



KILLIGREW NEWS

8th September 2023

Dear Parents,

Welcome back! I hope that you had a very enjoyable summer break. I would like to extend a very warm welcome to all our new families and hope that you will be very happy at Killigrew. This term, we also welcome Mr Kelly (sports coach), Mrs Hurst (TA), and Mrs Godden (admin assistant). We are delighted that Mrs Maurimootoo and Mrs Prenci who were MSAs have now joined our LSA team.

Despite the incredibly warm weather, the children have settled back into school seamlessly this week. I have visited every classroom and it has been lovely to see the children's focus and engagement in their learning.

I look forward to working with you and your children this year.

Kindest regards,

T. Mylotte
Head teacher

Vacancies

If you are interested in joining the Killigrew staff team, we are currently recruiting for Midday Supervisory Assistants (MSAs) The role is from 12:00-1:15pm and it involves supervising children on the playground, hall and dining room. It does not involve cooking or serving food. A DBS check will be necessary. If you are interested in this role, please contact us and we will provide further information.

Meet the Teacher

We look forward to seeing you at the meet the teacher session next week. The meeting will give you an overview of the year ahead and specific information about your child's year group e.g. PE days, trips, how to help your child and homework arrangements.

The meetings will be held in the year group classrooms, will start promptly at 4.30pm and will last for approximately 30 minutes.

Y1	Thursday 14th September
Y2	Thursday 14th September
Y3	Wednesday 13th September
Y4	Wednesday 13th September
Y5	Monday 11th September
Y6	Monday 11th September

Communication

If you would like to discuss your child, the best person to speak to is their teacher. They will be getting to know your child well over the coming weeks and we always plan an early parent teacher consultation meeting in October so that you can discuss how your child has settled in and is progressing.

If there is an urgent matter that you need to discuss before then, please email admin@killigrew.herts.sch.uk and mark it for the teacher's attention. All email communication should be directed to the admin email address and it will be forwarded to the most appropriate person. Please do not contact staff via any other email address.

If after having spoken to the class teacher you need further support, please contact the key stage leader via admin@killigrew.herts.sch.uk

EY leader	Mrs Wicks (YN & YR)
KS1 leader	Mrs Digweed (Y1 & Y2)
Acting LKS2 leader	Miss Child (Y3 & Y4)
UKS2 leader	Mrs Holmes (Y5 & Y6)
SENCo	Mrs Pita

Miss Mylotte or Mrs Morley (deputy head) are also at one of the gates every day.

I would like to draw your attention to the feedback form at the bottom of the newsletter. If you have any positive comments, worries or suggestions please send them to us at any time.

Contact the admin team!

We are always very happy to answer your questions and communications. So that these can be resolved quickly, here are some useful ways to communicate with the school office.

1. **To advise of a pupil's absence** call and choose option 1 to leave a recorded message; this system is in action 24hrs a day 7 days a week.
2. **General** Preferred option: email admin@killigrew.herts.sch.uk
3. Call 01727 774200 where an email is not an option.
4. Visit the school office which is located in the infant building.

Where possible, please send water bottles, P.E. kits and appropriate weather clothing with your children each morning as this will certainly help to reduce classroom interruptions once learning has commenced.

Secondary School Transfer 2024

Parents of Y6 pupils may now make an online application for a secondary school place for September 2024. The admin team sent home a 'Secondary Transfer 2024' leaflet this week

which includes essential information. To help Y6 parents with this important decision, I am holding an informal secondary transfer meeting on Friday 22nd September at 8:45am.

If you would like to attend, please send an email to admin@killigrew.herts.sch.uk marked **Secondary Transfer Meeting yes** in the subject box by Friday 15th September.

Attendance

If you need any support regarding your child's attendance, do not hesitate to contact us. Certificates for excellent attendance will be issued each term.

We are unable to authorise term time holidays. Schools and local authorities issue sanctions, including fixed penalty notices in line with the local authority's code of conduct. Breach warning letters will be sent out this term if children are taken out of school for holiday.

Illness

You may find this NHS link useful to help you decide whether or not to keep your child off school or nursery when they are unwell.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Safeguarding

Schools have a duty to safeguard and promote the welfare of children who are their pupils. The Children Act 1989 places a clear responsibility on schools to ensure that they work with other agencies to safeguard and promote the welfare of all children. The local authority requires head teachers to report any obvious or suspected cases of child abuse, which includes non-accidental injury, physical neglect, emotional abuse and/or sexual abuse. This procedure is intended to protect children at risk. As a result, if concerns are raised within school, we have a legal obligation to report them to Children's Services.

Miss Mylotte is the 'Designated Safeguarding Lead' (DSL) for child protection and is happy to discuss any questions or concerns that you may have related to child protection. Miss Norris, Mrs Morley and Mrs Wicks are the deputy DSLs. In line with our Child Protection Policy, all adults working in school undergo a thorough vetting procedure, including an enhanced DBS check.

Killigrew is part of a project that runs jointly between schools and Hertfordshire Constabulary. Operation Encompass is the notification to schools, prior to the start of the next school day, of incidents where a child has experienced or been exposed to any domestic abuse. Operation Encompass ensures that the DSL is trained to allow them to liaise with the police and to use the information that has been shared in confidence. They also ensure that the school can make provision for possible difficulties experienced by children or families who have experienced a domestic abuse incident.

Free School Meals

If your circumstances have changed, you may be interested in the following information regarding free school meals for your child.

[Free school meals](#)

General Reminders

Bikes & Scooters

We encourage the children to walk to school. To prevent accidents, please ensure that your child does not use their bike/scooter once they enter the school grounds. Please ensure that your child does not sit or walk on neighbours' garden walls or driveways.

Parking

If you are taking children to breakfast club or collecting from clubs, please park in the local roads. Please share this information with childminders/grandparents. If your child has a

disability, you may use the school car park by prior arrangement.

Sickness & Diarrhoea

If your child suffers from sickness or diarrhoea, please ensure that they remain at home for 48 hours after the last episode to prevent it from spreading to other children and staff. Please wash and return any school underclothes as soon as possible.

Parking

To maintain positive relationships with our neighbours, please do not block driveways or park on the grass verges or road junctions/by the roundabout. Wherever possible, please park slightly further away.

E-safety

Children may wear a watch if it does not have a camera or recording device e.g. Smart watch. Any items brought to school are the responsibility of the children and we cannot ensure their safe keeping-please do not send in valuable items. **Please do not use mobile phones in the school building.**

Dogs

Dogs are not permitted on school premises even if they are being held or are in a bag or buggy.

Smoking

No smoking or vaping on school premises please.

Lunch

As we have children with life threatening allergies, please do not send in any products containing nuts e.g. peanut butter or Nutella. Grapes can be a choking hazard for young children. Please cut grapes in half lengthways if you send them in. We encourage healthy packed lunches-no sweets or fizzy drinks please.

Friendships

From time to time, children will fall out with each other. If you are concerned about your child, please inform their teacher immediately so that any concerns can be investigated. We find that if you do this, issues are usually resolved very

quickly. If you are still concerned after speaking to the teacher, please contact the key stage leader via the office. **Please do not approach other children or their parents.**

Social Media

In the past, we have found that social media is not always the most reliable way of finding out about school policy and procedures. If you are unsure about any aspect of school or are unhappy, please speak to us or complete the feedback form, rather than using social media.

External Providers

From time to time, we send out information from a range of external providers regarding activities that you may find interesting for your child, e.g. drama or football classes. Although we are happy to provide this service for you, we are unable to comment on the quality or qualifications that the providers hold. We recommend that you check their DBS status, insurance details and qualifications to satisfy yourself that you are happy to leave your child with them.

Lost Property

We encourage the children to develop life skills and take responsibility for themselves and their property. Please send your child back into school at the end of the day if they come out without their jumper, bag, etc. You are also welcome to look in the lost property boxes in either office lobby. Any unnamed lost property is disposed of at the end of each half term.

Feedback Form

Please add any positive comments, concerns or suggestions:

<https://forms.office.com/Pages/ResponsePage.aspx?id=UKgBZMCcg0yzyPnqbCwRs9svUSsaXKhIrJIleIKv0S9UNIJRUFM2MTYzODILUEk5MVNMOVpCN0IWQy4u>

Name:

Child's Class: