

Kidmore End CE Primary School



Parent Handbook 2026-2027



Kidmore End CE Primary School

Parent Handbook

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Welcome from the headteacher

It is my pleasure to welcome you to Kidmore End CE Primary School. Kidmore End is a happy, learning-filled primary school, where every individual is valued and can flourish. We strive to provide a learning environment where every child is supported and challenged to enable them to take their next steps in education and beyond confidently and independently. We see our role as a school to not only develop children academically, but to help them grow as kind, caring citizens who are equipped with the resilience needed for life's successes and challenges.

At the core of the Kidmore End ethos is the firm belief that happy children learn better. We want to ensure that children enjoy their learning and are curious about the world around them. I feel blessed to be working with a dedicated and knowledgeable staff and governor team, actively engaged parents and of course our wonderful, friendly, motivated children who are at the heart of everything we do.

I firmly believe that building strong connections between all members of the school community is the firmest foundation for a happy and successful school where children can meet their potential.

This handbook, along with the school website, will share useful information to introduce you to the school.

I look forward to working together to ensure your child feels fully supported and thrives throughout their primary school journey.

Miss Claire Spankie, Headteacher

Our vision and values

'Be courageous; Be strong; Do everything in love.' (1 Corinthians 16: 13-14)

Our vision is to create a caring, inclusive Christian school community where everyone belongs and everyone is valued. We strive for excellence through developing the courage to take on all challenges. We do this by nurturing confident, independent individuals, with a lifelong love of learning. Our inclusive approach and inspirational curriculum enables all to flourish.

The values which underpin this vision are: Respect, Independence, Community and Kindness.

From our themed weeks to residential visits, from practical hands-on activities in lessons to stimulating texts in English and reasoning problems in maths, we are challenged on our journey through learning, acquiring knowledge and making the most of the opportunities given.

Our Christian community is seen through everything we do - from the way we treat and nurture each other, to the way we work and learn together. The children know and recognise these values in themselves and others.

As a Church of England, school our strong links with St. John the Baptist, our village church, enhance our learning and understanding of what it means to belong and to care for our local community and beyond.

Aspiring to reach challenging goals, to try something new, to be resilient and then celebrate achievements is what drives us forward; no matter our starting points or background. Children and staff are encouraged to make the most of opportunities on their learning journey in a nurturing and stimulating environment.



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Term Dates

Full term dates (including inset days) for the year ahead can be found [on our website](#)

Staffing

Our full staff list can be located on our [website](#)

SEND

Our SENCO, Mrs Rachel Walker, works with class teachers and other agencies, for example: The Visual and Hearing Impairment teams, the Sensory Team, Occupational and Speech and Language Therapists, support teachers and Educational Psychologists, to identify pupils' special educational needs and advise class teachers and parents. A team of teaching assistants work under the direction of the SENCO, leaders and class teachers to support pupils' learning in the classroom.

You are able to contact Mrs Walker on senco@kidmore-end.co.uk

School Teams

At our school, pupils are organised into four teams that include children from across all year groups. Team points are awarded for a variety of achievements, such as positive behaviour, acts of kindness, and exceptional schoolwork. Each week, the team standings are shared with pupils during a school assembly, where they learn which team has earned the most points.

Each term, these points are accumulated and the winning team are rewarded with an 'own clothes day'.

In the summer term, we hold our annual Sports Day, bringing together all pupils to compete and represent their teams. At the conclusion of the event, the team with the highest overall score is presented with the trophy. It is a fantastic occasion that celebrates the achievements of our children and brings together the entire school community.

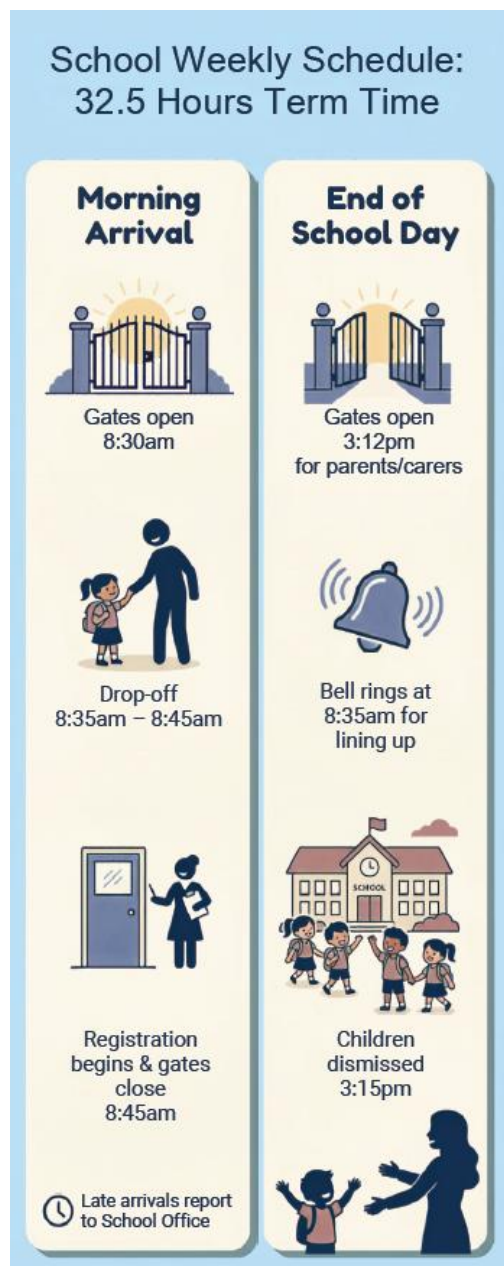
Our teams are Jupiter, Mars, Neptune and Saturn.





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The School Day



All of our pupils are in school for 32.5 hours per week during term time.

Drop-Off, Collection and Site Security

The safety and wellbeing of all pupils at Kidmore End Primary is our highest priority. Arrival and collection times are particularly busy periods, and we ask all parents and carers to support us by following the procedures below to help keep our school community safe.

Morning Drop-Off and Afternoon Collection

For safeguarding reasons, parents should not enter the school grounds until invited to do so by a member of staff. Access to the site is permitted from 8:30am in the morning and from 3:12pm in the afternoon.

Morning Drop-Off Procedures

- Parents arriving between 8:30am and 8:45am should wait with their child(ren) in the school playground.
- At 8:35am, the bell will ring for pupils to line up with their classes. Parents should say goodbye at this point and allow their children to enter school independently. Staff will supervise and ensure all pupils reach their classrooms safely.

Afternoon Collection Procedures

- The school gates open at 3:12pm.
- Parents should enter the playground and wait there for their child(ren).
- Teachers will bring classes onto the playground and release pupils directly to their parent or authorised adult.
- If another adult will be collecting your child, please inform the school office in advance.

If a child is collected late, they will be taken to the school office and the late collection will be recorded. This information is monitored and may result in communication with parents regarding punctuality.

Collecting Your Child During the School Day

If your child arrives after 8:45am, the playground gates will be locked. Please bring your child to the front office where they will be signed in.

If your child needs to leave during the school day for a pre-arranged appointment or other authorised reason, please collect them from the front office. Please ensure the school has been informed of the reason for their absence.



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Visitors to the School

When the school gates are locked, all visitors—including parents and carers—must report to the school office before entering the site. This ensures we are aware of all adults on school premises and can maintain a safe environment for pupils and staff.

Parking

Where possible, please walk or cycle to school, or car share in order to reduce congestion. If you need to travel by car, please use the surrounding roads for parking and be mindful of local residents and pedestrians. We recommend parking a little further away from the school and walking the remaining distance, as this can often save time by avoiding congestion at the start and end of the school day.

Parents and carers are kindly asked to park responsibly on nearby roads, ensuring that driveways remain clear and that residents are not inconvenienced. As a valued member of the local community, we are committed to maintaining positive and respectful relationships with our neighbours, and we appreciate your support in helping us do so.

Dogs

No dogs / pets of family members are allowed on the school site at any time, unless they are a registered assistance dog. There are specific circumstances where staff, parent or outside agency animals may be risk assessed and brought into school (e.g. therapy dog or animals brought into enhance learning).

Attendance and absence

Kidmore End Primary School is committed to ensuring that your child receives the best possible education to best prepare them for the next stage of their life. Each school day is carefully planned, and each lesson informs a wider programme of learning. Therefore, every lesson really does count.

Your child is a valued member of our school community and every day missed is a day lost without them. Punctuality at school is also vital, so your child starts their school day in a positive way with their peers.

Below are some useful tables to help you better understand how children’s punctuality and attendance affects learning over time.

Attendance %	Attendance Category	Minutes late per day	Equivalent of missing
99% +	Excellent attendance		
96%	Good attendance	5 Minutes	3.4 school days a year
		10 Minutes	6.9 school days a year
91%	Room for improvement	15 Minutes	10.3 school days a year
		20 Minutes	13.8 school days a year
<90%	Cause for concern	30 Minutes	20.7 school days a year

Attendance %	Impact over 1 school year	Impact over 5 school years
100%	0 days missed	0 days missed
96%	8 days missed	¼ year learning lost
90%	19 days missed	½ year learning lost
85%	28 days missed	¾ year learning lost
80%	38 days missed	1 year learning lost
75%	47 days missed	1 ¼ years learning lost



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The school is required, by law, to monitor and track attendance. We follow the 5 Foundations approach to monitoring and tracking attendance and send out letters should we notice that punctuality or attendance is dropping.

Should punctuality or attendance not improve within 4 weeks of the letter being sent, then a meeting will be requested by Mrs Machin or Miss Spankie to discuss what we can do to support. If punctuality or attendance improve during this time, we will celebrate this. We understand that good attendance and punctuality can be challenging, and we are here to support you.

Please see our attendance and punctuality page on the [website](#) for more information.

Absence Procedures

When booking routine medical and dental appointments every effort should be made to book appointments out of school hours.

Reporting an absence (eg: sickness)

If you need to report your child's absence, please do so before 9:15am via My Child At School (MCAS) & click on attendance and then 'Report an absence'

Please use our [Leave Request Form](#) for any planned future absences which require approval.

School Meals

Each day School Meals are prepared by 'Miquill' staff in our on-site kitchen.

Meals are provided free of charge for Infant pupils (Reception to Year 2). For Junior pupils (Years 3 to 6), meals are payable in advance.

All school meals must be ordered via your MCAS app and orders must be placed by Sunday for the following week, although meals may be booked in advance up to the end of the half term.

If a meal has not been pre-ordered, parents/carers are kindly asked to ensure that their child brings a packed lunch to school on that day.

Packed Lunch: If your child is not a big eater at home they probably won't be a big eater at school. Pack what you would normally give them for a sandwich lunch at home: sandwiches, fruit, cake, crisps etc and a drink. No fizzy drinks, sweets, chocolate bars or nuts please.

Drinks: Please send your child to school each day with a clearly labelled, leak-proof water bottle filled with fresh water. Children can drink whenever needed, and bottles will be refilled with water during the day if empty. On arrival, your child should place their lunch box and water bottle in the designated area, which the class teacher will show you on your first day.

Snack: The Schools' Fruit and Veg Scheme will provide your child with a piece of fruit (or veg) every morning until the end of Year 2. Please feel free to send in an alternative healthy snack if they do not like what is on offer or are in Key Stage 2. Healthy snacks include, fruit, vegetables or cereal bars, but no nuts please.



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Uniform

Pupils are expected to wear the correct school uniform at all times. Full details are outlined in the Kidmore End Primary School uniform page on the school website.

PE kit should be kept in school every day. Class PE days are set at the start of the academic year and will remain consistent unless parents are informed of any changes.

<p>Uniform</p> <ul style="list-style-type: none">• Navy Skirt, Pinafore Dress or Smart trousers <i>or</i> Red & White Gingham Dress in Summer (optional)• Grey Shorts or Trousers• Red School Polo Shirt*• Navy School Sweatshirt or Cardigan *• Navy (or white knee-length socks in Summer) or navy tights• Grey socks• Black shoes, not trainers	<p>PE Uniform</p> <ul style="list-style-type: none">• Red School PE Shirt*• Navy Shorts• Navy Tracksuit or Jogging bottoms for cold weather• PE Jumper for cold weather• PE socks or tights• Trainers
<p>At all times:</p> <ul style="list-style-type: none">• Long hair should be tied back for health and safety reasons• Hair accessories should be discreet and in navy or red• PLEASE ensure all items brought into school are labelled with your child's name <p>Other items</p> <ul style="list-style-type: none">• A school book bag with logo is available.• A jacket or coat when needed.• Sunhat on hot/sunny days	





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School Rules and Behaviour Policy






Our School Rules

 **Be safe**

 **Be respectful**

 **Be ready to learn**

Behaviour Rules

- 1. Reminder** 
- 2. Reminder linked to Zones of Regulation** 
- 3. Reflection and Regulation time (R&R)** 
- 4. 2 R&Rs in a week**
 - Children to spend time with Key Stage leader in another class
 - Mrs Hinnell - KS1/EYFS
 - Mrs Machin - KS2
 - Parents will be contacted about the behaviour
- 5. Continued unwanted behaviours** 
 - Parent meeting
 - Internal exclusion (working in another classroom)
 - Positive Behaviour Plan

Our behaviour policy is closely linked to our school rules and gives children the opportunity to learn from their mistakes. Children are guided restoratively through a 'reflection and regulation' booklet to help them reflect on behaviours, restore relationships and repair mistakes.

To read our full behaviour policy, please click [here](#).

Parents will also be required to sign a 'Home School Agreement' via MCAS.

Communication Between School and Parents

Effective communication plays a vital role in fostering positive relationships between the school and parents, supporting the wellbeing and success of our pupils. We use a variety of communication methods to keep families informed and engaged. An overview of these methods is provided below.

MCAS

Kidmore End Primary School uses a communication app for parents and carers called My Child at School (MCAS). This allows us to update you on important news as well as providing a record of your child's attendance, achievements and progress, enrol in clubs and trips, make dinner money payments and much more.

It is important that all parent / carers create an account – information on how to do this can be found on our [website](#)

Direct Communication with Parents

Using the contact details provided when a child joins the school, we may contact parents directly regarding specific matters, such as sharing information about an incident or concern that has arisen during the school day. Communication may take place through the following channels:



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- Speaking directly with the adult collecting the child from school or Wrap Around Care.
- Telephone calls or emails.
- Written correspondence, usually sent by email.

The method of communication chosen will depend on factors such as the nature of the information being shared and its urgency. Wherever possible, we aim to communicate promptly and prefer face-to-face conversations when appropriate.

Communication with Families

We use a variety of channels to keep families informed and up to date with school life:

School Website

Our website (www.kidmore-end.co.uk) is the primary source of information and contains the most current updates. Families are encouraged to refer to the website regularly and make use of the helpful navigation guidance available.

Website Calendar

The website calendar is regularly updated with key dates, events, and important information. Any letters sent home or information shared in the newsletter will also be linked to the relevant calendar event, providing families with a reliable and accessible source of information throughout the year.

Weekly Newsletter

Our weekly newsletter is an important communication tool and contains key reminders, updates on school events, celebrations of learning, and a message from the Headteacher. The newsletter also includes a 'Diary Dates' section, which mirrors the website calendar and provides additional reminders to help families plan ahead.

Social Media

We share photographs and updates about learning and school events through our [Instagram](#) and [Facebook](#) accounts. Using multiple platforms allows families to stay connected with school life through their preferred social media channel.

Meet the teacher

In September, every teacher holds a welcome meeting. This 'Meet the teacher' session introduces you to the staff team working in your child's class, and details the routines and learning to expect over the course of the academic year.

Communication About Pupil Progress

We provide formal updates on pupil progress through two Parents' Evenings each year, held in the Autumn and Spring Terms, alongside a written end-of-year report in the Summer Term.

Parents and carers of children with an Individual Provision Plan (IPP) or an Education, Health and Care Plan (EHCP) will be invited to additional meetings throughout the year.

Parents and carers are also welcome to arrange a meeting at any point during the year if they would like to discuss their child's progress. Appointments can be made through the school office.



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Open door policy

Our door is always open, if you would like to speak to us about anything, please contact the school office on office@kidmore-end.co.uk

Collective worship and Assemblies

At Kidmore End CE Primary School, our intention is to enable every pupil to become a successful learner, a confident individual and a responsible citizen. We aim to achieve this by providing a stimulating education which nurtures and enables children to develop, influenced and supported by Christian values.

Our collective worship is based on Christian values and themes over a period of three years. Rooted in Bible teaching, eighteen Christian values represent the fruit that grows as the teaching is lived out in everyday life. These values are:

Compassion, Courage, Forgiveness, Friendship, Generosity, Justice, Perseverance, Respect, Service, Thankfulness. Trust, Truthfulness, Wisdom, Hope, Community, Dignity, Peace and Joy.

We reflect on these values throughout our school day, especially in our whole school and class assemblies. We work hard to demonstrate the best of these values, both in and out of school.

Monday – Whole school Collective Worship with Miss Spankie

Tuesday – Whole school Collective Worship with Rev. James Stickings

Wednesday – Class assembly

Thursday – Whole school singing assembly

Friday – Whole school celebration assembly

Home Learning

Research shows that targeted and effective home learning can significantly benefit children's emotional and academic development. Parents are encouraged to fully engage with the home learning programme, particularly by reading regularly with, and to, their child.

The aims of home learning are to:

- Provide opportunities for parents and children to share learning experiences.
- Help children develop independence, time management skills, and responsibility for their own learning.
- Encourage the use of resources outside school, such as the internet, libraries, and museums.
- Support pre-learning, research, practice, reinforcement, application, and extension of classroom learning.



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Reading

Reading at home is a key part of a child's development and one of the most important ways parents can support learning. It strengthens the connection between home and school.

Regular reading helps children develop:

- Reading fluency
- Comprehension skills
- Writing ability
- Creativity and imagination

Daily reading is recommended where possible.

General Information

Star of the Week: Children who have been helpful, worked hard or achieved something of note are chosen by the teacher. Stars of the week are celebrated on Friday mornings, when they receive a certificate in assembly.

Star Writer: Children who have worked really hard on a particular piece of writing, or have made incredible progress with their handwriting or letter formation, someone who has excelled at a particular writing target or perhaps just a fabulous piece of writing that needs celebrating. Along with Stars of the Week, Star Writers are celebrated on Friday mornings, when they receive a certificate in assembly.

Educational Visits: During the school year all classes will go on educational visits. These visits will build upon specific areas of the curriculum, bringing their classroom learning to life.

Pupils as Leaders: Leadership roles for pupils offer up the opportunity to have responsibility across the school in a range of areas. These roles promote independence and confidence as children represent the rest of the student body and take a leading role in different aspects of the school. Roles include:

- School council (Years 1-6)
- Eco council (Years 1-6)
- Library Monitors (Year 5)
- Buddies (Year 5 buddy with the Reception pupils)
- Playground Active Leaders (Year 6)
- Team Captains (Year 6)
- Prefects (Year 6)

For more details about these roles, please look at our [website](#).



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Wrap Around Care and Clubs

After School Club: This is held in the school hall Mondays to Thursdays from 3.15-6.00pm. All children are welcome. The registration form and information are available on the school [website](#) and the email address is asc@kidmore-end.co.uk.

Breakfast Club: Breakfast Club is held in school from 7.30am every morning. Please email breakfastclub@kidmore-end.co.uk for more details. There are more details on our school [website](#).

Clubs: We have a wide range of extra-curricular activities running throughout the week. These include a mixture of school run clubs and clubs run by outside providers on-site for our pupils. A full list can be found on our [website](#).

Parent Teacher Association (KESA)

Welcome to KESA

If your child is at our school, you are automatically a member of the Kidmore End School Association of parents, teachers and governors. We are a very friendly and active group, who organise fun social events throughout the year that raise much-needed funds for our school.

Our Committee

Our committee consists of volunteers voted in at the AGM, but we always appreciate any time you can spare and invite you to get involved in any way you would like, whether this is taking on a specific role in the committee, replying to an email request from us or just enjoying the events that we organise! If you would like to find out more, please email kesa@kidmore-end.co.uk or speak to one of our current committee members.

What we do

The Parent Teachers Association also known as KESA, is a registered charity (No. 1110199) that exists as the fundraising body of the school that organise the extra-curricular and social activities for parents and children throughout the year.

We are always keen to hear new ideas for fund-raising events.

You can see more information on our [website](#) or the KESA [Facebook](#) page.



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Safeguarding

Kidmore End CE Primary School is fully committed to safeguarding the welfare of all children and young people by taking all reasonable steps to protect them from harm.

For further information, please take a look at the [website](#). A link to the Child Protection and Safeguarding policy can be found [here](#).

Worried about a child?

Please come and speak to one of our Designated Safeguarding Leads (DSL)



Miss Spankie
DSL

Mrs Machin
DDSL

Miss Walker
DDSL

Our Safeguarding governor is Mrs Sue Remenyi

Permissions and Copyright

The school may produce printed materials and maintain a school website that include examples of pupils' work and photographs of pupils. Pupils' work will never be used without appropriate permission.

We take pupil safety and privacy very seriously, including the use of images. While photographs and examples of work can help celebrate achievements and promote the school community, we also have a duty of care to ensure pupils are not identifiable in ways that could compromise their safety. Where images are used, we will take steps to minimise identification and protect personal information.

We therefore request parental consent for the publication of pupils' work and for the taking and use of photographs and images of pupils, in line with strict confidentiality procedures. Consent can be withdrawn or changed at any time by contacting the school office via email.

The school may also share appropriate content through local media outlets and official social media channels (such as Facebook and Instagram) to promote school activities and achievements. We do not publish pupils' names alongside images on social media. However, please note that local newspapers may include pupils' names when publishing group photographs. If you do not wish your child's photograph or name to appear in local media, please inform the school office.