



1<sup>st</sup> September 2023

Dear Parents/Carers

## **Start of a New Academic Year – Welcome back!**

The start of something new is always filled with a mixture of excitement and anticipation and, as we welcome the community back together next week, we will all use these feelings to make a great start to the new academic year.

We hope families have had an enjoyable summer break and are now ready to take up the opportunities that new starts offer. This term, through our leadership at Kenley, we will ensure that our culture of high expectations and commitment to securing safety, happiness and success for all our young people secures a positive start to the academic year.

### The Kenley Values

On the first day of term and beyond, we will take the opportunity to engage with *The Kenley Values* and *The Class Charter* with all children. *The Kenley Values* sets out the agreement we make as a community to ensuring that we uphold our values and maintain our culture of high expectations. *The Class Charter* sets out the ways in which we will operate to secure the highest quality learning, positive attitudes and best behaviour.

The Kenley Values are:

**Ambition | Responsibility | Community**

The Class Charters will be decided by the children for each class, to ensure that all can:

**Be Ready | Be Respectful | Be Safe**

Further information will be shared in the new term.

### The Term Ahead

There are three key themes which will inform our leadership over the term ahead. Firstly, **ambition**. We are determined that each pupil and member of staff reaches their best potential. Secondly, **improvement**. A commitment to making continuous improvements every day ensures that we are always striving for success. And thirdly, **people**. To value, understand and support every individual is paramount to

**Executive Principal (interim):** Mrs Katie Turner  
**Head of School (interim):** Mrs Jacki Keogh



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achieving a community of confident, caring and resilient individuals.

In this letter, we have set out some key messages and reminders, to support a smooth and positive start to the year.

### Operational Changes

In the letter sent to all at the end of last term, which is linked [here](#) for your convenience, the slight change to the times of the school day for some children, now **08:45 – 15:15 for all children**, was shared.

To continue to ensure a calm start to the day, children can enter school over a 10-minute period, when the gates open at **08:35**. It is expected that all children will 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.

Below shows where children will enter school in the morning, until 08:45, and where classes will be dismissed from at 15:15.

<b>Class</b>	<b>Enter via</b>	<b>Dismissal from</b>
Reception	Reception classroom	Reception classroom
Year 1 & Year 2	<b>KS1 door</b> in KS1 (top) playground	Allocated area in <b>KS1 (top) playground</b>
Year 3, Year 4 & Year 5	<b>KS2 door</b> in KS2 (bottom) playground	Allocated area in <b>KS2 (bottom) playground</b>
Year 6	Year 6 classroom	Allocated area in <b>KS2 (bottom) playground</b>

Please note that only children in Year 5 & Year 6, who have written consent from a parent/carer, will be dismissed to walk home alone. All other children will be dismissed into the care of a previously authorised person or someone the school has been notified has been given permission by a parent/carer with parental responsibility in advance.

### Attendance

It is expected that all children will attend school on time and every day, unless there is a very good reason not to attend (usually, this means significant illness). If your child is unable to attend school, or is expected to arrive after 08:45am, please contact the School Office

before 09:00 by telephone on 020 8660 7501 or by sending an email to [KPSattendance@KenleyPrimary.org.uk](mailto:KPSattendance@KenleyPrimary.org.uk). If your child is absent or late without the office being notified, we will make contact with you as soon as possible.

### 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](mailto:office@KenleyPrimary.org.uk).

Class teachers can be emailed directly, via a class email account – details of these will be shared with you at the beginning of the new term. In the meantime, you can continue to contact the School Office using the details above.

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 the same day and respond fully within 3 working days.

#### School Uniform & PE Kits

Full details are on our website and in the information shared at end of term and can also be [found here](#). Please note a slight change: children should wear the listed PE kit items, along with their school sweatshirt, jumper or cardigan, on the days their class is timetabled for PE – this information will be shared at the beginning of term. **No PE lessons will take place before Monday 11th September.** 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.

We are very much looking forward to an exciting and busy year ahead, getting to know the wonderful children who fill Kenley Primary each day. One of our main aims for the term ahead is to get to know the community of pupils and staff, visiting classrooms and playgrounds regularly. Our goal is to provide the conditions and the



support to enable each and every member of that community to be successful. We welcome the opportunity of us working together to support the children, and each other, in every possible way and hope to quickly foster that strong home-school partnership that is a key feature of Kenley Primary.

Yours sincerely

A handwritten signature in blue ink, appearing to read "J Keogh".

Mrs Jacki Keogh  
Head of School

A handwritten signature in blue ink, appearing to read "K Turner".

Mrs Katie Turner  
Executive Principal