



Kingsway Infant School



3rd September 2025

Dear Parents and Carers,

I am delighted to be able to write the first newsletter of the year and am looking forward to welcoming you all to Kingsway Infant School. Year 1 and Year 2 children start school tomorrow, Thursday 4th September, and our new Reception children will start on Monday 8th September, all at the start time of 8:45am.

In Staffing News, I am delighted to announce that Miss Smith will be the Deputy Headteacher at Kingsway Infant School. She will continue to teach in Yellow Class, with some release time to allow her to carry out her new responsibilities. Miss Smith will, I know, continue to be a great asset to the school. I will take responsibility for SEN for now. Please do not hesitate to speak to your class teacher, or myself, regarding any concerns you may have.

In line with other schools and allergy advice, we will no longer be able to share birthday sweets/treats for a child's birthday in school. Instead, as a birthday treat, your child may bring in their favourite book for story time.

Evidence shows that children with less than 95% attendance can struggle to make the required progress in school, and that it can be difficult to achieve 100% attendance. Therefore, we will be issuing certificates for all children whose attendance is 96%, or above, each term. Children with 100% attendance for the whole year will still receive a trophy at the end of the school year. For your information, 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.

Over the holidays, the school has undergone a significant drainage, heating and pipework upgrade. Some of the school areas do not, unfortunately, look as we would wish them to, and there is still work to complete in the classrooms to update the heating supply and to redecorate the school. This work will be carried out after 3:30pm until late in the evening for the next few months. I would like to reassure you that there will be no impact to your child's learning, play or safety whilst they are in school.

School will start promptly 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 should be clearly named.

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 email 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 9.15 am on 01923 675005.

I am very much aware of the responsibility that my staff and I have in ensuring 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 to start the year. The needs of the children are always paramount in the life and decision making within the school and I strongly believe in providing the children with exciting, creative and meaningful learning experiences, which build their enthusiasm for learning as well as helping them to grow and develop. I believe that it is crucial to involve children and their families in their education as well as building a whole school community which thrives on mutual respect and positive relationships. Miss Smith or I will endeavour to be at the school gate before and after school. Please do not hesitate to speak to me or Miss Smith and I thank you for your continued support.

Look out for updates and information about school life on Arbor, Marvellous Me, our website and our weekly newsletter.

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 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 Friday 5th 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. Reception children (Red/Orange classes) will start PE from Thursday 11th September.

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

Marvellous Me App

Later this week, New and 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>

School Clubs

Breakfast Club is open, you can now book breakfast club on Arbor. Monday to Friday 7:45am to 8:45am. Afterschool Clubs start from Tuesday 3rd September for years 1 & 2 and from Monday 9th September for Reception children. Please contact the office for more information. 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.

Tuesday 9th September 12 noon Reception classes (Red/Orange)

Tuesday 9th September 2:45pm Year 1 (Blue/Purple)

Wednesday 10th September 2:45pm Year 2 (Green/Yellow)

Medication in School

If your child needs medication in school, please 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

Please make sure your child's lunch menu is completed on Arbor by Thursday 4th September, so we can order meals for your child.



We use Arbor 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



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