



Hertfordshire County Council
KILLIGREW PRIMARY SCHOOL
West Avenue, St. Albans
Hertfordshire AL2 3HD

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www.killigrew.herts.sch.uk
Head teacher T. Mylotte

27th May 2021

Dear Parents,

I would like to thank you for choosing Killigrew for your child and extend a warm welcome to you and your family. We are really looking forward to meeting you in September.

We are awaiting the next stage of the Government roadmap to see if we are able to welcome you on site for an introductory meeting so I can share important information with you and give you the opportunity to ask any questions that you may have. A provisional date for this meeting is Thursday 8th July at 10.30am. Once we are able to confirm the date, we will be in touch.

I thought it would be helpful to send you some essential information and our admission forms.

School start and finish times

School starts at 8.55am and finishes at 3.15pm for children in Reception class. The new Reception children have a staggered start at the beginning of term in order to give them as much individual support as possible and for them to settle into the new routines.

Thursday 2nd September -Children who have not attended Killigrew Nursery stay for the morning.

Start time: 8.55am

Finish time 11.45am

Children who have attended Killigrew Nursery join us in the afternoon.

Start time: 1.15pm

Finish time: 3.15pm

Friday 3rd September- All Reception children stay for the morning.

Start time 8.55am

Finish time 11.45am

Monday 6th September- Wednesday 8th September- All Reception children stay for the morning and lunch.

Start time: 8.55am

Finish time: 1.15pm (they will have lunch at school before they come home)

Thursday 9th September onwards- All Reception children stay all day

Start time: 8.55am

Finish time: 3.15pm

Parking

- We encourage all families to walk to school wherever possible.
- Please avoid parking in West Avenue, North Close and South Close as these areas become congested. It is quicker to park in the service road off Watford road and walk along West Avenue.
- The school car park is for staff use only.

School Uniform

All children wear school uniform. All uniform with the Killigrew logo can be purchased from <http://www.pmgsschoolwear.co.uk/> and all other uniform may be purchased at local supermarkets. It is essential that all clothes and shoes are labelled with your child's name, as 30 new sweatshirts look very similar!

How to help your child to be ready for school

- Ensure that your child can use the toilet independently, wiping properly, using toilet paper rather than moist wipes. Show your child how to wash their hands thoroughly with soap and water.
- Encourage your child to recognise, put on and take off their coat and shoes independently.
- Consider clothing that might make independence easier e.g. elasticated waists/Velcro fastenings on shoes.
- Help your child to use a knife and fork independently.
- Help your child to recognise their name.
- Talk to your child about starting school. What do they think it will be like? What are they most looking forward to? Is there anything they're unsure or worried about?
- Share books about starting school.
- If your child has naps, phase these out.
- Practise the school morning routine, including getting dressed and eating breakfast in time to leave.
- Practise the school run so that you're prepared for the journey.
- Towards the end of the summer holiday, try to get into the school routine, e.g. getting up, going to bed and having meals/snacks at the same time as on a school day.

Communication

- If you have any general questions, the class teacher is usually the best person to speak to.
- If you have any concerns about your child please let the staff know as soon as possible so that we can resolve any issues immediately.
- The staff are busy settling the children at the start of the day so please save any general conversations for the end of the school day.
- If there is an urgent matter that cannot wait, please email admin@killigrew.herts.sch.uk and the admin team will pass on a message.
- It is useful to know if your child has had an unsettled night or there is something that might be worrying them e.g. a pet going to the vet.
- We usually hold parent teacher consultation meetings in October and February so that you can find out how your child has settled and how we can work in partnership to support their learning.
- We send home an annual school report in July.
- We send home a weekly newsletter on Fridays.
- If you move house or change your phone number please send us the new details.

Attendance

- Regular school attendance is vitally important. We expect all children to have a minimum of 97% attendance.
- Although 80% attendance sounds good, this is the equivalent of having 1 day a week off every week. If a child has 90% attendance this is the equivalent of having ½ a day a week off every week.
- The school works closely with Herts County Council Attendance Officers and if a child's attendance is cause for concern, they will arrange to meet you to offer support.
- We are unable to authorise absence from school for birthdays, family celebrations or holidays, even if these are surprises booked by grandparents.
- Please see the following important link to our attendance policy.
http://www.killigrew.herts.sch.uk/kill_wordpress/wordpress/wp-content/uploads/2019/03/Killigrew-Primary-School-Attendance-Policy-2019.pdf

Illness and Medication

- If your child is unwell, please telephone the school on the first day of absence.
- If a child has a cold please send them to school. (Please send in a box of tissues).
- If your child has sickness or diarrhoea we welcome them back 48 hours after the last episode.
- If your child has a significant injury e.g. breaks a bone, we need to carry out a risk assessment with you before your child can re-join their class.
- If your child requires an inhaler or epipen please contact us as soon as possible as we may need to draw up a care plan.
- Please bring the inhaler/epipen to the school office with the completed consent form (attached) on the first day of term.
- We do not generally administer other medication.
- If your child bumps their head, we will call you if we would like you to collect your child. We will send home a 'bumped head' note.
- The school nursing team visit school to carry out screening checks e.g. vision and hearing. We will send home information beforehand.

School Meals and Snacks

- From Monday 6th September, we can provide a free school lunch for your child. We provide a daily hot, cold or jacket potato choice for your child. Further details about ordering lunches will follow.
- If you would prefer to provide a packed lunch for your child please send this in with your child from Monday 6th September. (No fizzy drinks, sweets or hot liquids/soup please).
- We provide a free fruit snack every day.

If you have, any questions do not hesitate to contact us via admin@killigrew.herts.sch.uk.

We look forward to meeting you and your child in September.

Yours sincerely,

T. Mylotte
Head teacher