

PARENT'S HANDBOOK **2020/21** 



## WELCOME TO KENSINGTON PRIMARY SCHOOL

Kensington Primary School is based in Manor Park within the London Borough of Newham. We provide education for children from the ages of 3 to 11. From 1st September 2017 our school become part of The Tapscott Learning Trust. This is a trust based on partnership ensuring the best possible quality education for our children and meeting the needs of our local community.

Our vision is to create a place where everyone loves to be. We believe we have already made excellent progress. In our most recent surveys:

- 96% of children said they enjoyed their topic lessons and 97% said they felt safe in the playground.
- Out of 301 parents surveyed, 100% said they would recommend the school to another parent.
- 99% of 77 staff surveyed said they would recommend the school to a friend looking for a job.

As well as academic excellence, we work to ensure children have a wide-range of opportunities and experiences and develop into well-rounded, responsible citizens, ready for the next steps in their education.

I hope you find our handbook useful and informative. If you have any suggestions, or queries, then you can contact us through our email address for parents: **parents@kensington.ttlt.academy**. Please don't hesitate to make direct contact with the school if there's anything you need to ask. Our office staff will give you a warm welcome, and offer a wealth of information.



Kensington Primary School is an exciting place for pupils to learn. It inspires them to work hard and reach their potential.

...pupils develop into self-assured, thoughtful and caring citizens who understand what it means to be tolerant and respectful of others.





At Kensington, everything we do is driven by our vision. It is what we live and breathe every day.

Our vision is supported by our strategic goals and guiding principles. It is who we are. It is the way things are done around here.

# A place everyone loves to be.

**OUR THREE YEAR VISION** 

#### STRATEGIC GOALS

- Be the best we can be: Enable our children and ourselves to maximise achievement in all areas.
- All in this together: Work in partnership with each other, with The Tapscott Learning Trust, and with our wider community.
- Take care of ourselves and each other:

  Prioritise the well-being and mental health of our children and ourselves.
- **Innovate:** Inspire others through our innovative thinking and approaches.
- **Sustain:** Develop our structures and ourselves to create a sustainable organisation that can outlive our direct involvement.
- Make the difference: Find ways of measuring our impact: making sure our approaches are credible and making the difference.

### GUIDING PRINCIPLES

Think about what we do and why

Be positive and supportive

#### THE CURRICULUM

#### **Project K**

During the academic year of 2018-19, we undertook an extensive research project looking at what we teach our children, why we teach it and how it is taught. The mounting evidence is clear: that our current curriculum is out-dated and no longer the most effective way of preparing our children for successful futures.

By 2022
there will be a shortage of 3 million high skilled workers in the UK alone *Guardian, March 2017* 

87%
of first year students find it difficult to cope with academic or social aspects of university life

UPP Student Experience study, 2017

of jobs will disappear in the next 25 years

Oxford University, 2016



The curriculum has not fundamentally changed for 150 years. It was designed to create workers (and managers) for the new factories that were being built as the impact of the Industrial Revolution was felt across Britain. The world has changed a great deal since then. That change continues at an unprecedented rate. 20 years ago mobile phones, email, and the Internet were not commonplace. We are now preparing our children for thriving in a world that will undoubtedly be unrecognisable from the one we live in today.

To ensure our curriculum delivers for your children and our community, we sought to understand the:

- needs of children, their families and the community
- future challenges our children might face within their education and career
- skills, qualities and knowledge employers require
- predicted skills, qualities and knowledge required for success in the future
- effective ways to prepare children for secondary schools and how we can support the transition
- most effective ways to learn

To help us collate this evidence we surveyed one hundred parents; eighty-seven members of staff from the school; staff members from across the Trust, and one hundred and seventy-four children. We have spoken to our two main secondary schools. We have had input from our CEO, cabinet members and senior members of staff from the local authority. We have spoken to universities, local, national and global businesses. We also visited eleven different schools to see their curricula in action and read a vast amount of learning-based research.

All of our key findings have informed our vision and approach to our curriculum.

#### Curriculum K

Curriculum K provides our children with the essential knowledge, social skills, emotional and physical health they require to succeed in the volatile, uncertain, complex and ambiguous world they are growing up in. It provides them with the foundations to be successful in the next stage of their education but also throughout their lives.

It is delivered through four core strands:

- Academic: Maths, English, Science and Technology
- Health
- ✓ Communication
- Cultural Capital

Each core area is a carefully sequenced progression of key skills and knowledge from Nursery to Year 6.

The four key areas are delivered through a thematic approach, designed around our six key drivers: designers, investigators, explorers, entrepreneurs, creators and problem solvers.

All of this has key staging posts and careful assessment built-in to ensure progression towards clearly defined end points. This is combined with seven strategies – based on meta-research into what is most effective – that ensure our children successfully acquire and then secure in their long-term memory the information they are taught.

#### Curriculum K Delivery

Our curriculum is designed to introduce a wealth of knowledge and skills within our four key areas with key opportunities to connect new learning to existing knowledge and alter long-term memory.

Informed by the latest research, three guiding principles underpin how we deliver our curriculum to ensure the above process occurs:

- All classroom-based staff have an understanding of episodic and semantic memory and know how and when to build opportunities for each within their planning.
- 2. We follow a fundamental set of instructional strategies (7K) to ensure children acquire, connect, deepen and remember learning.
- 3. Metacognitive strategies and discussions are embedded into our curriculum planning to enable our children to become self-regulated learners.

Alongside our three guiding principles, we encourage outdoor learning, adopt a continuous provision style of teaching in our EYFS and Y1, and deliver our curriculum holistically. By this we mean that the curriculum is far more than what happens in the classroom during traditional 'lesson time'; children are developing their knowledge and skills across the curriculum throughout the day. Almost as much learning happens at Kensington: before school; at play and lunch times; after school; during transitions, and at other points.

#### **Curriculum K Implementation**

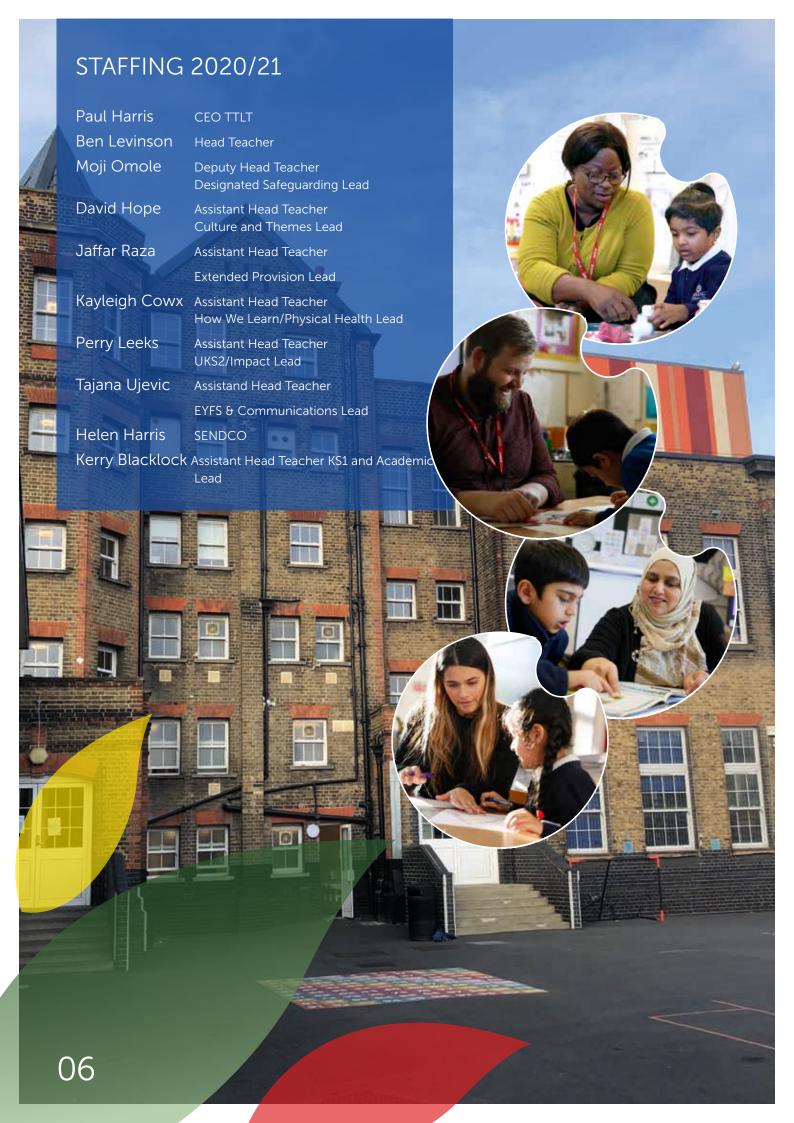
We will begin introducing elements of Curriculum K into our teaching and learning from September 2019 with an aim to have launched the full curriculum by the Autumn term of 2020.

From September, we will teach our new maths, science and physical health curricula and we will begin to implement our fundamental instructional strategies for learning. We will continue to follow our current curriculum, based on the 2014 National Curriculum, for the other subject areas, including English, Art, PSHCE, Music, History, Geography, and Computing, until all fourcore areas are fully implemented.

#### Curriculum K Assessment

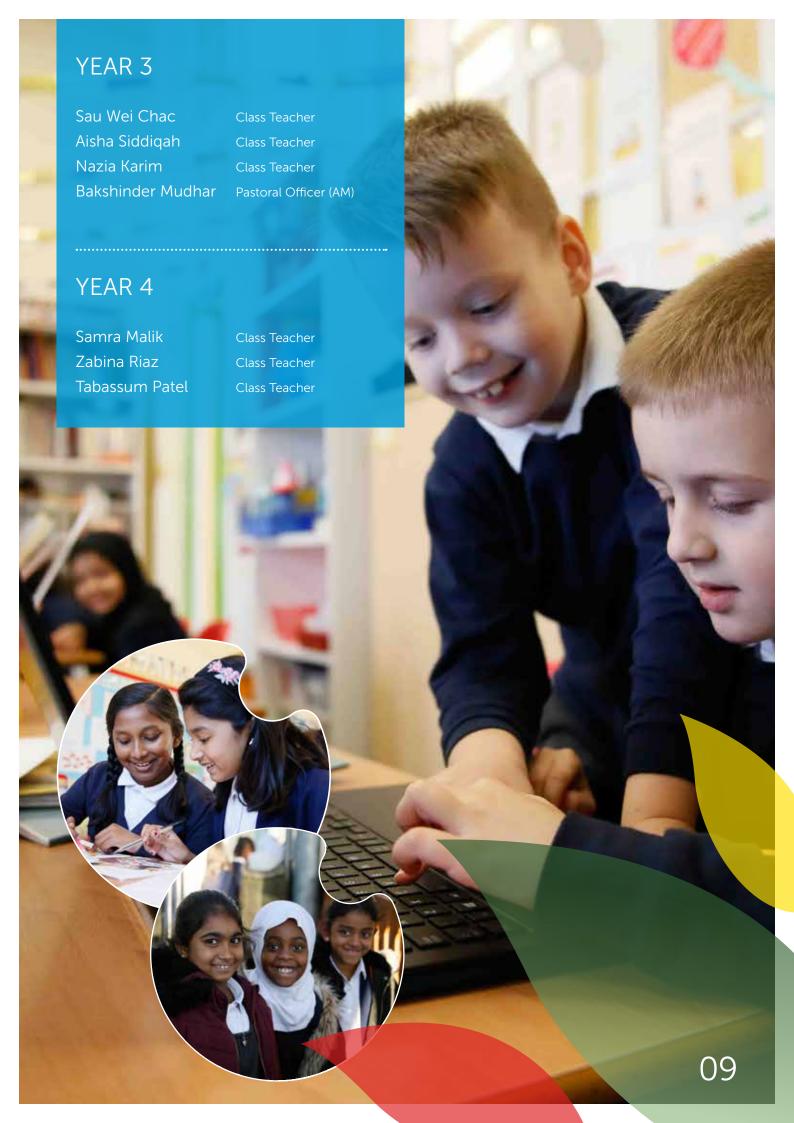
To support the delivery of our new curriculum, we are developing a new assessment system. This will allow us to identify the areas that children still need to develop further. It will also ensure we are clear on the impact Curriculum K is having.

We believe that effective assessment is at the heart of children's learning. Our various assessment systems focus on identifying what children are able to do and what their next steps are. This is achieved through on-going assessment during and after lessons, as well as regular pupil conferences, where children are given the opportunity to reflect on their learning. All of this is recorded electronically through our tracking system, which allows us to measure progress and intervene when we think targeted support is required.











#### OTHER TEACHING STAFF

Soofia Amin Lead - EAL and Community

Rob Woodhead PPA Teacher (Tue-Wed) Serin Patel PPA Teacher (Tue-Wed)

Zabina Riaz PPA / Intervention

Samira Ugradar

Support Teacher (Mon-Tue)

Sandra Isaac PPA/Nursery Support

Teacher (Mon-Thurs)

Farzana Jubin **Class Teacher** 

Liza Begum Class Teacher (Thurs-Fri)

#### OTHER SUPPORT STAFF

Sandeep Hunjan Sports Coach

Sally Madley Place2Be Councillor

Alison Ramsay Speech and Language

Therapist (Mon-Tues)

Keith Boothe ICT Technician

(Tues & Fri)

Joanne Harris

#### LUNCHTIME SUPPORT TEAM

Zainab Patel Senior Breakfast/Midday **Supervisory Assistant** 

Geeta Rathod

Shamim Bharuchi Midday Supervisory

Naseema Munshi Daytime Cleaner / Midday

Mehnaz Usmani

Supervisory Assistant

Samina Nawaz

Jamila Khanom Midday Supervisory

Anjman Hussain Midday Supervisory

Assistant

Jagdeep Bhambra Midday Supervisory

#### SITE MANAGEMENT

Bernie Blanc Site Supervisor

#### SCHOOL ADMINISTRATION

Shazidur Rahman School Business Manager

Leela Radhakrishnan Attendance Officer

Daiga Valdate Senior Administration

Officer

Linda Gent PA to HT &

Administration Assistant

Kuldip Hunjan

Esther Dara





school late the Attendance Manager will

be informed.

12

messages to class teachers.



'They are under a legal duty to send their child to school regularly, and risk prosecution if they fail in this duty'.

If your child is unable to attend school because of ill health, medical or any other reason, please telephone the school on the first day of absence giving the nature of the illness or reason for absence. When your child returns to school a letter or proof of illness explaining the absence should be sent to the School Office.

If you fail to inform the school of your child's absence, or your child fails to attend on a regular basis, it is the statutory duty of the school to inform the Newham Attendance Manager from the Local Authority who will then investigate the absence.

If your child has a medical appointment or needs to leave school early for any reason you must inform the school office not the class teacher. Proof must be provided.

As stated in the guidance from DfE, the Head Teacher no longer has the right to authorise holidays or leave, unless it is an exceptional circumstance. This is a change to the Education (Pupil Registration) Regulations 2006. All requests must be made in writing to our Attendance Officer Mrs Radhakrishnan.

#### PENALTY NOTICES

The 2007 Regulations set out the procedure for issuing penalty notices to each parent who fails to ensure their children's regular attendance at school, or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents pay £60 per parent per child if they pay within 21 days, or £120 if they pay within 28 days.

## ADMISSIONS Kensington follows the L Policy. Details of this can

Kensington follows the LB Newham Admissions Policy. Details of this can be found on the school website

https://www.kensington.newham.sch.uk/page/?title=Admissions&pid=22

#### **NURSERY**

In Nursery, children are admitted for either a morning or afternoon session. We give priority to all 4-year-old pupils first.

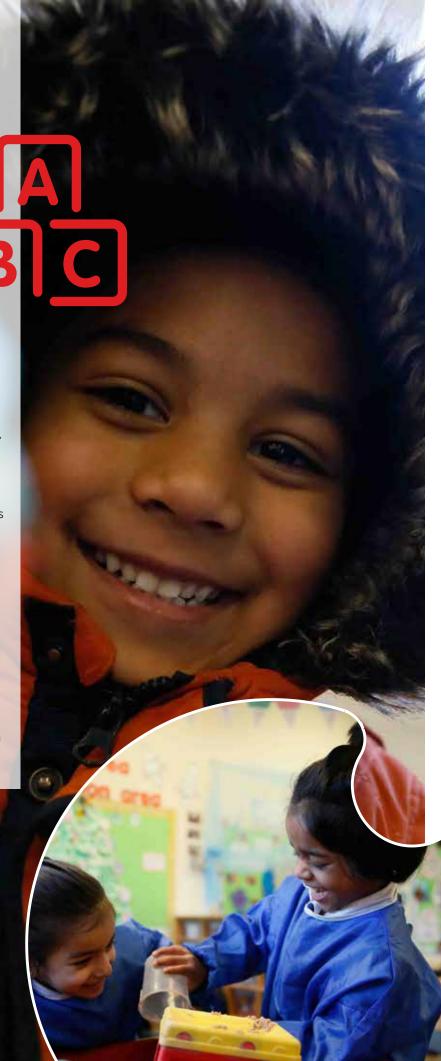
We currently offer the following places for Nursery children:

- 30 morning places (15 hours per week)
- 30 afternoon places (15 hours per week)

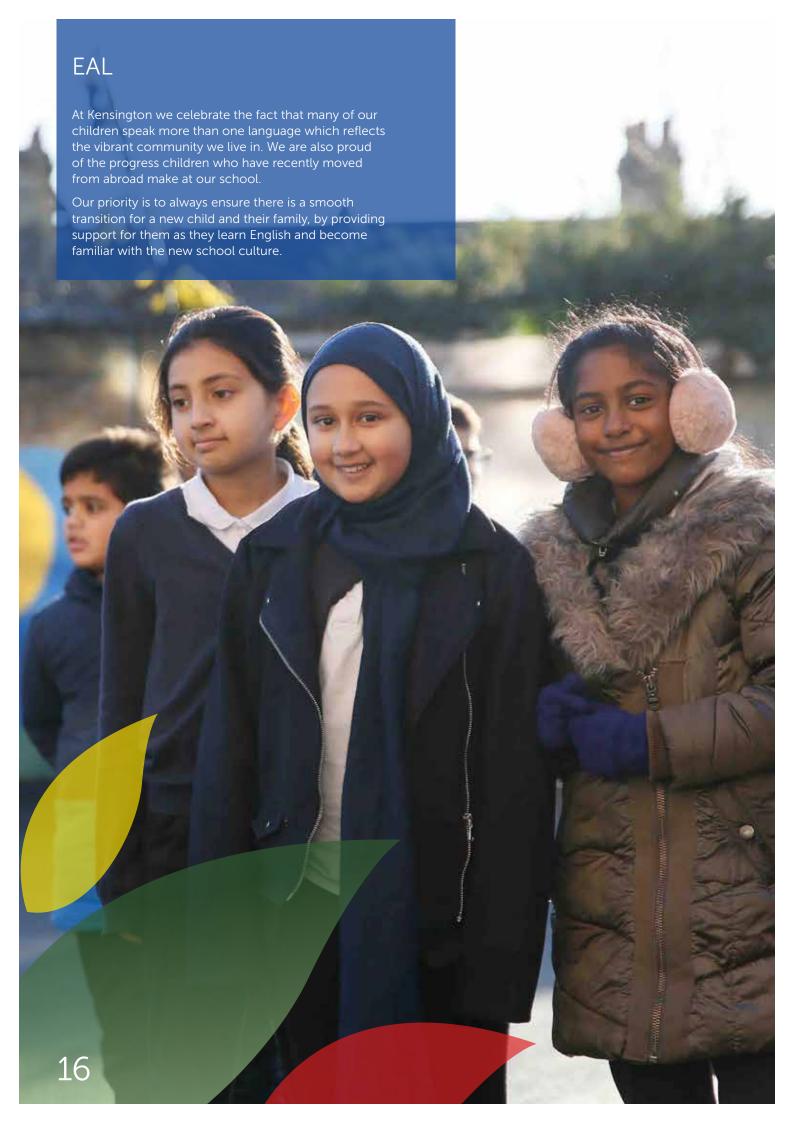
We work in partnership with Trinity Day Nursery, as a link for the children who are eligible for 30-hours-per-week. These children are allocated one of the sessions (morning or afternoon) and are then either taken to or picked up from Trinity Day Nursery, by members of our staff.

In the term prior to the child's commencement at our Nursery, a home visit will be conducted by one of our staff. This is to support the child's transition into Nursery and answer any questions/ concerns that families may have.

Provision: children have continuous access to indoor and outdoor learning, which is arranged around 7 areas of learning and development. The provision is set up to meet the needs and interests of all children. Children's continuous learning and development is regularly captured and evidence is collated on an ongoing basis, in their 'special books', which parents can view at any time.







#### MEDICAL INFORMATION/ MEDICINES

If your child has a known illness or allergy which we need to know about e.g. fainting attacks, epileptic fits, then you must inform us in case of emergencies.

In the case of asthma pumps, children who need the pump should be taught how to use it and they should have an access to the pump at all times. Parents should provide school with 2 pumps – one to be kept in child's class and the other in the medical room.

Sometimes a child may return to school after an illness whilst still on a course of medicine or antibiotics. If the course has been prescribed for four times a day, the medicine can be administered by a member of staff who is first aid trained. In those circumstances the parent should bring the medicine to the school office and complete a "medicine in schools form". The medicine will be administered by a member of staff who is first aid trained.

Children should not bring medicines to school themselves and medicines cannot be given to the class teacher to be kept in the classroom. Only medicines that have been prescribed by a doctor can be administered.

#### **EMERGENCY CONTACTS**

Occasionally a child may be involved in an accident at school or they may start to feel unwell and in these circumstances we telephone the parent and ask them to come to school to collect their child.

We must have at least two emergency contact numbers for each child.

It is vitally important that parents keep us informed of any changes to their address or phone numbers.

We also need to have the telephone numbers of other friends or relatives who can be contacted in an emergency if we cannot contact a parent.

#### PARKING ON SCHOOL PREMISES

Unfortunately, the school car park is too small and there are no spaces available for visitors to the school. Parents should not park outside the school gates on the designated zigzag line whilst bringing or collecting their children from school. Access must be maintained at all times for emergency services. Please also take into consideration our local residents.



#### LUNCHTIME

Children may go home at lunchtime or they may stay at school and have a packed lunch or a school dinner. Children going home for lunch should leave the premises at 11.30am (Reception only) or 12:05pm (Year 1-6) through the school office. Children should return to school at 1pm.



#### **Healthy Packed Lunch**

If you wish your child to bring a healthy packed lunch the arrangement should be made on Monday morning and should be for the whole week. Please ensure that the meal is in a packed lunch box which is clearly labelled with your child's name and class.

#### **School Lunch**

All pupils are entitled to a free school meal as part of the Newham Pilot. The meals are provided by Newham Catering Service and Halal meat is used at all times. If your child has special dietary requirements please inform us and we will pass the details to the cook.

#### Free School Meals

Every primary child in Newham receives a free school meal.

Although all pupils now receive a free meal it is essential that parents continue to update their eligibility.

All families need to complete the 'Eat For Free' form on the Newham Website at: http://www.newham.gov.uk/ Pages/Services/Free-school-meals.aspx

A significant amount of the school's funding relies on parents completing these forms. If you do not complete the form the school will receive less money affecting our ability to buy books and other resources for your children.

## EARLY YEARS PUPIL PREMIUM

Some children aged 3 and 4 are eligible to benefit from the Early Years Pupil Premium. This is worth up to £300 per child per year, and is paid to your child's early education provider to help improve the quality of early education for your child.

To see if your child is eligible to receive additional funding please complete this on line form:

https://achieve.newham.gov. uk/default.aspx/RenderForm/?F. Name=TEnX85vU5wv&HideToolbar=1





#### SCHOOL UNIFORM

Our school uniform is based around our school colours. Please note it is not compulsory to have uniform with the school logo on and children can wear plain clothing as follows:

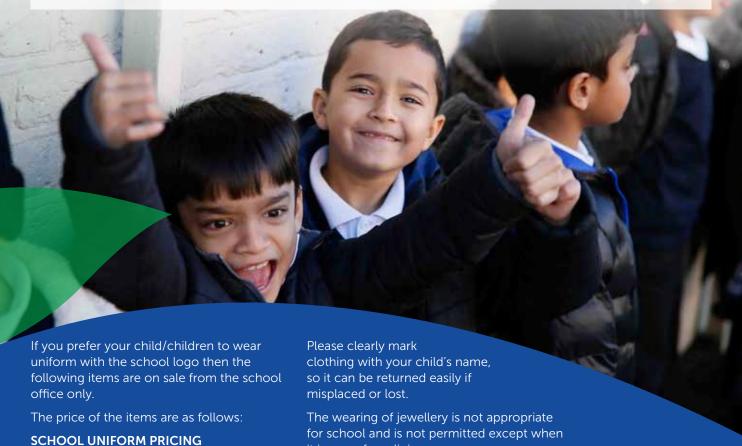
#### Reception - Year 6

- Black or grey trousers/jogging bottoms
- Black, grey or navy pinafores or skirts
- Blue gingham dresses
- White shirt or polo shirt
- Navy sweatshirt/cardigan or navy fleece
- Navy Salwar Kameez

#### **Nursery**

- Black or grey pull-up trousers / jogging bottoms (NO zips, clasps, buttons)
- Black, grey or navy pinafores / dresses or skirts
- Blue gingham dresses
- White t-shirt or polo shirt (short or long sleeves) (NO shirts with buttons)
- Navy sweatshirt / jumper or navy fleece

Head scarves will need to be the stitched type in blue or white colour, pinned headscarves are not allowed to be worn due to health and safety. All of the above items can be purchased from any high street retailer.

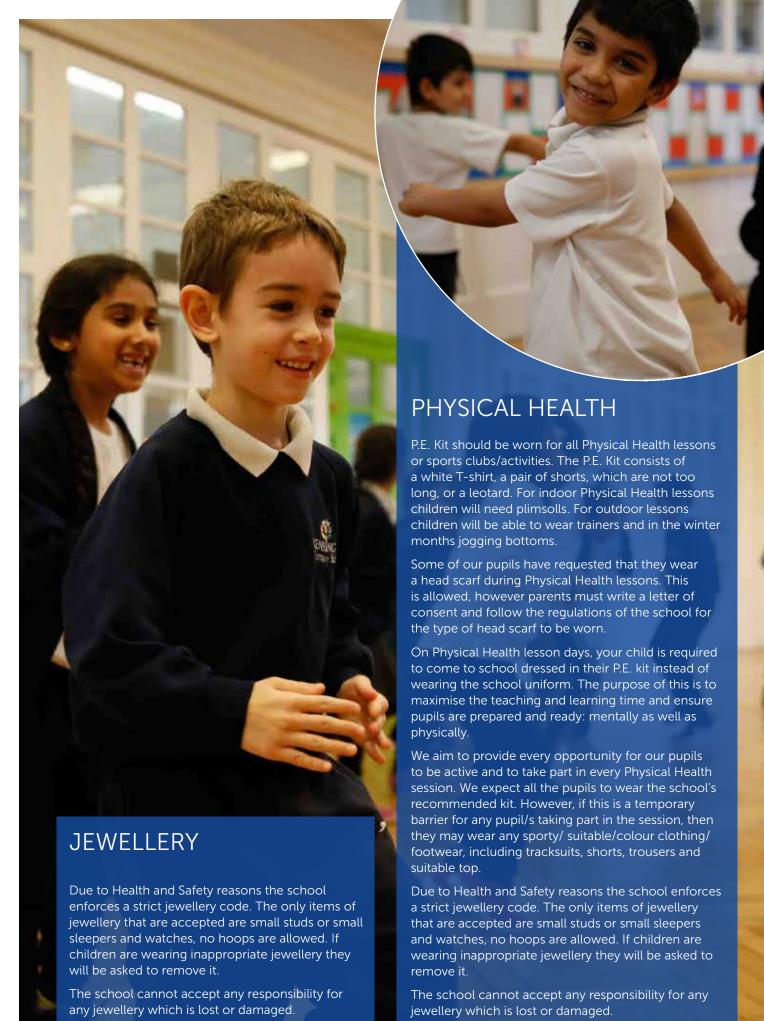


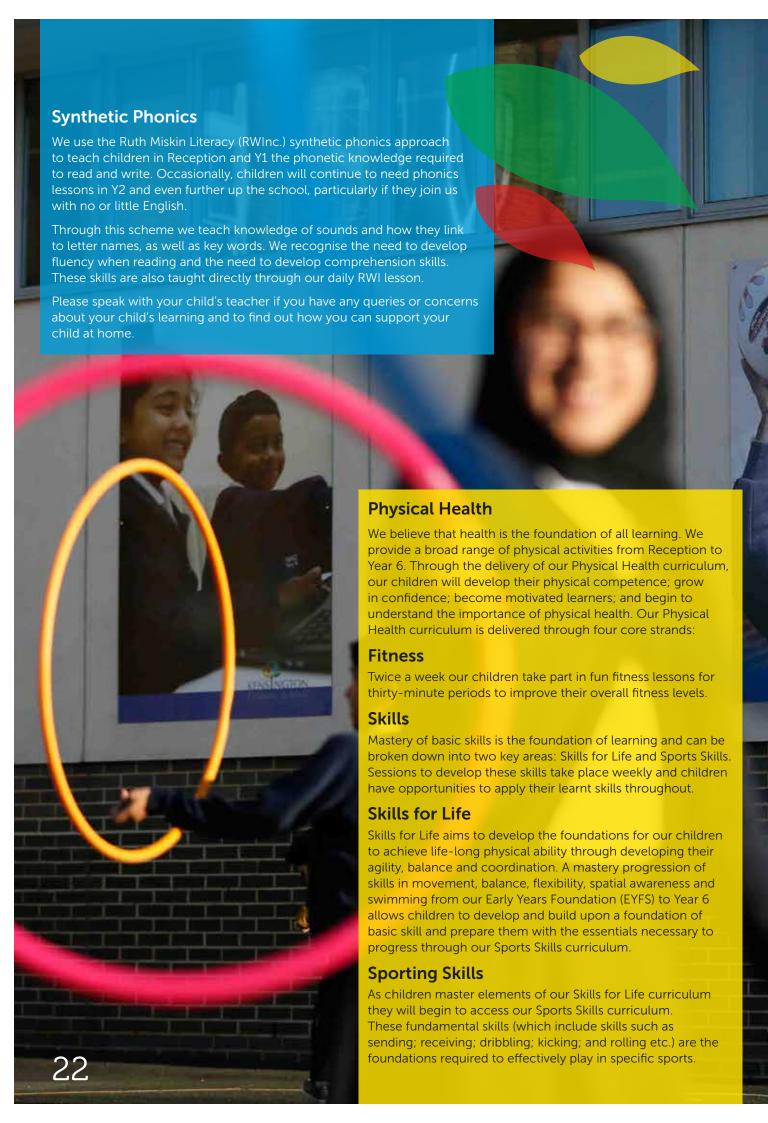
	Smaller Sizes	Larger Sizes
Polo shirt	£6.00	£7.00
Jumper	£8.50	£10.50
Cardigan	£9.50	£11.50
Fleece	£12.50	£13.50
Book bag	£5.50	
PE bag	£4.00	

it is worn for religious reasons.

All uniform purchases can only be made after 10:00am. You will need to complete the order form for uniform and hand it in to the office.

Please speak to the school office if you have financial difficulties purchasing the school uniform for your child.





#### Sex and Relationships Education

The Sex and Relationships Education Policy was agreed and adopted by the Governing Body in September 2018. The aims of the policy are to ensure that all children:-

- **Develop confidence** in talking, listening and thinking about feelings and relationships.
- Develop their self-esteem and sense of responsibility.
- Are able to name parts of the body and describe how their bodies work.
- Can protect themselves and ask for help and support.
- Are prepared for puberty.

In Years 5 and 6 some of the lessons may be taught in single sex classes.

Parents have the right to withdraw their children from all or part of the Sex and Relationships Education provided at school except for those parts included in the statutory National Curriculum.



## COMMITMENT TO PERSONAL SAFETY OF STAFF

At Kensington our staff are here to help and they will endeavour to provide the highest quality service possible and will act courteously towards all parents/pupils they have contact with.

However we and the Local Authority and school will not tolerate the behaviour of any parent, carer or pupil who may become abusive and threatening or actually assault a member of our staff.

The School and Local Authority will take the appropriate action necessary to protect and ensure the safety of staff.

#### SAFEGUARDING

All staff and governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child. Through its emphasis on prevention and early intervention, this aims to minimise the risks of children being abused.

There are five aspects to safeguarding and promoting the welfare of children:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

At Kensington School our Designated Safeguarding Lead is: Mrs Moji Omole

Our Deputy Designated Safeguarding Leads are: Mrs Leela Radhakrisnan, Mr Ben Levinson and Mr Jaffar Raza.

Our Safeguarding Link Governor is Rashmi Makwana.

A complete version of the Safeguarding policy is available on the school website and in the school office.

#### **EXTENDED SCHOOLS**

The extended schools provision at Kensington is an integral part of the school's future direction.

Our extended schools objectives are:

- To increase our children's feeling of wellbeing leading to improved attendance, motivation, attitude and attainment.
- To improve our parents' engagement with their children's learning and with our school.
- ✓ To increase personalised learning to meet the needs of our children and their families thus allowing our entire community to have more opportunities to achieve personal goals.

We also provide a Breakfast Club which runs from 7:30-8:30am. The charge is £1.00 per child per day, and for this your child can have a choice of cereal, toast, fruit and fresh juices.

We are continuing to monitor our extended schools provision to ensure it fully meets the needs of our whole school learning community.



#### **INCLUSION**

At Kensington Primary School we fully support the Newham Education Authority policy of inclusive education which aims to provide the opportunity for all children to work together in their local mainstream school.

Inclusion covers a wide range of areas including Special Educational Needs (physical, medical, learning and behavioural), English as an Additional Language, Gifted and Talented and Pastoral Support.

Inclusion at Kensington is set out in our policies and accessibility plan. Copies of any policies can be obtained online

#### THE EQUALITY POLICY

At Kensington we are committed to supporting ethnic, cultural, religious, linguistic, social diversity, gender and disability equality and will actively promote good community relationships and foster respect for all.

This is supported through our curriculum activities, and behaviour policies. At Kensington we are proud that there is respect for each other and that we have high expectations for all. Any incidents are dealt with swiftly following procedures of the policy. Our Equality policy and other documents can be found on our website.

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