



Kites Handbook

For parents and carers

Version 2023-2024

1 Introduction

In addition to the Parents 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 story until 9am, 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. Then children can choose to participate in drawing club or reading for pleasure. We then complete the morning calendar and 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 are supported by our lunch time supervisors.

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 / year group 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 we can make sure 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 this in the 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.

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 (to be worn with grey socks)
- Full length trousers in navy-blue (to be worn 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
- 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)

We also have a school PE kit, all in a separate named bag:

- *branded school PE t-shirt with school logo
- navy blue shorts and / or navy blue tracksuit bottoms
- Plimsolls or trainers (from February)

*PE t-shirts can be purchased from the school office at a cost of £6.50 and you can order these using the MyChildAtSchool app.

In summer, your child will need a named sunhat.

It is **essential** to name all clothing 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 confusion.

4.2 Book bags

Every child will need a book bag for their home reading books, personal belongings, home challenges and communication. These can also be bought from Earth Uniform and are used by your child for the remainder of their time at SCPS. 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 waterproof trousers and jackets, 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 he or she has been ill during the night. If they have 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. If you are going to be somewhere different for the day, please let us know an alternative contact number as you drop your child off. 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

While we expect your child to attend school during term times, we acknowledge that on rare occasions it may be necessary for them to be absent. In this instance, please complete a permission form which is available from the school office.

8 Home/School Communication

We try very hard to keep parents regularly informed about what's going on in school, via weekly newsletters and posts from our website, <https://sonningcommonprimary.co.uk/>. Please subscribe to our weekly updates. Teachers greet the children at the Kites' garden gate each morning and dismiss them at the end of the day and so are available to discuss any urgent issues. Alternatively if you want to pass a message to your child's teacher you can put a note in your child's book bag as these are checked daily.

8.1 Google Classroom

Before your child starts in Kites, you will be given a Google Classroom login. On here, you will be provided with electronic copies of resources for Kites (eg the handbook); a chance for children to see their new teacher through Storytime; and a chance to see their new classroom and ask questions before they start.

8.2 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 club and after school club) and 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.

There are weekly whole school newsletters and PTA newsletters, as well as information just relevant for Kites.

You can find out more here: <https://sonningcommonprimary.co.uk/parents/my-child-at-school-mcas/>

8.3 Our website

Our school website www.sonningcommonprimary.co.uk provides general information including term dates, an events calendar, the school parent handbook, school newsletters, PTA information and photos and descriptions of recent or upcoming school activities.

Kites have their own page on the website which keeps parents updated with information about what we have been learning and what we will be learning in the future. Each time we post some news you can receive an email notification if you sign subscribe here <https://bit.ly/3PBHYCT>

8.4 Photo permissions

We like to post photos of the exciting activities we have been involved with in Kites on our website page. Please make sure you have completed the Photo permission form (GDPR) in MCAS to enable us to put photos on the Kites' page. All photos are anonymous, your child will not be named and generally will be part of a larger group of children.

We also post on the school social media pages, eg Facebook, again we ask you to give us permission (via MCAS) for your child to appear in our posts. Children are never named on social media.

If you have clearly communicated that you do not wish your child to be in any public photos and you have not opted in on the 'Photo permission form' in MCAS, your child's image will not appear on the school website or any social or other media.

8.5 Curriculum sharing

In early 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.

8.6 Opportunities to follow your child's progress

We use an internet-based programme called 'Learning Book', which we update regularly with pictures and comments about how your child is progressing. We will give you the login details after October half term to enable you to follow and comment on your child's progress. We do urge parents to upload pictures of activities their children have participated in at home too- this enables us to have a full picture of your child and their interests and provides us with a talking point if they struggle with communication. Every now and again we will put 'next step' comments on the app which will help to provide activities you can do at home to further your child's learning/skill development.

8.7 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 Literacy. 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, 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.

See the following page for more ideas.

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

Starting School Activity Ideas

Have fun reading together. Read books about starting school, traditional tales or your favourite stories.



Go outside and enjoy time in your garden. You could plant a sunflower or sow some tomatoes and watch them grow, visit your local woods or park, or visit a relative.

Enjoy some messy play. Get a large piece of cardboard and a mixture of resources and materials. Then, get creative!
cardboard or paper, range of mark-making tools, eco friendly glitter, sponges (or stampers)



1 2
3 4

Go on a number hunt. Take a camera (or a phone) and take photos of any numbers you see. These could be on house doors, car registration plates, in shops, anywhere!
camera

Bake or prepare food together. Follow a set of instructions and make something yummy, such as a cake, biscuits or sausage rolls.
recipe, ingredients, baking equipment



Play a board game together, such as snakes and ladders.
a range of board games

Support and enjoy fine motor activities. You could try putting cereal hoops onto spaghetti or adding food colouring to pipettes for squeezing paint onto paper towels and watching the colours mix together.



pasta, ribbons, spaghetti, cereal hoops, food colouring, pipettes



Build concentration and resilience by enjoying a building kit together.
building kits with larger or smaller building bricks

Learn the letters of your name by copying it with chunky chalks, or water and paintbrushes on the path or patio.
chalks, water, buckets and paintbrushes



Build independence by giving a few responsibilities over the summer, such as looking after a pet, laying the table, helping with dinner or watering the plants.

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