once the teacher sees you.

KS2 (Years 3, 4, 5 and 6) finish at 3:45pm. The children are either escorted onto the playground by their teacher or released from their classroom dependent on location in the school.

The school gates open at 3.30pm for you to enter the site to collect your child/children.



The playground is packed at home time so try to stand in a similar place each day and when you see your child is next in line, give the teacher a wave so they spot you quickly. This helps enormously and speeds up the process for everyone!

If somebody different is collecting your child from school, please inform the school office to let them know. If the teacher does not know the person collecting your child and has not received notification, they will not allow your child to leave with them. A password between you, the class teacher and the new person collecting is also recommended.

School uniform

Girls

- ✓ White polo shirt/shirt with school motif or plain white polo shirt
- ✓ Royal blue sweatshirt or cardigan with school motif
- ✓ Plain grey skirt, or plain grey trousers (not leggings/jeans or skinny trousers)
- ✓ In the summer girls may wear a blue and white check/gingham uniform dress
- ✓ Grey, white, or black sock/ tights.
- ✓ Black shoes (either lace-up, Velcro, zip or buckle fastening). No logos or flashing throughout the side of any description. They must be completely black.

Boys

- ✓ White polo shirt/shirt with school motif or plain white polo shirt
- ✓ Royal blue sweatshirt with school motif
- ✓ Plain grey trousers
- ✓ In the summer boys may wear plain grey tailored shorts
- ✓ Grey, white, or black socks
- ✓ Black shoes (either lace-up, Velcro, zip or buckle fastening). No logos or flashing throughout the side of any description. They must be completely black.

EYFS – Children in the younger years are permitted to wear grey joggers for ease.

In addition, children may wear a watch but no other form of jewellery is permitted.

PE Kit

- ✓ A house colour T-shirt
- ✓ Plain black shorts
- ✓ Training shoes/plimsolls
- ✓ **No earrings are to be worn for PE, tape cannot be used and earrings must be removed by the child**



Your child will also need a school bag and a drinks bottle.

Top Form in The Stow, Harlow, sell clothing with the school logo on: sweatshirts, cardigans, fleeces, PE Tops, PE bags and book bags.

Please ensure all items of uniform are clearly labelled with your child's name.



Use sew-in or iron-on name labels in EVERYTHING! 30 blue sweatshirts look the same and pen can become illegible after a few washes!

Communication from school

We know how important it is to feel well-informed and in touch with the school, so there are lots of ways that school communicates with parents and helps you stay up to date:



All communications will be sent through Arbor - our Management Information System (MIS). Ensure you have provided us with a valid e-mail address.

Katherines newsletter

Twice per half term, Katherines' Newsletter will be posted online. It showcases events that have happened during the previous weeks and informs parents of what has been happening in school along with key dates.

School website

The school website is a fabulous information tool. Have a look here for the school calendar, information on staff and loads more. The school website is www.netacademies.net/katherines

Talking to your child's teacher

If you want to contact your child's teacher you have a number of options. If you need to ensure the teacher receives the message on the day, then you can:

- Give your child a letter hand to their teacher (or hand it to them at the door yourself)
- There's often a chance to have a quick playground chat with the teacher at the end of the day
- Phone the school office and leave a message for the teacher and they will call you back when they can.



Go through your child's bag **daily** to see what is inside!

Communication – some frequently asked questions

How do I let the school know about medical and hospital appointments?

If the appointment really can't be organised outside of school hours, then you'll need to inform the school office. The information should state the date, time and type of appointment e.g. hospital, doctors etc. You will need to provide a copy of the actual appointment letter/text message as well.

How will the school let me know if it's closed due to snow?

Whilst the school is determined to stay open, severe weather such as snow can mean that it isn't safe for pupils to be in school. On these rare occasions, the school uses their website, Arbor and Essex Schools website to inform parents.

What should I expect at parents' consultations?

Parents' Consultation Evenings take place twice a year, in October and February. Appointments are available and are booked via Arbor. You will be able to pre-book a 10-minute slot to talk to your child's teacher about how your child is progressing. It is a chance to hear from the teacher, as well as to ask any questions you have. You will also be able to view your child's books.

What should I do if my child is unwell and unable to go to school?

If your child is going to be absent from school, please ring or email before 9:30am on the first day. You will be able to leave a message using option 1, stating name, class and reason for absence or send a message through the Arbor app. If a specific reason has not been left, then we may call you back. When your child is absent and no call has been received, we will call you to find out why your child is not in school. Depending on the amount of time your child has off school we may require medical evidence.

If your child's attendance falls below 95% we will contact you and explain that we your child's attendance has become worrying low. If the attendance continues to fall then we will involve the Education Welfare Officer.

Homework

Homework is given out every Friday. It needs to be completed by Wednesday the following week.

Please ensure the children complete their homework and use their reading journals to record what they have read. It really helps you to help them!



Never be afraid to ask if you want to know something – if you want to know, the chances are so do other parents.

House Groups

Each child is placed into a house group when they join Katherines Primary Academy. This will enable children to earn their own individual points which contribute to their overall house total. The houses have been named after important figures that have made significant contributions to British history.

Each week your child can gain house points for the examples such as:

- ✓ Completion of homework
- ✓ Behaviour – inside and outside of class
- ✓ Trying their best everyday
- ✓ Taking pride in the presentation of their work
- ✓ Good manners



Brunel



Pankhurst



Darwin



Nightingale



Shakespeare

House points are collated for the child's house, their own community within school. They are revealed each week in assembly, the house with the most points that term receives a special prize/experience as a house.

100 Square

Your child's class is allocated a 100 square: the class agree initial targets they intend to achieve and work towards. These may change over the term as they achieve them. They also choose their class reward e.g. watch a movie. Once they have completed their square, the whole class receive their reward

Golden Stars

Golden stars are awarded for children's personal success in attitudes to learning and achievements based on their own ability. Children are rewarded a golden star and can earn badges for the work ethic in school.

A yellow badge is awarded for 10 golden stars

A red badge is awarded for 20 golden stars

A blue badge is awarded for 30 golden stars

A bronze badge is awarded for 40 golden stars

A silver badge is awarded for 50 golden stars

A golden badge is awarded for 60 golden stars

Pupil Advocates and School Council

Pupil Advocates, who are chosen from Year 6, support the school and staff in various ways and are a valued part of our school team. Ideas collated by Pupil Advocates on school improvement issues are raised in half termly meetings, where a member of the Senior Leadership Team will be in attendance. Supporting with some assemblies, alongside the senior staff is also part of their role. Showing visitors' including parents and teachers' around the school and explaining the school's aims and ideas is pivotal to their role. Most importantly, Pupil Advocates set a positive role model for others to follow, respect and admire in the hope that they too will one day become a Pupil Advocate.

Sports Day

This event takes place in June and is generally a whole school event. Parents are welcome to come and cheer along their children. Children earn valuable points for their house in order to see which house will be the Sports Day champion!

Money Matters

Katherines Primary Academy use Arbor for all payments including dinner payments and school trips. Arbor is an online payment facility which enables you to make payments to school at any time to suit you. You will be sent an invitation via email or text and once you have activated your account all the amounts you owe to school can be found in the payment section on the app or website.

If you have any concerns or worries about using Arbor please pop into the school office for advice and help.

Benefits

It is important for us to know if you are in receipt of certain benefits. Additional funding can be claimed for the school if you qualify and this money is spent on improving your child's education in school. Please contact the school office if you think this applies to you.

Dinner Money

The cost of a school meal is currently £2.70 which is payable using Arbor. You will be able to see how much you currently owe from your Arbor account. Ideally, dinners should be paid for one week in advance. If your child occurs any debt we will not be able to provide a school dinner. Debts will need to be cleared before school dinners can re-commence.

Universal Infant Free School Meals

Under the Government's Universal Infant Free School Meals Scheme, all children in Key Stage 1 can receive a free school meal. If you prefer they are welcome to bring a packed lunch in. Once they move to Key Stage 2, school meals are chargeable and currently cost £2.70 per day.

Food

School Dinners

There is a rolling three-weekly menu, which can be seen on the school website, offering a wide range of food including puddings.

Packed Lunches

At Katherines Primary Academy we promote healthy eating. Please remember if you send your child with a packed lunch, chocolate, fizzy drinks and sweets are **not** allowed. We are also a **NUT FREE** school, due to children and staff with nut allergies so no peanut butter or chocolate spreads such as Nutella as they contain traces of nuts.

Healthy Snacks

In Key Stage 1, fruit and/or vegetables are offered free of charge every day.

In Key Stage 2, children can bring in their own healthy snack from home.

Ways to get involved in school

Parent Forum

All parents are invited to attend and you will be given the opportunity to discuss any topics of general interest and address any questions that may arise.

PTA – Friends of Katherines

The Friends of Katherines help to raise funds for school with a range of events throughout the year. They also have a Facebook page, where you can keep up to date with current fund raising events in school.

Friends of Katherines

We are really keen to develop and grow our Parent Teacher Association. This is a group of parents and school staff who work together to plan opportunities for the school to come together as a community and enjoy a range of activities from fayres to quiz nights.

We would love to have parents of children from all areas of the school from Nursery to Year 6. It is a friendly group who really want to 'Get things done!' Come and enjoy getting to know some more parents and families and support the school to achieve great things for the children and the community.

Please ask at the Office if you are interested in becoming involved.

Sending things into school

There may be times when you need to send things into school. These should be sent directly to the school office, not via the class teacher

As you can imagine, the school office is inundated daily with letters and reply slips and so on. Always write your child's name, class and what it is that you are sending in on the envelope so that it will quickly be given to the correct person in the office.

Rose Winters
Anne Frank Class
Permission for football event

Trips

Katherines Primary Academy asks that all children go on trips, as they contribute to the child's learning of a current topic. Make sure you sign the consent form on Arbor; otherwise your child will not be able to go on trips with their class.

Safeguarding

At Net Academies Trust Harlow, we are committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil both inside and outside the school premises and expect all staff governors and volunteers to share this commitment.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

Our policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance. A copy of our policy can be found on our website.

The school office phone number is 01279 421495. Save it on your mobile phone in case you need it in an emergency.

Katherines Primary Academy
Brookside, Harlow, Essex,
CM19 5NJ
T: 01279 421495

Email: office@katherines.netacademies.net
Website: www.netacademies.net/katherines