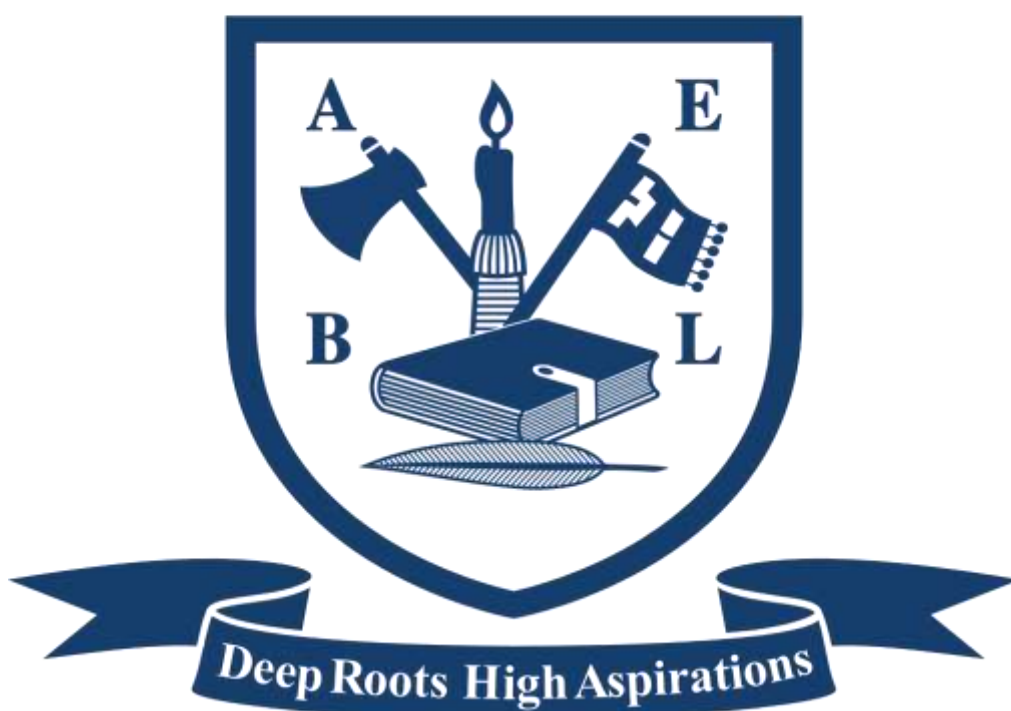


HIGH ASPIRATIONS

KNEBWORTH

Primary and Nursery School



Parent Handbook 2025-26

*This handbook is reviewed on an annual basis
Next review date: September 2026*



RESPECT - RESPONSIBILITY - RESILIENCE

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Welcome to Knebworth Primary School

I am so fortunate to be the Headteacher of Knebworth School. It is undoubtedly a magical place to learn and grow. Knebworth is a school where the children are at the centre of everything we do with inclusion and belonging close to our hearts. We are known for our exceptional teaching and learning with a curriculum that is both inspiring and ambitious and one which prepares our children for life in a modern sustainable Britain. We are proud to call ourselves a No Outsiders school, where all members of our school community are celebrated, feel valued and are represented.

Our school lies in the heart of a close village community and has done so for over 100 years since the school opened in 1912. Unique to our school is our strong team of passionate, caring staff, many of whom have been at the school for a number of years. We are in essence a big family but we have the warmth and feeling of a small school. Everyone knows and respects one another. Knebworth is a **home from home** and when we welcome a child to our school, we welcome the family too.

Deep Roots

We have *Deep Roots* within the community and as such our children develop deep roots. We passionately believe in developing the whole child and giving them the secure foundations essential for them to be respectful, responsible and resilient young adults who can thrive in an ever-changing world.

High Aspirations

We have *High Aspirations* for all our children. We want them to be the best, to stand out, to dream big and to lead successful, fulfilling lives. We know that their journeys through life may not always run smoothly and there may be challenges to overcome along the way. We teach our children first and foremost to know themselves, understand their thoughts and feelings, problem solve, and to develop the resilience to bounce back from any setback.

At Knebworth, we have three school values - **Respect, Responsibility and Resilience** and these can be applied to both learning and social behaviours. If you talk to any child in our school, they should be able to tell you about these values! Our school values apply not only to our children but to our staff, parents and the wider community. By having a connection with the school either by working here or sending your children here we do expect **all** adults to embody and live our school values.

This parent handbook is designed to provide you with some information about our school, our policies and procedures, and the uniqueness, which makes us such a special place in the community.

Best Wishes,
Miss S Bains (Headteacher) and the Knebworth Team

School Information

Postal Address

Knebworth Primary and Nursery School
Swangleys Lane
Knebworth
Hertfordshire
SG3 6AA



School Telephone Number

01438 812184

School Email Address

admin@knebworth.herts.sch.uk

School Website

<https://knebworthprimaryschool.org.uk/>

School Office Hours

8.30am – 4.30pm

“The warmth, welcome, and sense of community one expects from a village school is here in bucket loads.” - Parent

“Knebworth Primary and Nursery School is a home from home. Everyone is included at this school” – Ofsted

Our School Vision




Deep Roots and High Aspirations

Our School Mission

- To place our children at the heart of everything we do with high aspirations for all
- To inspire a love of learning with curious, creative and courageous learners who pursue their dreams
- To nurture kind, empathetic, confident and resilient children who will respect, influence and inspire the world they live in
- To promote and encourage a culture where difference is celebrated and where all our children feel seen, represented and valued with a strong sense of belonging
- To prepare our children to be compassionate, ethical and responsible global citizens who will protect their community and wider world

Our School Values

In and around Knebworth School our school values are highly visible and reflect the learning and social behaviours we continually promote and expect from all our stakeholders. These are as follows:

The Knebworth School role model lives our values of:			
Our values	RESPECT	RESPONSIBILITY	RESILIENCE
	Respect for learning, for ourselves, for others, for the differences between us, for our community and the world around us. 	Responsibility for our learning ourselves, our choices, our actions, and how we affect the community and the wider world around us. 	Resilience to learn from our mistakes, to be able to adapt, to persevere and to move forward, facing challenges in the world around us. 
Learning behaviours	A respectful learner	A responsible learner	A resilient learner
	<ul style="list-style-type: none"> • Listens to others • Asks questions • Shows curiosity • Considerate of the learning of others 	<ul style="list-style-type: none"> • Shows motivation • Is independent • Is engaged • Works hard 	<ul style="list-style-type: none"> • Perseveres • Tries something new • Makes connections • Problem solves
Social behaviours	A respectful member of the Knebworth community	A responsible member of the Knebworth community	A resilient member of the Knebworth community
	<ul style="list-style-type: none"> • Is kind • Considers others feelings • Values others opinions 	<ul style="list-style-type: none"> • Is honest • Is trustworthy • Seeks to help others 	<ul style="list-style-type: none"> • Reflects on mistakes • Learns from past challenges • Adapts and changes

“Pupils know and follow the school values of respect, responsibility and resilience. Pupils recognise that resilience is the key to success, and know that everyone has to work hard to achieve. Pupils are responsible role models” – Ofsted

Attendance

At Knebworth, children's attendance at school is of paramount importance and we do all we can to obtain excellent attendance from all our children. Monitoring attendance is part of our statutory safeguarding duty.

Regular attendance at school is vital as all of our children are entitled to and deserve a full-time education. Irregular attendance and/or lateness leads to disrupted learning and children at risk of not fulfilling their true potential. Pupil absence also impacts on teaching routines and the learning of others in the same class.

Our community is aspirational; we are ambitious for all our children and give the same level of attention to attendance as to other matters concerning wellbeing and achievement in school. **We aim for all children to achieve 98%+ attendance.** This approximately equates to no more than 4 days of school missed across the year (see table below). We understand that there will be times when absence is necessary e.g. serious illness and we ask that parents inform us immediately of reasons for absence and the expected date of return.

Descriptor	Percentage attendance	Actual attendance (days)	Whole days absent (approx.)	Learning hours lost (approx.)
Excellent	100%	190	0	0
	99%	188	2	10
Good	98%	186	4	20
	97%	184	6	30
	96%	182.5	7.5	37.5
Becoming Unsatisfactory	95%	180.5	9.5	47.5
	94%	177	13	65
	92%	175	15	75
Cause for Concern (Persistent Absence)	90%	171	19	95
	Below 90%	169	21	105
	89% and below	167 and below	23	115+

Unauthorised holiday

Head Teachers *cannot* authorise an absence unless there are *exceptional circumstances* as defined by the Department of Education. **This means that term time holidays will not be authorised.** Unauthorised absence can result in fixed penalty notices being issued by Herts County Council and lead to further prosecution.

All requests for absence must be made via the Absence Request Form, which can be found on the school website. These should be emailed to admin@knebworth.herts.sch.uk

Every day of school missed impacts on a child's learning and development. The school takes preventative action if attendance might fall below "Good" and legal action where attendance becomes a "Cause for Concern."

Punctuality

Arriving to school on time continues to be important in ensuring your child does not miss important learning. Punctuality is an important life skill and children who are regularly late can experience anxiety.

Following parental feedback, we have retained staggered drop off times. The opening times for each phase are clear and we expect children to arrive ready for their entrance times.

Reception & KS1: 8:40am

KS2: 8:50am

Nursery: 9:00am

For our ***School Attendance Policy***, please see our school website.

Illness

Unfortunately, children at our school do occasionally contract head lice or threadworms, impetigo and other childhood illnesses. Please let us know when this happens so that we are aware and can ensure that we are continuing to practice and promote good hygiene.

In the case of diarrhoea or vomiting, we advise that the child stays away from school for 48 hours after the last onset in order to keep all members of our school community safe and well.

If you feel your child is too unwell to attend school, please contact the school office *by 9am* on the first day of illness.

Children are able to come to school with a mild respiratory illness. This would include general cold symptoms: a minor cough, runny nose or sore throat. Children should not be sent to school if they have a temperature of 38°C or above.

Helpful guidance can be found on the NHS webpage – ['Is my child too ill for school?'](#)

We are aware that children may also be absent from school due to symptoms of anxiety. Worry and mild or moderate anxiety, whilst sometimes difficult emotions, can be a normal part of growing up for many children and young people. Being in school can often help alleviate the underlying issues. A prolonged period of absence is likely to heighten a child's anxiety about attending in the future, rather than reduce it.

Behaviour

Knebworth School Governors' Statement of Behaviour Principles

- Every child is entitled to receive full-time education suitable for their age, ability and aptitude and any special educational needs they may have. Behaviour is a form of communication and is a choice and should not define the child.
- Every child has the right to learn from their mistakes and should not be stigmatised for their behaviours. This process may take time and resources but we invest in all of our children.
- There is no “one size fits all” approach to understanding behaviour management and responses need to be personalised to the very specific needs of each individual child.
- Expectations for all stakeholders will be high and in line with our Knebworth School Values.
- The voices of children and their parents/carers will be sought and listened to.

Our behaviour principles are underpinned by the ‘Hertfordshire Therapeutic Thinking’ approach to positive behaviour management and are in line with the Protective Behaviours Programme, which promotes and supports children to recognise safe and unsafe choices and their subsequent consequences.

“Deep Roots and High Aspirations.”

At Knebworth School, we passionately believe in developing the whole child and giving them the secure foundations essential for them to be **respectful, responsible, and resilient** young adults who can **thrive in an ever-changing world**. We aim to nurture kind and **respectful** individuals who take **responsibility** for themselves and their choices, know how to keep themselves safe and who show **resilience** in the face of challenges.

The Knebworth community share a collective responsibility to ensure that the rights and responsibilities of every member of the school are adhered to.

We strive to nurture pupils who will contribute to society in positive ways. Our aim is that our behaviour policy allows our community to develop positive relationships and positive, valued behaviours. We aim for everyone to be included so that everyone sees themselves as part of a happy learning community.

Our approach teaches children how to become individuals who contribute positively to our school community. The learning process is complex and so this can take time. The basis of this therapeutic approach is that **positive experiences lead to positive feelings, which result in positive behaviours**. We aim to analyse and not moralise when incidents happen, and identify the needs that are not being met in order to minimise, as best we can, future occurrences. We do this in the understanding that change takes time and lives are complicated so finding a solution quickly is not always possible. Supporting an individual to change their default response can take time and investment - we invest in all of our children.

Please see our ***Behaviour Policy***, which further outlines the processes and procedures we have in place that help this learning take place. This can be found on the school website.

Communication

Communication is key in ensuring that every member of our school community feels fully informed. At Knebworth School, we pride ourselves on our strong channels of communication and the many forms, which are utilised. We are a listening school who will always welcome, consider and reflect on feedback from all our stakeholders.

Our school values are **Respect, Responsibility and Resilience** and we aim for all our communication to adhere to our school values and we expect the same from our children, staff and parents/carers.

Here is some information regarding the channels of communication which are to be used by school and parents. Please see the school's **Communication Strategy** on the school website if you require further information.

Arbor

Our aim is for parents and carers to feel as much a part of their children's education as possible and we use Arbor as our main channel for communicating in the safest and most efficient way. All information about the work of the school will come from Arbor emails and linked documents and we ask parents/carers to take the time to read these thoroughly.

Remember: we may need to contact you in an emergency. *It is vital that the contact details we have for you are up to date, this includes your home address.* Please ensure you use the Arbor app to keep your contact details current.

Class Dojo

A fantastic platform used by staff to communicate key messages and reminders, and to share all of the children's fantastic learning. Parents can message staff through this platform for non-urgent messages and queries only. For concerns that require more detailed responses a phone call or meeting should be arranged through the school office with the class teacher.

The school expects all communication on Class Dojo to be in line with our school value of Respect and staff will not respond to messages that fall outside of this value. These messages will be relayed to the Senior Leadership Team.

Please be aware our Class Dojo hours are between 8am to 5pm and staff will only reply to messages during these times.

Drop off and pick up

Members of staff are available on the playground at both drop off and pick up if you need to ask a quick question or pass on a message. We are here to help.

Emails

If you need to communicate with a specific member of staff, you can email into the school office with 'FAO of *staff name*' as the subject at admin@knebworth.herts.sch.uk and your message will be forwarded to the relevant member of staff.

If you need to communicate directly with the Senior Leadership Team you can do so by emailing support@knebworth.herts.sch.uk and your query will be answered.

Face to Face Meetings

If parents/carers would like to schedule a meeting with a member of staff, they should email the admin email address or call the school to book an appointment. In order for the school to be fully informed and prepared, parents/carers should be prepared to briefly outline the purpose/nature of the meeting required to a member of the office team. Meetings will not be scheduled if this information is not provided.

When a face-to-face meeting is required, a suitable time will be agreed by all parties. The purpose and duration of the meeting will be agreed by all parties. We expect all meetings to be held in line with our school value of Respect and we reserve the right to pause or stop the meeting should it fall outside these expectations.

Friday Newsletter

The Friday Newsletter is written by the Headteacher to inform, celebrate and give updates about life at the school. This is sent out weekly via email and all parents/carers are encouraged to read this weekly update.

Open Evenings

A wonderful chance for parents to come into school, look at and celebrate their children's learning.

Parents' Evenings

We have two parents' evenings each year; one in the autumn term and one in the spring term. In addition, three times a year, parents receive a short-written report of their children's progress and next steps.

Phone calls

If you would like to speak to someone in the school, but do not necessarily need a face-to-face meeting then a phone call is a good way to communicate. Please phone the school office and arrange a suitable time for the call to take place and a message relaying whom you would like to speak to and a brief account of the nature of the intended conversation.

Please note Teaching staff are unable to take phone calls during the school day as their time is prioritised to be with the children in their care.

Staff will also use phone calls to celebrate positive choices and behaviours as well as communicating concerns.

School Website

Our school website continues to be updated on a regular basis. It offers a variety of information, which is useful for all stakeholders and is accessible to the general public. It can be accessed here: <https://www.knebworthprimaryschool.org.uk/>

If you have concerns

We seek a collaborative partnership based on mutual trust with all our stakeholders. We are a listening school who welcome everyone's views and opinions and our children are always at the heart of everything we do. However, schools are diverse and not everyone comes from the same point of reference or has the same viewpoint. One parent's views may be very different to another. This is why we have clear policies to guide us through the process and clarify our school's standpoints. These will not change based on the views of one individual.

There may be times where you may disagree with our approach and have differing opinions on how an issue was resolved. We want to reassure you that any concern is taken seriously and investigated thoroughly in an attempt to resolve it quickly before it escalates to procedures that are more formal.

Your child's class teacher has the day-to-day contact, and the best knowledge of your child.

If you do have a concern, your initial point of contact is your child's class teacher.

The following should be utilised by parents when raising a non-safeguarding related concern:

1. If you have concerns, *your first point of contact is your child's class teacher.*
2. If you do not feel your concerns have been addressed then you can arrange a meeting with *your child's class teacher and a Phase Leader.*
3. If you are still concerned and you feel that your issue has not been resolved then you can arrange an appointment to speak to the *Assistant or Deputy Headteacher.*
4. Failing all of the above, if you still feel that your concern has not been resolved then you can arrange an appointment to speak to the *Headteacher.*

In the very unlikely situation that after following all these steps you still feel your issue has not been dealt with, there is a ***School Complaints Policy and procedure***, which can be found on our school website.

In line with our school values, we kindly ask parents to refrain from raising concerns and complaints on social media, as we cannot address them if raised this way. It is also deeply disrespectful to the children, parents and staff members who are being discussed and who have no voice.

Please come and see us and we will do everything in our power to resolve your concern.

“Pupils and their families spoke very positively about the support they receive. Parents appreciate that staff are always there for them”- Ofsted

“Communication and relationship between class teacher and our child was excellent. We always felt heard and supported.” - Parent

Curriculum

We believe that all children at Knebworth School are entitled to a broad and balanced curriculum, which celebrates the importance of the whole child and does not deprive children of the essential intellectual, artistic, physical and emotional nourishment they need to develop into well-rounded individuals.

Knebworth School has developed its own bespoke curriculum, which is coherent, purposeful and builds on cumulative knowledge. Children will establish the knowledge (*Deep Roots*) and develop key skills which will lead to *High Aspirations*.

Links are made in a cross-curricular way to enhance and enrich understanding. Subjects are led by subject leaders, who have a clear vision based on their subject's knowledge, vocabulary and skills.

We believe that our role as educators is to pass on essential knowledge to our children. This knowledge has arisen from centuries of learning and allows our children to make sense of the world around them and understand how to improve it. This knowledge opens doors for all our children and has the power to liberate them, enable them to become responsible citizens of the world and make change.



To view our Curriculum Profile and individual subject matrices please visit our school website. To view information specific to your child's year group please visit the relevant year group page on our school website.

“Leaders have set out clear plans for an ambitious curriculum that is well sequenced to build pupils’ knowledge and skills. Usually, teachers plan activities that help pupils to build successfully on what they already know so they can understand more complex ideas.” – Ofsted

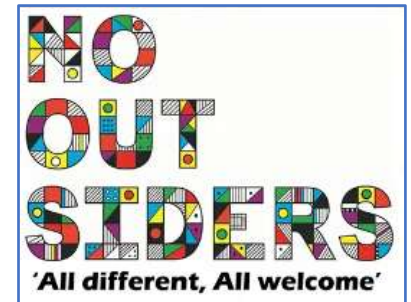
“Pupils know a range of precise and technical vocabulary, which they use to explain their learning” – Ofsted

Diversity Statement

As a school, we recognise that we are not naturally diverse and our families and staff are predominantly from the White British community. As a result, we acknowledge that we need to proactively continue to bring diversity into our school in order to achieve greater representation through a carefully planned, sequenced and inclusive curriculum that recognises the contributions of all members of society. Through our consciously crafted curriculum, we amplify the stories of diverse people, provoking interest, promoting acceptance, and empowering all students with a sense of identity and belonging.

At Knebworth, we are fortunate to have all staff and governors fully committed to the programme and are eager and energised by the work the school is currently doing.

Race equity is firmly on the school agenda and forms part of our strategic vision for the school. Knebworth is an Anti-Racist and No Outsiders School.



One of our strategic goals is:

Be known and recognised as a school that promotes diversity, equality, and inclusion in all its forms and whose curriculum is constructed to teach understanding and acceptance, encouraging informed and insightful conversation, and preparing children for life in a multicultural society.

At Knebworth, we support our students to:

- Be informed and educated on current societal issues including race and gender discrimination
- Be confident and articulate in challenging discriminatory views
- Be knowledgeable about the society that they are a part of both local and global
- Have a strong sense of belonging, to our school community and the world beyond our walls
- Be anti- racist
- Understand the possibilities and opportunities that lie ahead of them, no matter their gender, heritage, religion or sexuality



Eco School

Knebworth School aspires to be a leader in Sustainability. We want to motivate all of our students, staff and school community to follow a forward-thinking approach towards protecting our environment - for now and for future generations. Our aim is to reach carbon neutrality by 2030 and to encourage our entire school community to continue following this sustainable focus outside of our school grounds.

One of our school Strategic Goals is closely linked to this:

Be known and recognised as a school connected to its community in every way, proactively engaging on important local issues and supporting the village as it grows and changes in the coming years and leading by example on global issues such as the environment, sustainability and diversity and inclusion, and physical and mental wellbeing.

Our Sustainability Vision (written by our Eco Ambassadors)

Our vision is to actively engage students, staff and the local community in developing a sustainable local environment, which inspires and empowers us to become responsible for contributing to a sustainable future.

We are working hard towards becoming a sustainable and environmentally friendly school. Recently, we have achieved the Eco-Schools Green Flag Award which we are incredibly proud of! We take part in initiatives such as the Duracell Great Battery Hunt, work to reduce our waste and have held 'Spring into Summer' planting sessions to improve our school grounds by planting a bee corridor and 30 trees on our school field. Watch this space for further work!



Extended Care Provision

We are pleased to offer an excellent extended care provision every morning and after school called Knebbers Crew.

Knebbers Crew is led by Miss Breckenridge who is supported by a team of caring and passionate school staff.

Knebbers Crew Breakfast club runs from 7.45am until school starts with breakfast served until 8.20am.

Knebbers Crew After School club runs from 3pm to 6pm.



Our extended care runs a safe, fun and happy extension to school life. Children have the opportunity to experience a range of engaging indoor and outdoor activities.

The Knebbers Crew team can be contacted via the school office or by emailing knebbers.crew@knebworth.herts.sch.uk

To book a place at Knebbers Crew, please visit: <https://knebworth-primary.cbfs.uk/>

“Wrap around care is well run and offers good flexibility.” - Parent

“I LOVE Knebbers Crew; I get to play with my friends.” – Pupil

“It is just like being at home!” – Pupil

FOKS

FOKS (Friends of Knebworth School Association registered charity 1052984) was formed many years ago to raise vital funds for the benefit of all pupils at Knebworth Primary School.



FOKS plays an important role in bringing together staff at the school, parents, pupils and members of the local community in order to raise funds to enhance the learning experience and opportunities for all pupils.

The FOKS team is composed of parents and grandparents alongside members of staff from the school all who possess a variety of skill sets. The FOKS team help us to organise and run events and we are always looking for new volunteers in FOKS.

FOKS is a great way to get to know the school community and any time you can provide is greatly appreciated, whether it is helping for an hour or so at events or taking on a role in our committee. Even if you only have a small amount of time available, it really can make a difference and we would love to welcome you to the FOKS team.

During the academic year, FOKS organise many fun, social events for the pupils, their families, and the wider community. Past events include an annual Gala Day in the summer, a Christmas Fair, film nights for the children and quiz nights for the adults!

FOKS work in close partnership with the school to provide finances for enrichment activities and equipment. Most recently, FOKS have pledged £2000 towards swimming costs, over £3000 towards the Sports Partnership scheme, which allows pupils to participate in a wide variety of sports festivals against other schools as well as £7000 for additional Chromebooks. Furthermore, FOKS have donated generously so that the school was able to update reading books in EYFS and KS1.

FOKS is a well-loved part of our school community and we look forward to welcoming our school community to upcoming events.

If you are interested in more information, please email fokschool@outlook.com

Governing Body

Governor Statement

The Governors of Knebworth School take pride in supporting the staff and children to deliver the school's vision. We engage in all aspects of school life with care and attention and are always pleased to hear from parents and stakeholders with views, questions and issues. Parents and guardians may contact us by emailing the school office.

"Governors, leaders and parents are rightly proud of the school and the difference it makes to pupils" – Ofsted

What Governors Do

The School Governors have overall legal and strategic responsibility for the school and are made up of four categories:

- Parent Governors elected by parents
- LEA Governor appointed by Hertfordshire County Council
- Co-opted Governors co-opted by the governing body to maintain and develop the school's links with its community
- Staff Governor selected by staff

"I feel being part of the Governing Body allows me to give something back to the school community which means so much to me." – Governor

The Full Governing Body meets at least six times per year.

Some governors are also responsible for particular aspects of school life and all are required to visit school regularly and participate in activities, which contribute to the delivery of our school vision.

For further information (as well as statutory information) about our Governing Body, please see the Governing Body page on our school website.

"I enjoy volunteering as a school governor and supporting the leadership team to ensure our school is the very best it can be for our children and the community."- Governor

Health & Safety

At Knebworth School, we consider the Health and Safety of our school community to be of the utmost importance. Therefore, the school has the following procedures in place:

Absence from school

If the school is unaware of why your child is absent from school, then this can become a safeguarding concern and a home welfare check may be necessary to ensure the wellbeing of the child as per government guidance.

Collecting from school

If you are unable to collect your child from school then for safeguarding reasons, we do require written permission to release your child to another adult. In an emergency, please ensure you contact the school office so they are aware of the change in arrangements.

Cycle & Scooter Safety

It is great to see so many of our children being active and riding their bikes and scooters to school. For the safety of our school community, we ask that the children do not ride their bikes and scooters in the playground but walk them around to the designated area for safekeeping. Any child bringing a bike or scooter to school should follow our school values and demonstrate high levels of safety at all times.

First Aid

All school staff are trained in First Aid with some additional staff trained to First Aid at Work and Paediatric level. Staff also receive annual training for asthma, anaphylaxis and other medical needs as required. The school also has two defibrillators on site and a KITT medical box containing four adrenaline auto injector (AAI) pens which can be used in an emergency situation.

Healthy Eating

Knebworth is a nut and egg free school.

To safeguard our children with allergies, *any food containing or described as nuts or raw egg are not permitted on the school premises.* We thank all parents for their understanding on this matter.

We want to promote healthy choices and ask children to bring a healthy snack to school i.e. fruit, crackers, breadsticks etc. For children in EYFS and KS1 fruit/vegetables are always available for a snack.



Helpful advice for healthy lunchboxes & snacks can be found on this link:
<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

Injuries

If your child does receive an injury at school then depending on the severity of the injury the school will communicate with parents using Medical Tracker. Please see the *Injury Procedures* in the Appendix for further information.

Medication

Only prescribed medication can be administered to children by school staff and some medications can only be administered following training by The School Health Team.

If you wish for a prescribed medicine to be administered to your child then the relevant form needs to be collected and completed from the school office. The medication must be in its original container with the child's name and it should be signed and dated by the medical practitioner.

If your child does have ongoing medication in school, including an asthma inhaler, please ensure you check the expiry dates regularly and keep us informed of any changes to your child's health.

Mobile Phones & Devices

Mobile phones should not be used by visitors, parents or children whilst on the school premises. They should be switched off and out of sight. This is to safeguard our staff and children.

Children in Year 5 and 6 are permitted to bring a mobile phone to school if they walk to/from school independently. This phone should be handed to their class teacher on arrival, will be turned off and locked in the teacher's drawer.

A mobile phone contract will be issued and should be signed by both parent and child before a mobile phone comes into school.

Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of pupils, staff and others without advance permission from the Headteacher.

Smartwatches are not permitted in school.

Parking

The staff car park is for the use of school staff only (except in emergencies) and we kindly ask all parents to source alternative parking away from the school site if they require it.

The school encourages all families (where possible) to travel in a sustainable way to school i.e. walking, using bikes/scooters or finding a suitable park and stride location.

Our school community is concerned for everyone's safety when cars are seen to be parking and reversing on the pavement outside school or parking on the yellow lines outside school. ***The road outside the school is marked with yellow lines to prohibit parking therefore we ask all parents and carers to adhere to the rules in place for everyone's safety.***

Registration numbers of cars parking on the yellow lines will be passed onto Hertfordshire Constabulary. Please help us to keep our school community safe.

Road Safety

For those of you who use the school crossing, you will have met our School Crossing patrol Officer. *They are there in the best interests of you and your children so please adhere to their advice when using the crossing.* As part of our curriculum, children do receive road safety training during their time at Knebworth School.



Sun Smart

We encourage the use of hats and sunscreen in the warmer weather. Please apply sunscreen before school. If you would like to send sunscreen into school for your child, please mark it clearly with their name and ask them to keep it in their classroom. Please note that children must be able to apply this independently. For more information, please visit the following link: <https://www.cancerresearchuk.org/about-cancer/causes-of-cancer/sun-uv-and-cancer#Sunscreen>

Visiting the school

- If for any reason you need to come into school during school hours you must report to the school office.
- All adults and children should be signed in and out using the entry system so we can ensure that we know who is on site at all times and can uphold our statutory safeguarding requirements.
- If you are coming onto the premises, once signed in you will need to wear the identification label given at all times.
- *School staff will challenge anyone they see on site without identification.*

Water

The children are encouraged to bring their own water bottle to keep in the classroom and refill when necessary. There is drinking water available in all classrooms. Water bottles should be clearly labelled with your child's name.

"All of the staff at school work hard to keep us all safe." - Pupil

Inclusion

At Knebworth School, we embrace the fact that every child is different and as such, so are their educational needs. We are an inclusive school, committed to ensuring all children have access to Quality First Teaching and learning in the classroom. Some children may be identified as having additional needs and as a school; we have a range of provisions, which may be offered over and above the quality first teaching.

Support may take the following forms:

- Additional support from the Class Teacher
- Intervention by the class Inclusion Assistant
- Specialist Intervention by our SEND Inclusion Assistant

A pupil has SEND where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age. (SEND Code of Practice)

All children and young people are entitled to an education that enables them to make progress so that they:

- Achieve their best.
- Become confident individuals.
- Make a successful transition into the next phase of learning.

The Inclusion Team Leadership

The Inclusion Team is led by Mrs Rix and Mrs Rajiah who are also the Assistant Headteachers.

- Mrs Rajiah oversees SEND and is our Autism Lead.
- Mrs Rix oversees Pupil Premium, and is our Mental Health Lead.
- Mrs Moss is our Pastoral Lead.
- Mrs Burlingham is our SEND Inclusion Lead.
- Mrs Taylor is our Behaviour Lead.
- Mrs Maguire is our Behaviour Support.

The Inclusion Team will:

- Identify needs at the earliest point and make effective provision.
- Endeavour to provide any child with SEND the support they need.
- Ensure that children and young people with SEND have every opportunity to engage fully in school life.
- Ensure that parents/carers and children are invited to be fully involved in SEND cycle.
- Work closely with parents and class teachers to develop specific strategies to overcome barriers to learning and social, emotional and mental health difficulties.

Each child on the school's SEND register has a Pupil Profile that will be collaboratively reviewed once per term with class teacher and parents/carers following the Assess, Plan, Do, Review cycle (APDR) as per the SEND Code of Practice. More information about the Inclusion Team, their work and our SEND information report can be found on our school website.

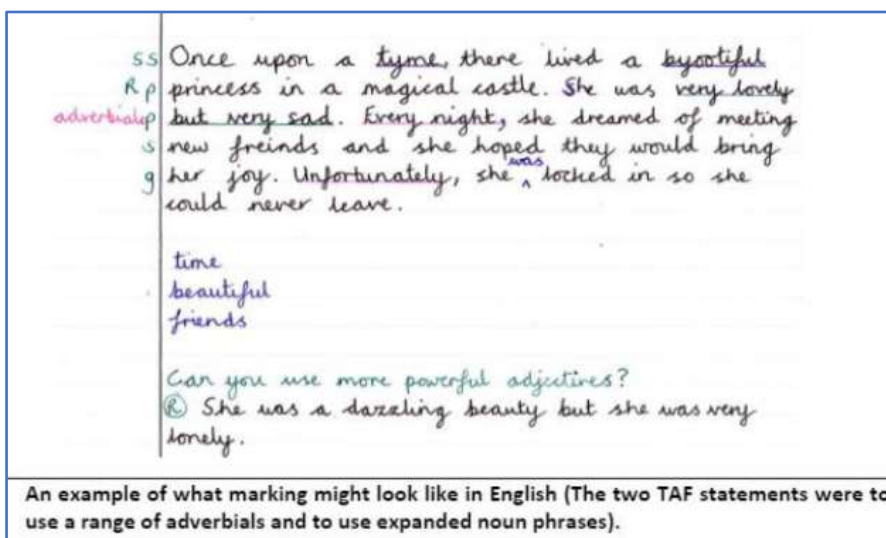
*“Staff make sure that pupils with special educational needs and/or disabilities (SEND) learn the same curriculum alongside their classmates. Skilled staff work with pupils with SEND to help reinforce their learning. Staff know the pupils well and make sure that all pupils are supported to make progress in their learning. Thoughtful curriculum adjustments ensure that pupils with SEND are successful” –
Ofsted*

Marking and Feedback

At Knebworth School, we believe the most valuable way to provide feedback and to move children's learning on is in the classroom with the child at the time.

In your child's book, you might see:

- Pink pen will be used by the teacher to identify/celebrate successes and green pen will be used to suggest improvements/ask questions.
- Verbal feedback stamps/VF may be used when required to show a conversation has taken place with a pupil leading to progress within their learning.
- Adult's comments may be verbal, written, or visual depending on the needs of the pupil. If an adult scribes for a pupil in their book then blue or black pen will be used in cursive script.
- Purple pens will be used by pupils to make small corrections (such as punctuation) in writing to polish and improve their writing. If the pupils are writing more than just a word (per correction), the redraft will be done in pencil/pen. In all other subjects, corrections will be done in normal writing pencil/pen.



The image shows a handwritten piece of text in cursive script. On the left margin, there are marking codes: 'ss' in green, 'Rp' in pink, and 'adverbial' in pink. The text reads: "Once upon a ~~time~~ time, there lived a ~~by~~ beautiful princess in a magical castle. She was very lovely but very sad. Every night, she dreamed of meeting new freinds and she hoped they would bring her joy. Unfortunately, she ^{was} locked in so she could never leave." Below the text, there are corrections: "time", "beautiful", and "friends" written in blue ink. A feedback question is written in blue: "Can you use more powerful adjectives?". Below that, a redrafted sentence is written in blue: "She was a dazzling beauty but she was very lonely." At the bottom of the page, there is a caption: "An example of what marking might look like in English (The two TAF statements were to use a range of adverbials and to use expanded noun phrases)."

English marking codes
s = spelling error
p = punctuation error
g = grammatical error
VF = verbal feedback
R = redraft

"On the whole, staff adapt learning skilfully to make sure pupils can learn in small steps. They use effective checks in class to spot if a pupil understands an idea. As a result, pupils make strong progress" – Ofsted

Online Safety & Acceptable Use Agreement

Knebworth School recognises that internet, mobile and digital technologies provide positive opportunities for pupils and young people to learn, socialise and play but they also need to understand the challenges and risks.

The digital world is an amazing place, but with few rules. It is vast and fast moving and young people's future economic success may be partly dependent on their online skills and reputation.

Therefore, we are committed to ensuring that all pupils, staff and governors will be supported to use internet, mobile and digital technologies safely. *This is part of our safeguarding responsibility.* Staff are aware that some pupils may require additional support or teaching, including reminders, prompts and further explanation to reinforce their knowledge and understanding of online safety issues.

We are also committed to ensuring that all those who work with pupils and young people, including their parents/carers, are informed about the ever-changing risks so that they can take an active part in helping pupils and young people navigate the online world safely and confidently.

The school provides online safety information for parents/carers, for example, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting their children to behave appropriately and keep themselves safe online.

This is supported through our *Acceptable Use Agreement* for pupils, which is on display in each classroom, referred to within Computing lessons and sent to all parents and carers throughout the academic year. See below.

Acceptable Use Agreement for Pupils

Safe



- I will ask permission before using the Internet.
- I will only use websites and search engines that my teacher has chosen.
- I will only open email attachments if it has been approved by a member of school staff or a parent/carer.
- I will not sign up for any online service on school devices unless it is for a school project and agreed by my teacher.
- I will not give out my own or other people's personal information, such as name, phone number, home address, interests, school or clubs.
- I will not use my personal email address or accounts in school.
- I will not lie about my age to gain access to apps, games or social networks that are for older people, as this will put me at risk.
- I will not arrange to meet anyone that I only know on the internet.

Responsible



- I will only use school IT equipment when an adult tells me I can.
- I will respect the equipment I am using.
- I will only open or delete files when told to.
- I will make sure all of my online communication is responsible, polite and respectful. I will be kind and respectful at all times.
- I will not upload any images, videos, sounds or words that could upset, now or in the future, a member of the school community. This is cyberbullying.

Tell



- I will tell an adult immediately if I come across anything upsetting, unpleasant or unsafe.
- I will tell an adult immediately if someone says, asks or posts anything about me that I find upsetting, unpleasant or makes me feel unsafe.
- I will tell an adult if anyone asks me for personal information online.
- If someone asks to meet me, I will tell an adult immediately.

Understand



- I understand that some people on the internet are not who they say they are and not safe to be with.
- I understand that some personal devices are allowed in school and some or not. I will not assume that new devices can be brought into school without permission.
- I understand that everything that I do or receive online can be traced now, and in the future.
- I know that it is important to build a good online reputation.
- I understand my behaviour in the virtual classroom should mirror the physical classroom and the school behaviour policy applies.
- I understand that these rules are designed to keep me safe now and in the future.



Reporting incidents, abuse, and inappropriate material

There may be occasions in school when either a pupil or an adult receives an offensive, abusive, or inappropriate message or accidentally accesses upsetting or abusive material.

When such a situation occurs the pupil or adult must report the incident immediately to the first available member of staff and then the Designated Safeguarding Lead (DSL), who is also the Headteacher.

Where such an incident may lead to significant harm, school safeguarding procedures should be followed. The school takes the reporting of such incidents seriously and where judged necessary, the DSL will refer details to social care or the police.

Curriculum

Online safety is embedded within our school curriculum. The school provides a comprehensive age-appropriate curriculum for online safety, which enables pupils to become informed, safe, and responsible.

The curriculum is flexible and will respond to any immediate online safety issues and risks as they emerge.

It is necessary for pupils to develop skills of critical awareness, digital resilience, and good online citizenship to enable them to use internet, mobile and digital technologies safely and responsibly. Pupils are taught to recognise the creative, collaborative, cultural, economic, and educational opportunities provided by the internet, mobile and digital technologies.

Parent/Carer responsibilities

The internet, email, mobile technologies, and online resources have become an important part of learning and life. We want all our pupils to be safe and responsible when using any IT. It is essential that pupils are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

As a member of our Knebworth Community, the school's Senior Leadership team expects all parents and carers to adhere to the following:

- Parents/carers are required to support their pupil in understanding the Online Safety Acceptable Use Agreement for pupils at least once an academic year in an age-appropriate manner.
- When a parent/carers is on school premises, their phone must be switched off and out of sight. Under no circumstance should images be taken at any time on school premises that include anyone other than their own pupil unless there is a pre-specified agreement with individuals and parents/carers.

- Parents/carers should not assume that pupils can bring technological devices to school and should always check with their pupil's class teacher.
- All cyberbullying incidents affecting pupils in the school should be reported immediately. (If the incident involves an indecent image of a pupil, the report must also be made immediately to the police for your own protection.) The school will investigate and respond to all reported cyberbullying incidents, liaising with others where appropriate. No reply should ever be sent to the sender/poster of cyberbullying content. If applicable, block the sender and report abuse to the site. Evidence should be retained and shown in school and/or to the police. Evidence should not be forwarded.
- The school may choose to set up social media sites, blogs or have some other online presence in its own name. Parents/carers, however, do not have the right to set up any site, page, chat group or any other online presence that uses the school's name or logo in any form.
- Any parent/carer, distressed or concerned about an aspect of school should make immediate contact with a member of staff rather than posting their concerns online. Parents/carers should not share school related information or images online or post material that may bring the school or any individual within it into disrepute. Negative postings about the school impact on the reputation of the whole school community and are deeply unfair on those individuals who are targeted. Parents/carers are encouraged to report breaches so that we can protect the reputation of the school, staff, pupil and parents/carers.

"The team, as always, are incredible: working together to support children and parents" - Parent

Nursery

Knebworth Nursery offers a learning environment where children blossom into confident, creative and independent learners. We are extremely proud of our Nursery provision, as we are fortunate enough to be able to offer parents both 15 and 30 hours provision. Furthermore, we are very lucky to have such a dedicated Nursery team including a Nursery teacher and Inclusion Assistants. We are proud of both our indoor and outdoor classrooms, which offer a safe and nurturing learning environment.

As the foundation of the school, the children establish *Deep Roots* that lead to *High Aspirations*. Leaving EYFS, our children will be *resilient, responsible and respectful*, embedding their sensitivity and understanding of the cultural needs of our society. In addition, we aim for all children to be independent and flexible in their learning.

At Knebworth Nursery, the children learn through a combination of Child Initiated Learning (CIL) and Adult Led (AL) small group activities. The children's interests lead topics and themes and planning is always flexible, child centred and challenges the children's thinking. As Early Years practitioners, we know that children learn best through exploring and it is necessary to make *good mistakes* time and time again in order to accomplish the skills they are acquiring and this resonates with one of our school values of *Resilience*. In Nursery, as in Reception, each child's progress is celebrated in their online Learning Journal, which contains photos, observations, and assessments of what they have been learning and also how they have been learning (concentrating, problem solving, or investigating).



Watch this short video for a deeper insight into our Nursery provision: <https://youtu.be/OaDyoXKNzXU>

"In Early Years, the curriculum prepares children well for their next steps in key stage 1 and beyond. Adults encourage the use of appropriate vocabulary and play alongside children to reinforce learning" - Ofsted



PE & Sports

Physical Education is an integral part of our school day so that children can lead a healthy life style.

Exercise bikes, table tennis, playground markings and sports games are all utilised by children and staff to ensure playtimes and lunchtimes are active, fun and engaging.

Each year group has at least two lessons each week of P.E: one indoor and one outdoor. Our specialised school sports coach, Miss Breckenridge, delivers outdoor P.E.

We pride ourselves on offering a highly varied and inclusive curriculum. We include a range of different activities and sports during lessons, adapted to all children's needs, and have the space and facilities to offer many sporting opportunities after school such as netball, football, dance and a range of multi-sports. We run netball and football teams for both girls and boys.

Furthermore, we are very proud to be a part of the Stevenage Sporting Futures team, which gives our pupils access to a variety of competitive sporting events and festivals. Our pupils take part in festivals such as athletics, cricket, netball, hockey, lacrosse, dance, rounders and many more sports. We make sure that pupils of all abilities have an equal chance to participate.

Some clubs are run by external providers who use the school's facilities by agreement with the school. Participation in these clubs is by agreement between the parent/carer and the provision.

"Extra-curricular activities are carefully chosen to meet pupils' needs and interests. The personal, social and health education curriculum teaches pupils about topics such as how to keep healthy and safe. Enrichment activities such as the 'pupil parliament' add to this curriculum" - Ofsted

Persistent Complaints & Unreasonable Behaviour

Knebworth School will not tolerate unreasonable behaviour and will take decisive action to protect staff from such behaviour, including any that the school deems to be abusive, offensive or threatening.

Knebworth School defines unreasonable behaviour as that which affects the smooth and efficient running of the school on a daily basis, or that which hinders the school's consideration of complaints because of the frequency or nature of the complainant's contact with the school.

Where complainants/parents/carers continue to contact Knebworth School excessively, causing a significant level of disruption, the school will consider whether to impose some or all of the following communication restrictions and confirm this in writing accordingly.

Examples are as follows:

- Requesting that contact only takes place in a particular form (e.g. letters only).
- Requiring contact to take place with a designated member of staff only (e.g. the Headteacher).
- Asking the complainant to enter into an agreement about their future contact with the School.

In response to any serious incident of aggression or violence, Knebworth School will immediately inform the Police and communicate our actions in writing. This may include barring the individual(s) from the school premises. Should the school deem this necessary, it will ensure that it adheres to the guidance issued by the Department for Education (DFE) entitled Controlling access to School premises.

Knebworth School is committed to dealing with all complaints fairly and impartially and in accordance with the ***school complaints policy and procedure***. This policy can be found on the school website.

Safeguarding

Knebworth Primary School is committed to ensuring the safety and welfare of all members of the school community.

We expect everyone to uphold our school values of *Respect, Resilience and Responsibility*.

All staff, pupils, governors, and parents deserve to be treated with respect. Rude and abusive behaviour will not be tolerated in any form – you may be asked to leave and could be banned from site.

Safeguarding is everyone's responsibility.

Safeguarding is always of paramount importance and underpins everything we do. We are committed to providing a welcoming environment where children feel secure at all times. Protective Behaviours is taught from the day a child starts at the school and is embedded throughout children's time at Knebworth School.

We know our children and our families very well. Everyone is valued and respected in line with our school values. All our staff are trained to identify possible indicators of harm and to report any concerns to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL.)

We store and process personal information related to safeguarding electronically, via a secure service with only the safeguarding leadership having access to the most sensitive data. *We will, from our duty of care, share any safeguarding concerns with external organisations if we feel that we need advice or support.*

All children have the right to feel safe. No concern, worry, or problem is so small that it cannot be shared.

"We see our friends every day and the school is safe." - Pupil

Safeguarding Team

The Designated Safeguarding Lead (DSL) is the Headteacher, Miss S Bains.

The Deputy Designated Safeguarding Leads (DDSLs) are: Mrs Maynard (maternity leave 2025-26), Mrs Rix, Mrs Rajiah, Mrs Moss, Mrs Wallace-Poultney and Mrs Clayton.

Our Safeguarding governors are Aanchel Bhabuta and James Lawson.

The DSL and DDSLs have visibility of and can manage child protection issues. Pupil behaviour, safeguarding, welfare, and pupil protection incidents and concerns are managed using the Child Protection Online Management Service ("CPOMS").

Safeguarding Concerns

If you believe you have a safeguarding concern relating to the school, please ask to speak to any member of our safeguarding team.

If you believe a pupil to be at serious risk of harm and are unable to contact a member of the safeguarding team, you should report directly to Children's Services using 0300 123 4043.

If you have a safeguarding concern relating to events out of school, members of the public can make anonymous referrals on 0300 123 4043.

Privacy and Data Protection

Staff must at all times protect the privacy of pupils, parents, governors, and other staff by keeping and processing information securely; whether verbally, in writing, or via computer systems (CPOMS or email.) The school seeks compliance with the General Data Protection Regulations ("GDPR"). See the relevant policy on the school website.

"Safeguarding is effective. Leaders know their families well and are quick to identify when extra help is needed. Staff are clear about the procedures to report concerns swiftly. Leaders persistently follow up concerns with external agencies to secure the help that is needed for pupils and families." – Ofsted

School Meals

Hertfordshire Catering Ltd (HCL) provide our school meals and run a *Pupil Choice* menu whereby your child has the choice from a range of hot and cold options (including vegetarian) and a jacket potato; a choice of desserts including fresh fruit is available daily.

The school uses School Grid as our school meal ordering and payment system. This allows parents to pre-order school meals online from home, view menus and make payments. Ordering from home is easy and can be done for a day or a whole term!

Children can also order their meal choice daily in the classroom however if an order is not made and a school meal is required at short notice then the only option available will be a sandwich.

Payments by direct debit save time in the school office, the kitchen and at home and is our preferred method. Payments are collected monthly and based on the meals your child has taken. Alternatively, payments can be made via credit/debit card.

If your child has an allergy, parents can let HCL know directly and once verified, a suitable menu will be available for you and the kitchen team will be notified.

Universal Infant Free School Meals

As part of the Universal Infant Free School Meals (UIFSM) Scheme all infant pupils (Reception, Year 1 and Year 2) are entitled to a free lunchtime meal.

Parents entitled to benefits and the Pupil Premium Grant

Important note: parents/carers of children in Reception to Year 2 claiming some benefits may also claim free school meals even though they are eligible for UIFSM. Every eligible pupil who registers under the entitlement criteria enables the school to receive additional Government funding, called Pupil Premium. In order for the pupils to benefit from this additional Pupil Premium, parents must continue to register their claim with their child's school.

Click on this link <https://www.gov.uk/apply-free-school-meals> for more information on how to apply for free school meals.

Recovery of missed payments

In the event that an account has an outstanding balance, we will notify parents if the amount exceeds £20.00 and expect the debt to be cleared by the end of that week. If, after this time, the amount is still outstanding your child will need to bring in a packed lunch as we will not be able to provide a school meal until the debt has been cleared. We will contact parents if this is the case. A long-standing debt will be referred to Hertfordshire Catering Ltd's Legal Department for action.

Please note: HCL will charge for all meals ordered but not taken. Therefore, parents must cancel any pre-ordered meals for that day before the normal ordering cut-off time if their child will not be eating it. If it is not cancelled, HCL will still be charging for the meal as they are incurring the costs of producing it.

Staffing Structure

With a national shortage of teachers, many schools face the daily challenge of ensuring classrooms are staffed by qualified teachers. We are very fortunate to have a dedicated team of professionals. Our team is committed, passionate, and dedicated to the children in our school. They work extremely hard, and often long hours because they want to make a difference and be a part of a bigger process, supporting our children to learn and grow into exceptional individuals.

The Governing Body

Chair: James Lawson

Vice-Chair: Sarah Aggrey

Headteacher: Sim Bains

Clerk: HfL Clerking Service

Governors: Aanchel Bhabuta, Carolina Costa, Aubrey Holt, Pam Jardine, Elliott Miskin, Sacha Powell, Ben Shostak, Nicola Watson, Ann Whelan.

The Senior Leadership Team (SLT)

Headteacher: Miss Bains

Deputy Headteacher: Mrs Maynard (maternity leave 2025-26). Mrs Clayton is the Deputy Headteacher for 2025-26.

Assistant Headteachers & Inclusion Managers: Mrs Rajiah & Mrs Rix

School Business Manager: Mrs Wallace-Poultney

The Extended Leadership Team (ELT)

EYFS Lead: Mrs Clayton

KS1 Lead: Mrs Day

Lower KS2 Lead: Mrs Cooke

Upper KS2 Lead: Mr Shostak

Teaching Staff

Nursery: Miss Leatham

Reception Ayling-Ellis: Mrs Green

Reception Packham: Mrs Ward & Mrs Dawson

Year 1 Zephaniah: Miss Baylis

Year 1 Coelho: Mrs Day & Mrs Parsons

Year 2 Chandi: Mrs Orton & Mrs Clayton

Year 2 Henson: Mrs Clark & Mrs Miskin

Year 3 Thunberg: Ms Salmon

Year 3 Nadal: Miss Needham

Year 4 Turing: Miss Dimmock

Year 4 Johnson: Mrs Isaac-Romani

Year 5 Seacole: Mrs Clayton

Year 5 Nightingale: Miss O'Reilly

Year 6 Byron: Mr Shostak
Year 6 Bronte: Mrs Cooke & Miss Knappett
Maths Mastery Specialists: Mrs Maynard
Music Specialist: Mr Williams
Sports Coach: Miss Breckenridge
Year 6 French Specialist: Mrs Lloyd-Williams

Class Based Inclusion Assistants (INCAs/1:1s)

Nursery: Mrs Phillips, Mrs Allan & Mrs Jenner
Reception: Mrs McCormack & Mrs Peeroozee
Year 1: Mrs Wicks & Mrs Chambers
Year 2: Mrs King & Mrs Duffy
Year 3: Mrs Leatham, Mrs McGlashan & Mrs Turvey
Year 4: Mrs Hounslow
Year 5: Ms Hassan & Ms Benoit
Year 6: Mrs Smith & Ms Hassan

The Inclusion Team

SEND Lead: Mrs Burlingham
Pastoral Lead: Mrs Moss
Behaviour Lead: Mrs Taylor
Behaviour Support: Mrs Maguire
1:1 Inclusion Assistants: Mrs Fox-Edwards & Mrs Mazurkiewicz

Admin Support

Mrs McGlashan

Office Team

School Business Manager: Mrs Wallace-Poultney
Office Administrator: Ms Okra-Core
School Receptionists: Mrs McGlynn & Mrs Haley

Site Team

Site Manager: Mr Welsh
Cleaners: Miss Halsey & Mrs Turvey

Play Supervisor

Ms Benoit

Play Team

Mrs Bryan, Miss Rivers, Miss Halsey, Mrs Hardwicke, Mrs Hogan, Miss Mihailova, Mrs Shutlar & Mrs Turvey.

Extended Care (Knebbers Crew)

Extended Care Lead: Miss Breckenridge.

Extended Care Assistants

Mrs Armstrong, Mrs Bryan, Mrs Fox-Edwards, Miss Mihailova, Mrs Stevens & Mrs Turvey.

"We love our teachers and all the adults who help us in our learning." - Pupil

Uniform

Our school uniform is compulsory from Nursery upwards and celebrates our Knebworth community. Our uniform is smart and sets the tone that we have high expectations and that learning is important. It helps establish the identity of the school and develops a sense of belonging. The school expects that all children will wear the school uniform based on the guidance below.

EYFS School Uniform Guidance


Nursery & Reception

As the majority of the EYFS curriculum is play based we ask that children wear **black trainers for regular footwear** and **wellies** for their outdoor learning.

Children are also invited to wear **navy blue joggers or shorts** instead of grey trousers/skirts so they can make their play more comfortable especially in Nursery.

Please see below for all other uniform guidance.

Knebworth School Uniform

Grey trousers, shorts, skirt or pinafore dress				
White collared polo shirt Light blue checked summer dress				
Navy blue sweatshirt or cardigan				

<p>Grey or white socks or tights</p> <p>Plain black school shoes (not trainers)</p>	
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Knebworth School PE Kit All Years

All children come to school in their PE kit on their PE days and wear PE kit for all extra-curricular clubs

<p>Navy blue t-shirt</p> <p>Navy blue shorts</p> <p>Navy blue joggers or leggings</p>	
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<p>Grey or white socks</p> <p>Plain white or black trainers for outdoor PE</p>	
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Opal Lunchtimes

The school started their OPAL journey in September 2024. To be successful, the children will need to have clothes in school that they can play in therefore **it will be necessary for every child to have a pair of wellies and a waterproof jacket in school so they can participate in an OPAL lunchtime every day.**

Children are also welcome to have spare clothes at school to get changed into after a lunchtime if they wish.

Please do contact support@knebworth.herts.sch.uk if you require support with this.



Uniform Guidance

- Please ensure all items are clearly labelled with **your child's name**.
- School uniform can be plain or contain the school logo however brand names or logos are not permitted as part of school uniform.
- All children's hair should be tied back during the school day. Hair ties and headbands must be in the school colours of **navy and/or white**.


- Nail varnish or hair dye is not permitted in school.
- Jewellery is not permitted in school. Children may wear a watch (no smartwatches) and one plain set of studs in each ear.
- Second hand uniforms are available for those families who may require them – please contact the school office or support@knebworth.herts.sch.uk for further information.
- All uniform can be ordered through the link below or bought at any local supermarkets or clothing shops. <https://www.smartyschoolwear.co.uk/primary-schools-c1/knebworth-primary-nursery-school-c703>

KS2 Stationery Guide

In line with our school value of *responsibility* children are invited to have their own personal pencil case with stationery to use during learning time from Years 3 to 6.

This is optional and resources are provided in school for all children who may need them.

Below is a list of suggested items that would be useful to children if they wish to have their own pencil case.

Essential Items	Guidance
HB Pencil	
Blue or Black Pen	Handwriting pens are preferred to biro pens
Ruler	15 or 30cm will suffice
Rubber	Animal/characters and/or scented ones are discouraged as these distract from learning
Sharpener	Preferably self-contained
Colouring pencils	Pink and green are useful for self-marking
Glue stick	
Protractor	Only required in Years 5 &6
One Pencil Case <i>Some examples</i>	<ul style="list-style-type: none"> • All items should fit inside one pencil case. • This will be kept in school and stored in the children’s drawer when not in use. Therefore, it is important it is not too big or bulky. • Pencil cases with gadgets i.e. flip trays and/or distractions i.e. multiple compartments are discouraged as these distract from learning. • If children have too many items/pencil cases they will be asked to keep these in their drawer/bag.
	
Desirable Items	
Purple Polishing Pen	
Whiteboard Marker Pen	Non-permanent pens are preferred

Volunteers (including Parent Helpers)

We welcome volunteers into Knebworth Primary School from a wide range of backgrounds. Volunteer helpers are an important part of children's education. Whether you are listening to readers, helping with practical activities, assisting on a school trip, running a club or undertaking work experience the contribution you make broadens and improves the opportunities for the children in our school. Your involvement also helps to reinforce the importance of school life for children when they see adults other than the staff.

As volunteers, you will be operating under the direction of the class teacher or senior leader and that person will be your first point of contact for information and advice. The activity taking place will be the responsibility of the class teacher. The relationship between the volunteer and the teacher is extremely important and should be based on mutual respect. The teacher is the professional and they will have made decisions about what is appropriate for the children. Your role is to support the teacher in the interests of the children.

Safeguarding

Prior to volunteering with us in the school, all volunteers/parent helpers must:

- Have Enhanced Disclosure and Barring Service clearance (DBS check).
- Attend an induction meeting with a member of the school's Senior Leadership Team.
- Sign our volunteer's induction agreement as an acceptance and to confirm understanding of the agreement.
- Depending on the nature of work to be carried out and on the needs of the volunteer, specific training may also need to be organised prior to commencement.

Confidentiality

It is important that anyone working in school is aware of the necessity for complete confidentiality regarding any information learned about any individual – child or adult.

Any conversation with parents outside school is a breach of the school's confidence. Even innocent comments could be misunderstood. It is therefore important to treat anything you hear or see in school with regards to particular children or an adult as being in absolute confidence and a matter within the school. Questions from parents should always be referred to the class teacher.

Code of Conduct

When working in a school environment the following must be observed:

- Volunteers must be suitably dressed as appropriate to the job.
- Be aware of children and other adults at all times. Take care with how you look and sound. Offensive language must not be used.
- Mobile phones must not be used in school. Please ensure you turn your phone off when in school. If you need to make a phone call you must do so in the staff room or outside the school building.

Anyone behaving in an improper manner or found to be under the influence of alcohol or drugs will be asked to leave the school site.

It is school policy for parents not to volunteer in the class that their child is in. All of the above procedures are in place to ensure the safety and welfare of all our pupils.

Volunteers in school in any capacity are expected to promote and follow the schools' values and policies, as well as our code of conduct at all times.

Please contact support@knebworth.herts.sch.uk if you would like to become a volunteer.

Afterword

We hope you have found this to be a helpful and informative introduction to our school.

At Knebworth School, we are proud to uphold our school values, *Respect, Responsibility and Resilience* and will never compromise on these or on the safeguarding of our children.

To view our school policies or find out more about our school please do visit our school website:

[Knebworth Primary and Nursery School - Home \(knebworthprimaryschool.org.uk\)](http://knebworthprimaryschool.org.uk)



“Pupils respect each other, and bullying is rare. Pupils know that adults will look after them if there are concerns. Pupils and children behave well across the school, respecting everyone’s right to learn.”- Ofsted



Appendix 1: Injury Procedures

Knebworth School Injury Procedures		
Type of Injury	Procedure	Office team to notify parents
Trauma injuries: <ul style="list-style-type: none"> Severe head injury resulting in concussion/disorientation and/or visible swelling Choking Broken limbs or suspected broken limbs Deep cuts that do not clot Serious burns Eye injury Allergic reaction 	<ul style="list-style-type: none"> Head/SLT informed Administer First Aid Fill in incident report form Ambulance to be called if required Recorded on Solero by office team 	Yes via phone call
Injury to child's intimate areas	<ul style="list-style-type: none"> Fill in incident report form 	Yes via phone call
Nose bleeds	<ul style="list-style-type: none"> Administer First Aid Fill in incident report form 	Yes via phone call
Bee/Wasp stings	<ul style="list-style-type: none"> Administer First Aid Fill in incident report form 	Yes via phone call
Minor head bumps	<ul style="list-style-type: none"> Administer First Aid Fill in incident report form Red band for child with date and time clearly visible 	Yes via email using Arbor
Minor facial injury and/or small cuts/graze	<ul style="list-style-type: none"> Administer First Aid Fill in incident report form 	Yes via email using Arbor
Minor surface injury i.e. bangs to arm/legs with no visible marks	<ul style="list-style-type: none"> Administer First Aid 	No further action