



## Frequently asked questions

### **What time does school start and finish?**

Children will start entering school at 8.35am when the school bell rings. Registration will close at 8.45am and any child arriving after this time will be marked late. Parents must go to the main office to sign their child in.

School will finish for all children at 3.15 pm. Children will be dismissed on the infant playground for Key stage 1 and on the junior playground for Key stage 2.

### **Can my child have a school dinner?**

All children in Croydon schools are entitled to a free school lunch. We send out new menus each term so you can plan in advance. You can choose whether you want your child to have a packed lunch or a school dinner, but you must select and pre-book the meals in advance on Arbor. Your child's chosen meal choices are then sent over to the kitchen, so the catering staff can start preparing meals. If your child does bring in a packed lunch, we are a healthy school and do not allow sweets, chocolate or fizzy drinks. We are also a nut free school so please ensure your child's packed lunch does not include any nut products including peanut butter.

### **What is Arbor?**

Arbor is an online payment service provided for schools and families. We use Arbor to pay for events and school trips. All parents must book their child's meals using Arbor. **You will be provided with log in details for Arbor once your child starts school.** You will need to book by Thursday of each week for the following week, however you can book weeks in advance up until the end of term.

### **What does my child need to bring to school?**

Everything your child needs for their learning will be provided for them. The school participates in the free fruit for school scheme for key stage 1 pupils and a selection of fruit is offered each day. If you prefer your child to have their own break time snack, it must be fresh or dried fruit or vegetables.

Listed below are the items children need to bring to school with them:

Executive Principal: Mr Andy Crofts, BA (Hons), PGCE, NPQH, NPQEL  
Head of School: Mrs Maxine Smy, BSc (Hons), NPQSL



 Kenley Primary School, New Barn Lane, Whyteleafe, Surrey, CR3 0EX  
 Tel: 020 8660 7501  [www.kenleyprimary.org.uk](http://www.kenleyprimary.org.uk)





- A named water bottle should be brought in by your child and will be sent home every day for you to wash and refill for the following day.
- A suitable coat with a hood as outside learning is an important aspect of our curriculum.
- Lunch box (If packed lunch)
- PE Bag – pale blue PE T-shirt, navy blue shorts and black plimsolls.
- A book bag/backpack – The children will put all letters in here as well as reading books and homework books.

**Please ensure that all belongings are clearly marked with your child's name.**

### **Who do I contact if I have concern?**

If you have a concern, you should make an appointment with your child's teacher. You can do this by contacting the school office. An appointment can also be made via the office to speak to the Head Teacher or SENCO if needed.

### **What if my child is feeling unwell?**

At Kenley Primary School we pride ourselves on high attendance. We believe a regular routine and good punctuality for your child installs a great work ethic for the future. This also helps to build confidence and positive self-esteem.

We do understand that children may pick up bugs and illnesses as they come into contact with other children and in this instance, they should stay at home.

You must phone or email on the first day of absence stating the reason your child is unable to come to school.

### **What happens if someone else needs to pick up my child?**

In the interests of safety, we will ask you to inform us about who will usually pick your child up at the end of the day. If someone different is collecting your child we ask you to tell us in the morning or to call the school office to let us know before the end of the day.

### **How do I stay informed of my child's progress?**

At Kenley, we aim to keep parents up to date on your child's progress. We hold parents' evenings during the autumn and spring term. We also hold 'book looks' every term which gives you, as parents/carers, a chance to come into school and look through your child's





work to see what they have been doing in class. A full report will also be sent home to you in the summer term.

### **What extra curriculum activities are available?**

We have many different clubs available for pupils to join. We also have football, tennis and theatre clubs which run outside school hours. These are all run by qualified, specialist coaches. Some clubs are payable – details of these are sent at the beginning of each term. Please see the school website for full details.

### **Who do I go to if I am concerned that my child has additional needs?**

Your first port of call should be the class teacher who will discuss your concern and, if required, put a support plan in place. You may then be referred to the SENCO who is the Special Educational Needs Co-Ordinator. They will discuss any further outside agency support which may be required.

### **How much homework will my child get?**

We expect all children to read at home at least 5 times per week. Children have access to online activities which support learning in school. Homework is generally project based and is set every three weeks. Homework is then shared and celebrated in class.

### **Is there a breakfast and after school club provision?**

Our breakfast and after school club provision is provided by an independent company called Holiplay. Full details are available on the school website or from the office.

