



# Kingsway Infant School



----- 2<sup>nd</sup> September 2022-----

Dear Parents and Carers,

I am delighted to be able to write my first letter as the new Headteacher of Kingsway Infant School. I feel extremely honoured and privileged to have been chosen to build upon the school's successes and I am looking forward to welcoming all children to school on Monday 5<sup>th</sup> September at 8:45am.

I am very much aware of the responsibility that my staff and I have in ensuring that the highest standard of teaching and learning is achieved. We have a hugely committed team and wonderful children, which of course, is a great place for any new head to start! The needs of the children are always paramount in the life and decision making within a school. I strongly believe in providing the children with exciting, creative and meaningful learning experiences, which build their enthusiasm for learning and help them to grow and develop positively in a variety of ways. I think it is crucial to involve the children and their families as partners in their education as well as building a whole school community which thrives on mutual respect and values positive relationships. I believe it is important that you have a voice and that as a school we are approachable and allocate time to listen to your concerns, worries or thoughts about the school. You can be assured that as Headteacher, I will strive to create the best education for your child/children whilst they are members of our school family. Please do come up and introduce yourselves outside school – I will attempt to be at the gate before and after school each day. I look forward to meeting more of you in the coming weeks. Thank you for your continued support.

I would like to take this opportunity to inform you of some useful information you will need for the start of this school year.

School starts on Monday 5<sup>th</sup> September at 8:45am. Please use the entrances on Ross Crescent or Briar Road. Children need to be in full school uniform, including sensible black shoes. All clothing needs to be clearly named. Year 1 children should come to school in their PE kit on this day.

If you need to speak to a member of staff about your child, try to catch them at the end of the school day when all the other children and parents have gone. For any urgent matters or appointments please pop in or telephone the school office. If someone else is collecting your child, please make sure they are over 18 years old and let the school office know the name of the person collecting in advance. Children will not be allowed to go home with another person unless their parent has informed the school first.

If your child is unwell please keep them at home but also telephone the school office before 9.30 am on 01923 675005

Headteachers no longer have the discretion to allow time off during a school year for a family holiday, days out, weddings etc, or to agree extended leave for parents to visit their country of origin. If your child is absent from school because of a holiday or family occasion which has not been agreed with in advance, this may be classed as unauthorised and you may be fined and legal action taken against you. If there are exceptional circumstances please make an appointment to discuss these with me.

*Look out for updates and information about school life on Arbor, Marvellous Me, our website, newsletters and Twitter.*

Yours sincerely  
Mrs Deborah Knights  
Headteacher

## School Meals – Food Allergies, Intolerances and Cultural Diets

If your child has, a food allergy or intolerance or requires a cultural diet, it is important that both the school and our catering team know. Please email the school to let us know and you will need to apply to Herts Catering Ltd for your child to have a menu adapted to their particular requirements. You will need medical evidence of an allergy/intolerance or you can download a form which can be completed by your GP or hospital consultant/dietician. Please go to [specialmenu.hcl.co.uk](http://specialmenu.hcl.co.uk) to apply, download the medical evidence form or for more details. If in doubt give the school office a call and we can help you.

## PE Days – Will Start From Monday 5<sup>th</sup> September

On the days your child's class is doing PE, please make sure they come to school in their PE kits, with trainers or sensible footwear.

PE kit day	
White T-shirt, black shorts/jogging bottoms, red school jumper/cardigan	
Monday	Blue, Purple
Tuesday	Green
Wednesday	Blue, Purple
Thursday	Red, Orange, Yellow
Friday	Green, Yellow

## Marvellous Me App

Next week, Reception parents will receive a letter containing information to log on to your Marvellous Me account. It is an app where teachers can keep in contact with parents and send home rewards, letters, reminders and information on what they are learning in school.



## Pupil Premium

If you are in receipt of benefits, your child may be entitled to pupil premium free school meals. For every Pupil Premium child we offer School Uniform, help with school trips and free milk. If you have not filled out an application form for Pupil Premium FSM, pop into the office to collect a form or apply online at <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>



We are now using a new system for school communications, bookings, and payments. Please make sure to download Arbor to receive weekly newsletters and updates from the office. If you need help, please pop in or Email us at [admin@kingsway.herts.sch.uk](mailto:admin@kingsway.herts.sch.uk)



follow us  
[@kingswayInfants](https://twitter.com/kingswayInfants)

## School Clubs

Breakfast Club is open, you can now book breakfast club with the school office. Monday to Friday 7:45am to 8:45am.

Afterschool Clubs start from Monday 5<sup>th</sup> September. All afterschool clubs are now full, if you would like to join our waiting list, please send an email to [admin@Kingsway.herts.sch.uk](mailto:admin@Kingsway.herts.sch.uk)

## Meet the Teacher

Please come and meet your child's class teacher and other parents. Find out what life will be like in their new classroom and how you can help them at home.

**Monday 12<sup>th</sup> September** 2:30pm Orange Class

**Tuesday 13<sup>th</sup> September** 2:30pm Red Class

**Monday 19<sup>th</sup> September** 2:30pm Year 2  
(Green/Yellow)

**Tuesday 20<sup>th</sup> September** 2:30pm Year 1  
(Blue/Purple)

## Medication in School

If your child needs medication in school, make sure it is in the original packaging with the prescription sticker attached. We can only accept prescribed medication. You will need to bring all medication to the school office and fill out a care plan.

## Dinner Menus

We have a few children without completed Dinner Menus. We will be sending home a Dinner Menu to be completed ASAP. Please make sure it is sent back on Tuesday 6<sup>th</sup> September, so we can order meals for your child.

**For more information visit**  
<https://www.kingsway.herts.sch.uk/>