



31st August 2024

Dear Parents/Carers

Start of New Academic Year 2024/25

I hope all our families have enjoyed the summer break. Not only do I look forward to us coming back together as a community, but also continuing the work begun last academic year, to realise our ambition of providing an exceptional education for all.

The Kenley values of Ambition, Responsibility & Community – ensuring that every child is provided with every opportunity to reach their full potential, is happy and feels their sense of belonging at Kenley Primary School – remain the values at the heart of all we do.

Our culture of high expectations and continued improvement, along with securing the safety, happiness and success for all our children, will ensure that the vision we have for our children is fully accomplished. I remain committed to working in positive partnership with you and your children to achieve this.

One of this year's many opportunities for you to engage with school through community events is planned for Tuesday 10th September from 15:15, by introducing the year ahead for parents/ carers of children in Years 1 – 6. Not only will you be able to visit your children's classrooms together with them, meet their teachers and find out about all that is planned for the year ahead, there will also be a chance to pick up some free resources and tips on how support your child's learning at home. Please add this date to your diary.

Below are some key messages and reminders, to support a smooth and positive start to the year.

Key information

The school day for all children remains **08:45 – 15:15** with the usual 'soft start' over a 10-minute period, when both the KS1 (top) and KS2 (bottom) gates open at **08:35** – either gate can be accessed by families.

Children are required to be in class by 08:45, when the gates will be closed, registers will be taken, and learning begins. Any children arriving after 08:45 will need to enter school via the School Office.

Please note that only children in Year 5 & Year 6, who have provided written consent from a parent/carer, will be dismissed to walk home alone. [Please click on this link](#) to provide consent for the new academic year. All other children will be dismissed into the care of a previously authorised person or a person the school has been notified in advance is permitted to collect, by a parent/carer with parental responsibility. Please ensure the School Office the correct information, should there be any changes to the previous school year.

Executive Principal: Mr Andy Crofts, BA (Hons), PGCE, NPQH, NPQEL
Head of School: Mrs Jacki Keogh, BA (Hons), PGCE





| Class | Enter building via | Dismissal at 15:15 from |
|--|--|--|
| Reception | Small Reception & Year 1 gate (new) | Small Reception & Year 1 gate (new) |
| Year 1 | Small Reception & Year 1 gate (new) | KS1 apparatus area (new) |
| Reception & Year 1 classrooms will be in the grey annexe building (beside the previous Reception classroom) | | |
| Year 2 & Year 3 | KS1 door in KS1 (top) playground | Allocated area in KS1 (top) playground |
| Year 4, Year 5 & Year 6 | KS2 door in KS2 (bottom) playground | Allocated area in KS2 (bottom) playground |

Staff will be on hand during the first week to guide children (and parents/carers) to the appropriate entry and pick up points.

Bicycles & Scooters

Unfortunately, the scooter and bicycle shelter in the KS2 (bottom) playground was dismantled during the Summer break, for safety reasons. It is planned for a replacement to be installed sometime over the coming weeks, but in the meantime, children's scooters and bicycles can be 'parked' on the stands situated outside the main office door.

Attendance

As regular school attendance and good punctuality is crucial for children's educational progress, social development, and mental wellbeing, we will continue to work supportively with families to ensure that all children have the best possible start in life through regular school attendance.

If there is a very good reason not to attend school at any time (usually, this will mean significant illness), or it is expected they will arrive after 08:45am, please make contact with the School Office before 09:00 on 020 8660 7501 or by sending an email to KPSattendance@KenleyPrimary.org.uk. If your child is absent or late without the office being notified, please expect contact to be made with you.

Communication

We aim to provide a high standard of communication with parents, carers and the wider community that we serve. We have a range of channels of communication and, where possible, we aim to use electronic methods, both to maximise the speed and ease of communication and to ensure that we use as little paper as possible. We can of course provide paper copies on request from the school office where necessary.

Our comprehensive school website will continue to be regularly updated with information such as:

- Term dates
- Events and key dates
- Staff details
- Newsletters
- Letters



Should you need to make contact about anything related to lunches, ParentPay, permissions etc, please contact the School Office on 020 8660 7501 or via office@kenleyprimary.org.uk

Class teachers can be emailed directly, via the class email account only (below). Alternatively, you can continue to contact the School Office who will forward your message to the relevant person.

| | |
|-----------------|--|
| Reception class | KPSReception@kenleyprimary.org.uk |
| Year 1 – Year 6 | KPSYearx@kenleyprimary.org.uk <i>Inset year group number</i> eg KPSYear1@kenleyprimary.org.uk |

Staff will aim to respond as quickly as possible to all communications from parents. While this may not always be immediate, we will endeavour to acknowledge all correspondence from parents/carers within 24 hours, and respond fully within 3 working days.

School Uniform & PE Kits

Not only does wearing the correct uniform promote the sense of pride that we have in our school, it also creates the sense of community and belonging that we very much value. Please contact the School Office if you have any difficulty sourcing any particular items for your child/children and we will do all we can do assist.

Full details are on our website and in the information shared at end of term – they can also be [found here](#).

A gentle reminder that, on allocated PE days, uniform consists of: plain blue t-shirts (with or without school logo); plain navy leggings, tracksuit bottoms or shorts; along with their usual school jumper, cardigan, sweatshirt or Kenley fleece (no tracksuit tops please).

Plain black trainers are required – other trainers can be brought to school in a bag, and changed into, from plain black school footwear, for the PE lesson. By wearing usual uniform jumpers (and footwear if necessary), on PE days, there is no requirement to purchase any additional items.

Timetabled PE days will be shared with you on Monday 2nd September.

Throughout the year ahead, the dedicated team here at Kenley – joined by Mr Andy Crofts, our new Executive Principal – will work, with unwavering ambition, in order that your children succeed academically and personally, achieving their full potential. I look forward to celebrating success - in all its forms – together with you.

Yours sincerely

Mrs Jacki Keogh
Head of School