

King's Lodge School



Kindness Learning Success

www.kingslodge.wilts.sch.uk

Guide to Your School

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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: Kim Spencer
Chair of Governors: Liz Griffiss-White and Michael Newbiggin

Vision Statement

Kindness Learning Success

King's Lodge School is where kindness and respect foster 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 ParentPay communications system to email/text parents with the current situation. Both these systems are totally dependent on us having a power supply.
- c) Endeavour to keep the school office open, with a skeleton staff.
- d) 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.
- e) 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. 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 your contact details in the school office are up-to-date.

Guide to Your School

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 *exceptional circumstances*. Please request an application form from the office.

Year 6 parents are reminded that absences are not authorised during the week that standard assessment tests (SATs) take place.

A child is "late" if they arrive after 8.50am and before 9.00am. In this case they will be marked as late on the register. If however, children arrive after the register is closed (9.00am) they will be marked as unauthorised absence for the whole session. On arrival at school, children should come in to the office to be signed in.

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 or email.

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. 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.

Guide to Your School

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 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.



Enjoying the snow at break time.

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.
- 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. For four doses, we can offer to give a dose at lunchtime

Guide to Your School

- 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 encourage them to bring in and apply sun cream during the school day, should the need arise. School staff are unable to apply sunscreen. Please make sure it is in a leak proof container and is named. We understand that the spray type is easier to apply.

Child protection

Kim Spencer (Head teacher), Amanda Woon (Deputy Head) and 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.

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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 LA 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 (Year R)

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.



Reception Outside Classroom

Key Stage 1, age 5-7 years (Years 1 and 2)

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

Key Stage 2, age 7-11 years (Years 3-6)

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.

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 and a curriculum overview.

Guide to Your School

Meet the staff

Headteacher Kim Spencer

Deputy Head Amanda Woon

| Class | Class teacher | Teaching Assistants | |
|--|---|---|--|
| Willow Year 5&6 Pine Year 5&6 Yew Year 5&6 | Lily Martin Martha Green Dan Wrixon | Amy Parker Aimee Collis Steph Whitfield | |
| Birch Year 3&4 Hornbeam Year 3&4 Chestnut Year 3&4 | Lara Carey Hugo Bush Katie Pope | Sharon Walton Alli Howell and Erin howell Cheryl Gledhill | |
| Larch Year 1 Holly Year 1 | Gemma Dutton Sarah Angell Gemma Scott | Ruth Phippen Jackie Sett | |
| Elm Year 1 | Sarah Gale | Sally Fisher and Hayley Knight | |
| Ash Year R Beech Year R | Evie Pearce Sarah Cooke Louise Mungham | Nicole Taylor-Matthews Sue Averies | |
| Teachers with no class responsibility | Rachel Fitter - Special Educational Needs Coordinator (SENCo) Louise Mungham (Wednesday) | | |
| Support staff | | | |
| Midday Supervisory Assistants (MDSA) | Sue Walker Kate Baldwin Nikita Allison | Cleaning staff | Vicky Hanks |
| Admin team | Louise Romain Denise Tyrer Marivic Beard | Catering | Caroline Sheppard Shanie Pengelly Ann Bull |
| Finance Officer | Jayne Rickett | | |
| Pastoral Manager | Kirsty Tilley | | |

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 be obtained from high street retailers.

Please name all items of clothing. We do not keep a lost property box. All named items are returned to the child's classroom. Unnamed items are recycled after a period of time. Label everything with a full name please!

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. Uniform

- Yellow T-Shirt with school badge and Navy shorts or jogging bottoms.

Plimsolls or light trainers are needed for outside use. Children are strongly encouraged to do inside PE in bare feet. PE uniform, plus the school sweatshirt / cardigan, is worn to school on PE day.



Supporting Year 1 during PE

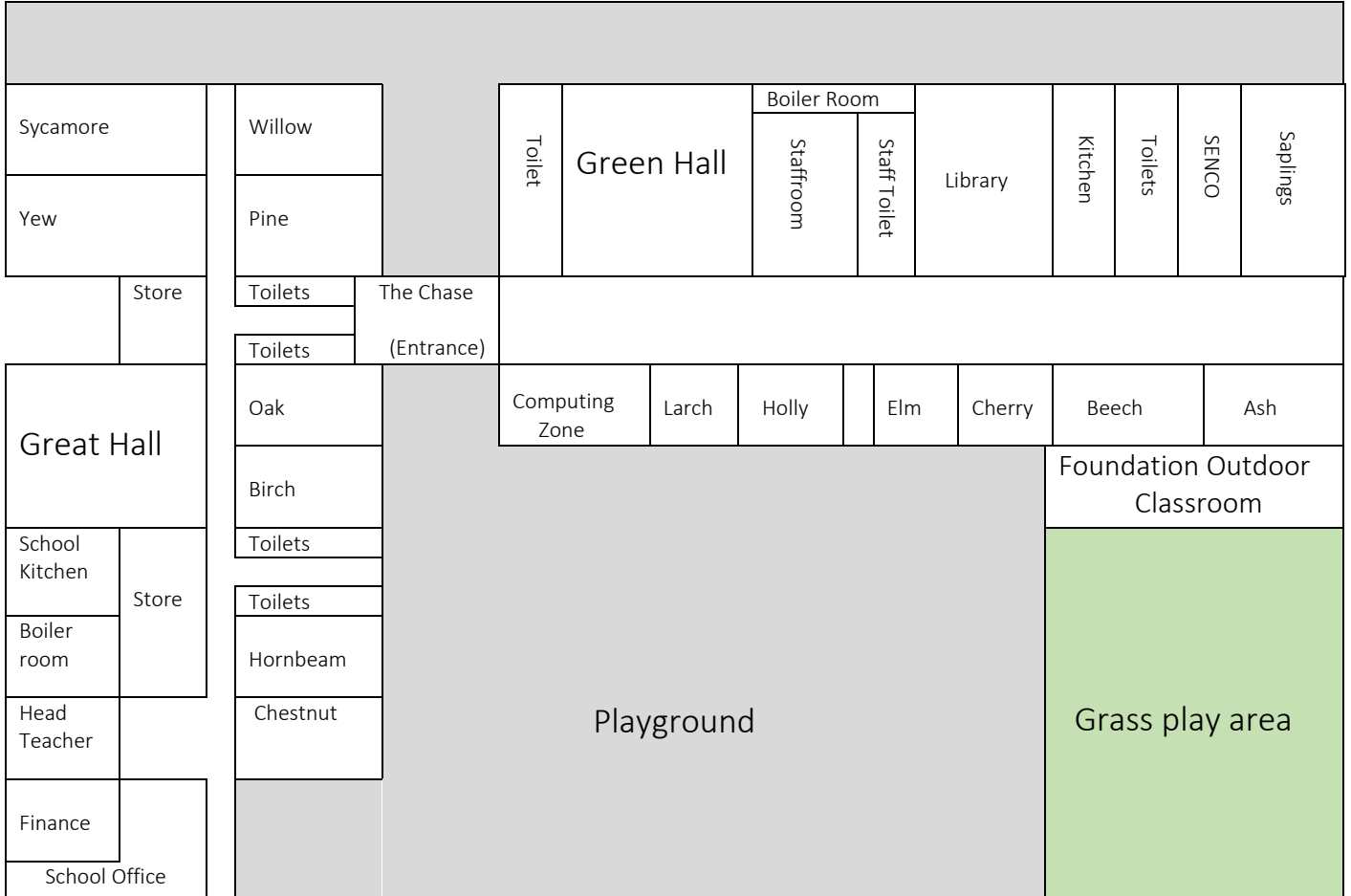
Jewellery

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 their own supply of tape for taping over ear studs. Taping is not acceptable in swimming sessions, of course. NB: If the situation cannot be made safe, the individual child concerned should not actively participate (LA Safe Practice Guidance).

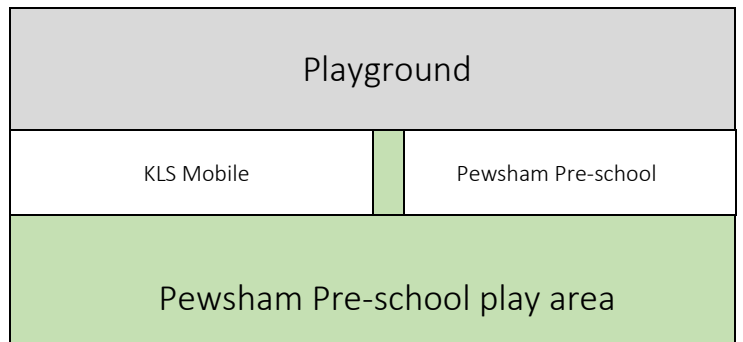
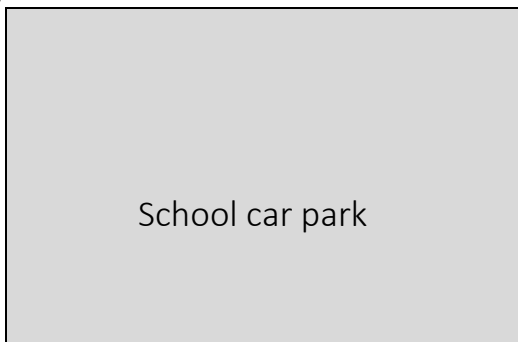
Guide to Your School

The Great Wood KS2

The Copse KS1



← School field



Main School Gates

Guide to Your School

The King's Lodge School Day

| | | |
|-------------------------|--------------------|---------------------|
| For ALL children | Doors open 8.40am | Registration 8.40am |
| Morning session | Doors close 8.50am | 8.40am - 12.00noon |
| Afternoon session | | 1.00pm - 3.10pm |

Arriving at school

Children in Reception are met on the playground by their teachers in the morning.

Children in Years 1 and 2 enter directly from the playground into their classrooms.

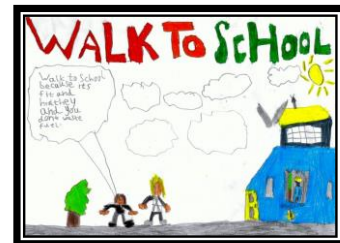
Children in Years 3 and 4 come onto the playground via the little gate near the school reception and go into their classrooms via their fire door.

Children in Years 5 and 6 come into the school grounds through the little gate near the local shops and then make their way around the field-side of the building, into their classrooms.

If children are late, they should come in via the school office to sign in.

We actively encourage children to walk to school.

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.



Unless you have a disability permit, 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. A Disability Permit is available from the office for Blue Badge holders. 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.

Guide to Your 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.

Picking up from school

Children in Reception brought out by their teachers to meet their parents near our trim-trail. Parents of children in Years 1, 2, 3 and 4 are asked to remain outside the playground gates until the teachers bring the children outside to meet them.



Children in Year 5 and 6 will be dismissed from their classroom door. Please make sure your child knows whether they are permitted to make their own way home or whether they are being collected. For children in Reception 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.**

Year R to Year 4 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 email a message to the school office community@kingslodge.wilts.sch.uk

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Should you need to collect your child at a non standard time of the day, please send a message to the school office who will notify your child's teacher. At the required time, you will need to come to the office to collect and 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.

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.

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Assemblies and collective worship

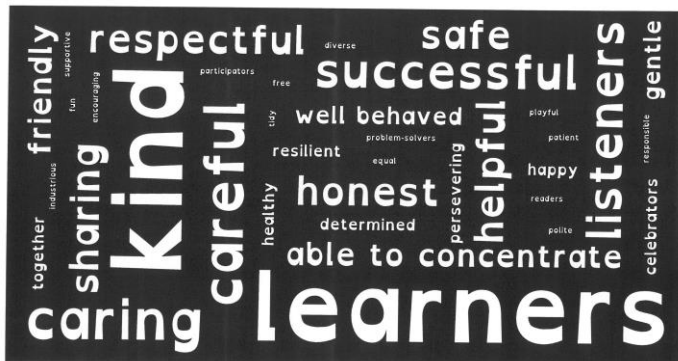
The school responds to the requirements of the 1988 Education Reform Act by arranging collective worship daily for all registered pupils.

- 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.

At King's Lodge School, we are...



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 or 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.

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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.

Positive behaviour

Our last OFSTED inspection commented 'This is a friendly and inclusive school where pupils do well. The values of "Kindness", "Learning" and "Success" run through everything the school does. 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. An integral part of our Behaviour Policy is the awarding of house points.

Guide to Your School

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.

Wraparound Care

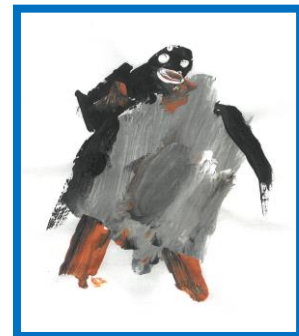
Wraparound care is available in our mobile classroom before school (7.45–8.40am) and after school (3.10pm–5.30pm or 6.00pm). Please ask at the office for a registration form, further details and costs.

School clubs

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

Activities vary from term to term but may include:

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



A Penguin, By Lottie

A letter detailing the clubs available, together with an application form, will be sent home.

Guide to Your School

Communication

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.

- Every child takes a baseline assessment, set by the government, on starting school.
- Children in Year 1 take a phonics assessment, set by the government

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.

End of KS1 assessments and KS2 tests (SATs)

At the end of key stage 1 (Year 2) and key stage 2 (Year 6), your child's teacher will formally assess their performance to measure your child's progress.

At the end of key stage 2, children also sit formal SATs tests. 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.

Guide to Your School

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 Terms. These are delivered either by via video call or face-to-face, with your child's teacher.

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

Open Mornings



We offer two open mornings for you to look at your child's learning 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

In Reception and KS1, all reading books are linked to your child's phonics level. Your child will have read their book three times in school before it comes home. Please hear them read at home and use it as a way to let them show off! We also encourage lots of reading of any other books you choose. Develop knowledge of vocabulary and use of expression wherever possible too.

In KS2, most children will be free reading. Sharing reading and developing a love of reading, is just as important. Keep it going!

Guide to Your School

Children's voice

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 a lot 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 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 days and also happy news stories! 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.



Our dance troupe performed at The Needd

Guide to Your School

Website

We have a website which 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 School and we are delighted with the result. 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

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.

We value and appreciate the role that you have 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 volunteer, you will need to complete a DBS application first. Please come into the office to enquire.



Planting the Queen's Green Canopy

Guide to Your School

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 | Liz Griffiss-White | Co-Chair |
| | Michael Newbigin | Co-Chair |
| | Ian Stone | Co-opted Governor |
| | Ann Mackie | Co-opted Governor |
| | Matt Slee | Co-opted Governor |
| | Vic Tweedie | Parent Governor |
| | Stephen Douglas | Co-opted Governor |
| | Jazmyn Parsons | Parent Governor |
| Staff | Allison Howell | |
| Headteacher | Kim Spencer | |
| Associates | Louise Romain | |
| Clerk | Sally I'anson | |

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

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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!!

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.

Year 6 Residential to Stackpole Paddle Boarding



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 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

Guide to Your School

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 Years 3 and 4. Children have five, one-hour lessons over consecutive weeks. 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.

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 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.

| | |
|-------|--|
| DDSL | Deputy Designated Safeguarding Lead |
| DfE | Department for Education |
| DH | Deputy Head |
| DSL | Designated Safeguarding Lead |
| 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 (years 3&4) |
| MDSA | Midday supervisory assistant |
| PPA | Planning preparation and assessment |
| PSHCE | Personal, social, health and citizenship education |
| SATs | Standard assessment tests |
| SEND | Special educational needs and disability |
| SENCO | special educational needs co-ordinator |
| SLT | Senior leadership team |
| TA | Teaching assistant |
| UKS2 | Upper key stage 2 (years 5&6) |