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# Kites Handbook

For parents and carers

*Version 2026-2027*

## 1 Introduction

In addition to the Parent's Handbook, available on our website or from the school office, this gives you some more information to help you and your child settle into Kites (the Early Years Foundation Stage class) at Sonning Common Primary School.

## 2 The School Day

Our school hours are

Gates open	8:45am
Morning session	8.50am - 11.55am
Afternoon sessions	1.05pm - 3.20pm

Initially, the children spend their time playing, which allows our staff to get to know the children's passions and gives your child time to get to know the environment and their peers. Once the children feel fully settled (usually in the third week) the days become a little more structured.

### 2.1 Drop off (start of school day)

At Sonning Common Primary School, we believe that a relaxed entry into school makes a happier child. Therefore, we open the Lea Road gates at 8:45 a.m. and don't start our morning session until 9:15am, giving the children time to come in, share any worries that they may have and settle into their day. If your child attends Breakfast club (available from 7:30am) then a member of staff from Breakfast Club will bring them to the Kites classroom.

### 2.2 Morning session

First, the children will find their name card and give it to the member of staff taking the register and will then put away their possessions. The children can choose to participate in drawing club or reading for pleasure. We then complete the morning calendar & visual timetable so that everyone knows what's happening during the day.

In the morning, children are divided into groups to be taught Phonics and Maths. Details of how we teach these subjects and how you can support your child will be provided at the Curriculum Sharing event in **September**.

Halfway through the morning, we have snack time. Children are required to bring a water bottle in from home and they will be reminded to drink water throughout the day. They are provided with a healthy snack (fruit or vegetables) and milk.

After snack, we have 'Choosing Time'. Children can choose from activities that will help to develop their skills. These learning opportunities are enhanced with resources from current events or topics that children are interested in. There will also be individual and small group teaching during this time.

### 2.3 Lunchtime

All Key Stage 1 children are entitled to a free school meal. Our school lunches are all prepared on site by Kites Kitchen. There are plenty of options every day and all children are catered for. The term's menus are displayed in the school office window and on the school website.

All Kites children are taken into the dining hall where they are provided with a hot lunch and then onto the KS1 playground for free play with Year 1 and Year 2 children and supported by our lunch time supervisors and outdoor play team.

### 2.4 Afternoon session

The afternoon session starts with input from the class teachers. The children are then able to continue with free play inside and outside, making use of the entire Kites' learning environment. We come together as a class at the end of each day to share our learning and achievements or to read a story.

### 2.5 Pick up (end of school day)

At the end of the day, all parents/carers are asked to wait on the Key Stage 1 playground and we will bring the children out to you. Please don't come into the Kites' garden area so that we can ensure every child is delivered to the right person safely.

It is essential that we know who is collecting your child. If you know someone else is collecting your child, let a member of staff know when you drop your child off in the morning or please contact the school office. We would like to request that you choose a password (please note in **All About Me booklet**) which may be used in these situations that both we and the person collecting are informed of. *We will not send your child home with an adult we do not recognise or have not been informed about.*

### 3 School uniform

In Kites, children wear light blue sweatshirts and t-shirts with a 'Sonning Common Kites' logo. This helps us differentiate our youngest children from the rest of the school. These compulsory branded items, and other optional branded items are all available from Earth Uniform: [www.earthuniform.com](http://www.earthuniform.com).

Although we try, we cannot guarantee that your child will keep clean, so please provide a bag of spare clothes just in case. We aim to make maximum use of our outdoor space so children will need to come equipped for all weathers!

In addition, children should wear the following uniform which can be obtained from any retailer:

- Trousers or shorts in grey or navy (with white, grey or navy-blue socks)
- Navy blue skirt or pinafore dress (knee length) to be worn with white, grey or navy blue socks or navy blue tights.
- Pale blue polo shirt or blouse
- Optional summer dress: blue/white gingham check to be worn with white socks (some choose cycling shorts)
- Sensible black or navy school shoes, boots are not permitted. Please help your child to be independent in changing their own shoes by providing ones that easily fasten
- Pair of wellies (any colour)

Your child will also need a PE kit, all in a separate named bag:

- Any plain white t-shirt
- Navy blue shorts and / or navy blue tracksuit bottoms
- Trainers (from February)

In summer, your child will need a sunhat.

It is **essential** to name all clothing and footwear or it will be impossible to track down if it goes missing. We recommend you use name labels or a permanent laundry marker (normal pen is not reliable as it washes out).

### 4 Other Essential Items

#### 4.1 Water and snacks

If you know that your child is particular about some fruits and vegetables, please feel free to send them in with fruit/ vegetables of their choice. Please note: cereal bars or alternative snacks are not permitted. Also ensure that your child's water bottle (from home) is clearly named to avoid any confusion.

## 4.2 Book bags

Every child will need a branded book bag for their home reading books, personal belongings, home challenges and communication from our uniform supplier [www.earthuniform.com](http://www.earthuniform.com). Bookbags are used by your child for the remainder of their time at SCPS, not just in Kites. It can be useful to attach a keyring, ribbons or stickers to the book bag so that your child can easily identify it.

## 5 Forest Camp

The children in Kites visit Forest Camp (in the school grounds) once a fortnight with a Forest School leader and another member of staff.

Forest Camp offers the children opportunities to make choices, initiate learning and take risks safely. It offers them different ways to learn and experience a full curriculum in a woodland environment. It also encourages positive attitudes and behaviour.

Children need to wear appropriate clothing. Although we have some spare waterproof trousers and jackets, or an all in one, **it would be helpful if they could have their own**. Children will need to wear welly boots and will need to have appropriate clothing for the season (e.g. hat and gloves for winter, sunhats for summer), as we go to Forest Camp no matter what the weather.

Please ensure that this is all clearly named and placed in a separate bag to their PE kit.

## 6 Health

Please keep your child at home if they have been ill during the night. If your child has suffered from diarrhoea or vomiting, they must remain away from school for 48 hours. If they have a fever, it is advisable to keep them at home for at least 24 hours after the temperature has subsided.

Please let us know by telephone or email to the school office if your child is absent for any reason before 9:30am. In the event of your child falling ill during the day, we will contact you immediately so please keep us informed of any changes to contact details. We are advised not to administer medicines to children at school except in special circumstances such as if your child has an EpiPen, asthma or needs antibiotics. Please talk to the school office if there are other circumstances.

If your child has any kind of serious food allergy, a photograph of your child, together with the allergy list and consequences, should be provided for your child's teacher for display on the staff notice board. This will also be given to the staff in Kites Kitchen.

## 6.1 Accident and injury policy

All accidents and injuries are noted in the accident book. Depending on the severity of the injury, you may be informed by telephone or in person at the end of the day. Head injuries will be reported as soon as possible.

## 7 Holidays

Regular attendance is important for your child's learning, development and wellbeing. We therefore expect children enrolled at our school to attend throughout term time. If your child needs to be absent for any reason, including a request for leave during term time, please complete a permission form available from the school office. Requests will be considered in accordance with school policy and statutory guidance

## 8 Home/School Communication

We try very hard to keep parents regularly informed about what's going on in school, via weekly whole school newsletters and Kites specific posts on our website page for Kites:

<https://sonningcommonprimary.co.uk/kites>. You can get the website updates emailed to you by subscribing to our weekly Kites updates by scanning the QR code below.



We also send out regular PTA updates and post on our social media pages.

As the morning is a rather busy time focused on settling children, please organise a time to discuss concerns *after* school. This can be done by contacting the school office or arranging with class teacher.

### 8.1 My Child At School (MCAS)

We use an online portal to our information system called MyChildAtSchool (MCAS). Using MCAS you can see your child's information; you can edit/ update contact details; book various clubs (including breakfast/after school club); pay for trips and other events. We also use MCAS to send information home via email and we can also send text messages to your mobile phone if we need to get an important or urgent message to you. You will be given logins to MCAS when your child starts in September.

You can find out more here :

<https://sonningcommonprimary.co.uk/parents/my-child-at-school-mcas/>



## 8.2 Photo permissions

We like to post photos of the exciting activities we have been involved with in Kites on our school website page. All photos are anonymous and your child will not be named. Generally, these will be of a larger group of children. We also post on the school Facebook and Instagram pages and occasionally in the local press (for example Henley Standard). Children are never named on our social media posts.

Please make sure you have completed the 'Photo permission forms' (GDPR) in MCAS. You will be asked to give permission separately for internal photos, website, social media and press.

If you have clearly communicated that you do not wish your child to be in any public photos using the MCAS form, or if you have not complete the form and you have not opted in on the 'Photo permission form' (GDPR) in MCAS, your child will not appear on Facebook or the school website.

## 8.3 Curriculum sharing

In September, we will invite you to 'Curriculum Sharing' where you will be able to meet the staff again and be given more in-depth information about how we deliver our Early Reading and Early Maths. A confirmed date will be shared with you via email in September.

## 8.4 Following your child's progress

We use an internet-based programme called 'Evidence Me', which you can download as an app on your phone. We update regularly with pictures and comments about how your child is progressing and what we have been teaching. We will give you the login details after October half term to allow some time to build up a bank of pictures. We do urge parents to upload pictures of activities their children have participated in at home; this enables us to have a full picture of your child and their interests as well as provide a topic for discussion. Every now and again we may put 'next step' comments on, but these are mainly shared in our parent consultations.

## 8.5 Opportunities to discuss your child's progress

In the autumn term and spring term, parent consultations take place to update you on your child's progress and provide more-detailed next steps for Maths and Phonics. Towards the end of the summer term, you will receive your child's formal written end of year report. However, children's lives and learning seldom conform to a timetable, so please feel free to come in and make an appointment to speak with your child's teacher at any time if there is an issue that you wish to discuss.

## 9 Parent Teacher Association

We have a thriving and energetic parent association that organises numerous social events and raises extra funds for the school. They produce a termly newsletter to keep you informed of forthcoming activities and would welcome your support and involvement.

On the first morning in September, after leaving your child, you are invited to join other parents in the hall for 'Tea and Tissues' hosted by the PTA.

## 10 Parental Involvement

Working in partnership with parents is a key element to a child's successful education. It provides opportunities for learning and complements learning at home and school. Help and support from parents/carers is welcome and, if you would like to help us at school, please let us know in September. Assisting in the classroom is a great way to find out about what and how your child is learning. If you have an occupation or skills that you would like to share with us, please let us know.

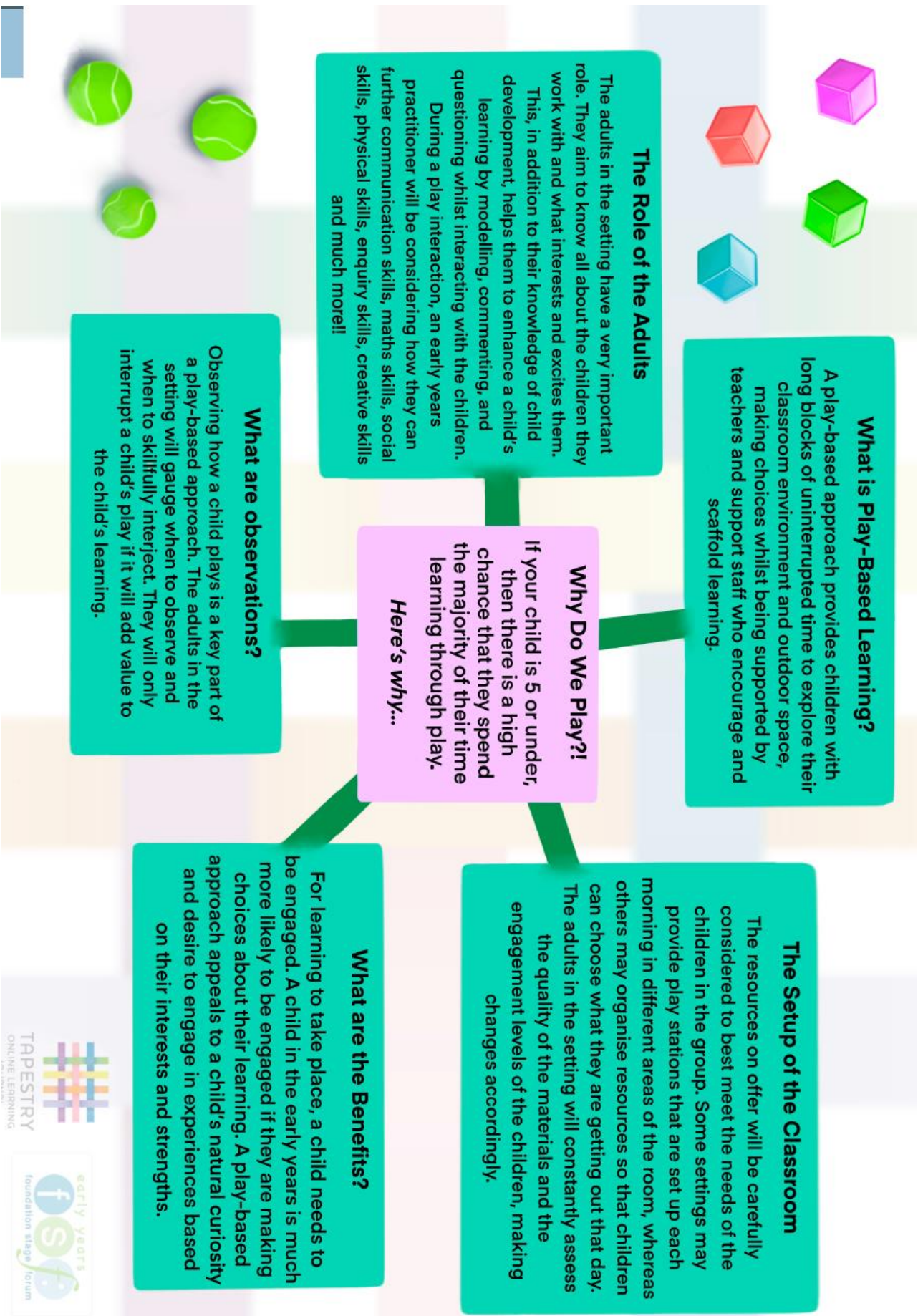
### 10.1 How you can support your child at home

You can support your child:

- By having conversations, sharing activities and talk together about them
- By listening to your child and encouraging your child to listen to you
- By encouraging your child's interests
- By playing\* and reading with your child
- By letting them help you with every day activities at home e.g. cooking, DIY, writing, shopping, etc.
- Children will bring 2 books home from week 2- These will be a sharing book and a book to focus on reading skills.
- Helping your child to access the online learning (e.g. Ten Town)- we provide logins for this in the front of reading planners in Term 1.

See below for information on 'Importance of Play' and 'Getting your Child Ready for School'.

**We very much look forward to welcoming  
your child to Kites in September.**



## How can I help my child?

### 10 things to do to help your child be ready for school...

#### 1. To be able to sit still and listen for a short period of time.

The ability to sit still and listen to a story, join in with counting songs or a phonics session is a skill that will be needed from the very beginning of school life. You can help your child by expecting them to listen to a story you read or complete a short activity with you i.e. build something, play a game outside etc.



#### 2. To be aware of other children, share toys and take turns.

A big part of starting school is about getting along well with others, completing a task through teamwork, and treating others with respect. You could help your child by playing games together, taking turns to do things as well as working on activities together. Encourage older siblings to teach their brother or sister how to take turns when using a popular toy or during a board game.



#### 3. To be able to use a knife and fork.

The majority of children will be having hot school meals so help your child by ensuring they know how to use a knife and fork to independently feed themselves.



#### 4. To understand what rules are and why they are important.

Within the school environment there will be some rules for the children to follow to ensure that everyone is safe and ready for learning, as well as ensuring that we are looking after each other and the resources. Talk to your child about why we might need some rules and discuss simple rules that you may have at home and why.



#### 5. To be able to use the toilet independently.

The ability to use a toilet and wipe their own bottom is a vital skill for when children start at school. We appreciate that it is sometimes difficult but even attempting to do it themselves will help your child.



**6. To recognise their own name when it is written down.**

If your child cannot write their name when they begin school then do not worry - we can help to teach them this. However, it would be of great benefit to them if they can recognise their name so that they can easily find their peg, drawer and see a label in their clothing. You could write several names out and ask them to find theirs or make a name puzzle with all the correct letters for them to match to their name.



**7. To speak to an adult to ask for help.**

If your child needs help with something then they will need to ask an adult. Encourage your child to speak in full sentences to communicate their needs to you, rather than pointing or by you guessing.

**8. To be able to get dressed and undressed for PE.**

This is an important skill to help your child (and the teacher!). Find times before your child begins school to practise this so that you aren't trying to do it when you have 2 minutes to get out the door! You may also consider putting your child who normally wears tights in trousers for PE days.



**9. To open and enjoy a book.**

When the majority of children begin school they will not be able to read books but if they can enjoy a book, know how to hold it and know how to turn the pages this helps with some of the foundations for learning to read.

**10. To be able to put on and take off their coat independently.**

Zips and buttons can be tricky but if the children can put their coat on then this helps their independence and thus their self-confidence when they are choosing to go outside.



*Have fun and we look forward to your child starting school in September!*

