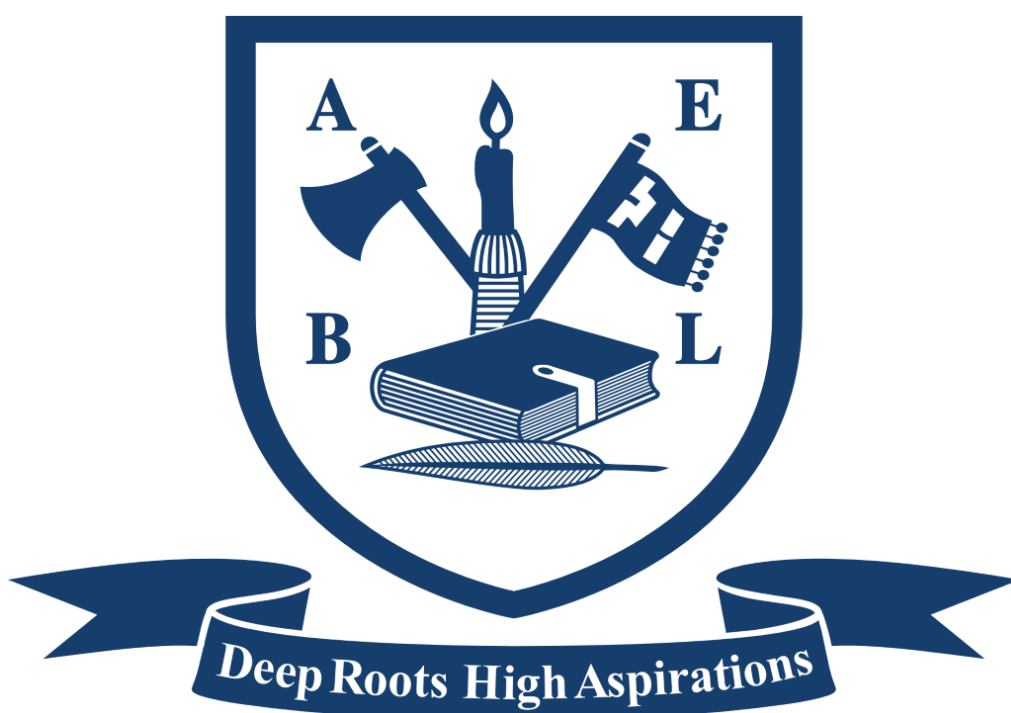


HIGH ASPIRATIONS

KNEBWORTH

Primary and Nursery School



Parent Handbook 2026-27

*This handbook is reviewed on an annual basis
Next review date: September 2027*



RESPECT - RESPONSIBILITY - RESILIENCE

Contents

WELCOME TO KNEBWORTH PRIMARY SCHOOL	4
A VERY WARM WELCOME TO KNEBWORTH SCHOOL.....	4
A SCHOOL AT THE HEART OF THE COMMUNITY	4
DEEP ROOTS	4
HIGH ASPIRATIONS.....	5
OUR SCHOOL VALUES.....	5
WELCOME TO THE KNEBWORTH FAMILY.....	5
SCHOOL INFORMATION	6
OUR SCHOOL VISION	7
OUR SCHOOL MISSION.....	7
OUR SCHOOL VALUES.....	7
ATTENDANCE	8
WHY ATTENDANCE MATTERS	8
OUR ATTENDANCE ASPIRATION	8
<i>Absence During Term Time</i>	9
REQUESTING AN ABSENCE	9
EVERY DAY MATTERS	10
<i>Punctuality</i>	10
<i>Illness</i>	11
VOMITING AND DIARRHOEA.....	11
WHEN YOUR CHILD IS UNWELL.....	11
ANXIETY AND SCHOOL ATTENDANCE.....	11
BEHAVIOUR.....	12
KNEBWORTH SCHOOL GOVERNORS' STATEMENT OF BEHAVIOUR PRINCIPLES.....	12
COMMUNICATION	13
OUR SCHOOL VALUES.....	13
KEEPING IN TOUCH	13
ARBOR	14
KEEPING YOUR CONTACT DETAILS UP TO DATE	14
CLASS DOJO.....	14
DROP OFF AND PICK UP	15
EMAILS	15
MEETINGS WITH STAFF.....	15
FRIDAY NEWSLETTER.....	15
OPEN EVENINGS	15
PARENTS' EVENINGS.....	16
PHONE CALLS	16
SCHOOL WEBSITE.....	16
WORKING IN PARTNERSHIP.....	16
YOUR CHILD'S CLASS TEACHER.....	17
RAISING A CONCERN.....	17
WORKING TOGETHER.....	17
CURRICULUM	18
DIVERSITY STATEMENT	20
ECO SCHOOL.....	21
EXTENDED CARE PROVISION	22
BREAKFAST CLUB	22
AFTER SCHOOL CLUB.....	22
FOKS	23
EVENTS	23
SUPPORTING OUR SCHOOL	23
GOVERNING BODY	25
GOVERNOR STATEMENT.....	25
WHAT GOVERNORS DO	25

HEALTH & SAFETY	26
ABSENCE FROM SCHOOL	26
COLLECTING CHILDREN FROM SCHOOL	26
CYCLE AND SCOOTER SAFETY	26
FIRST AID	26
HEALTHY EATING	27
BREAKTIME SNACKS.....	27
INJURIES.....	27
MEDICATION	27
MOBILE PHONES AND DEVICES	28
PARKING.....	28
ROAD SAFETY.....	29
SUN SAFETY	29
VISITING THE SCHOOL	29
WATER.....	30
INCLUSION	31
THE INCLUSION TEAM.....	32
MARKING AND FEEDBACK	33
ONLINE SAFETY & ACCEPTABLE USE AGREEMENT.....	34
SUPPORTING PARENTS AND CARERS	34
ACCEPTABLE USE AGREEMENT	35
REPORTING INAPPROPRIATE OR UPSETTING ONLINE CONTENT	36
ONLINE SAFETY CURRICULUM	36
PARENT/CARER RESPONSIBILITIES	36
OPAL LUNCHTIMES	38
OUTDOOR PLAY AND LEARNING	38
WHAT DOES AN OPAL LUNCHTIME LOOK LIKE?	38
LEARNING THROUGH PLAY	38
OUR OPAL GOLD ACCREDITATION	39
WHAT DO CHILDREN NEED?	39
NURSERY	40
PE & SPORTS.....	41
REPRESENTING KNEBWORTH SCHOOL	41
PERSISTENT COMPLAINTS & UNREASONABLE BEHAVIOUR	42
SAFEGUARDING	43
KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY.	43
THE SAFEGUARDING TEAM	43
SAFEGUARDING CONCERNS	44
SCHOOL MEALS	45
<i>Universal Infant Free School Meals</i>	<i>45</i>
<i>Parents entitled to benefits and the Pupil Premium Grant</i>	<i>45</i>
<i>Recovery of missed payments</i>	<i>45</i>
UNIFORM	47
KS2 STATIONERY GUIDE.....	49
VOLUNTEERING AT KNEBWORTH PRIMARY SCHOOL	50
WORKING WITH STAFF.....	50
SAFEGUARDING	50
CONFIDENTIALITY	50
CODE OF CONDUCT.....	51
VOLUNTEERING AND YOUR CHILD	51
AFTERWORD	52
APPENDIX 1: INJURY PROCEDURES	53

Welcome to Knebworth Primary School

A very warm welcome to Knebworth School.

I feel incredibly fortunate to be the Headteacher of Knebworth School. It is, without doubt, a magical place to learn, grow and belong.

At Knebworth, **children are at the heart of everything we do**. We want every child to feel known, valued, included and, above all, that they belong. Our school is a place where children are encouraged to be curious, to ask questions, to make mistakes, to discover their strengths and to believe in themselves.

We are proud of our reputation for exceptional teaching and learning. Our curriculum is **inspiring, ambitious and purposeful**, giving children the knowledge, skills and experiences they need not only to succeed at school, but to thrive in life. We want our children to leave us ready to play an active and positive role in a modern, sustainable Britain.

We are also incredibly proud to be a **No Outsiders School**. We celebrate difference and believe that everyone has the right to feel safe, valued and represented. Every child, every family and every member of staff matters to us.

A School at the Heart of the Community

Knebworth School has been at the heart of our village for over 100 years, since we first opened our doors in 1912. We are proud of our history, but we are equally excited about our future.

What makes our school truly special, however, is our people. We have a wonderful team of passionate, dedicated and caring staff. Many have been part of the Knebworth family for many years, bringing with them a deep understanding of our children, our families and our community.

We are a **big family with the warmth and feeling of a small school**. Everyone knows one another. Everyone matters. Everyone has a part to play.

Knebworth is a **home from home**. When we welcome a child to our school, **we welcome the whole family**. We value the partnership we have with parents and carers and believe that children flourish when home and school work together, sharing high expectations and celebrating every step of their journey.

Deep Roots

Our **Deep Roots** are an important part of who we are.

We are deeply connected to our community, our history and one another. We want our children to develop those same strong roots: a sense of belonging, a clear understanding of who they are and the confidence to know that they have a place in the world.

We passionately believe in educating the **whole child**. Academic achievement matters, but so too do kindness, character, relationships, wellbeing, curiosity and confidence. Our aim is to provide every child with the secure foundations they need to become **respectful, responsible and resilient young adults**, ready to thrive in an ever-changing world.

High Aspirations

Alongside our Deep Roots, we have **High Aspirations**.

We want every child to be the very best version of themselves. We encourage them to dream big, to discover what they are capable of and to have the confidence to stand out and make a difference.

We know that life will not always be easy. There will be challenges, disappointments and setbacks along the way. That is why we place such importance on helping children to understand themselves, recognise and manage their thoughts and feelings, solve problems and develop the resilience to keep going when things become difficult.

We want our children to leave Knebworth with **confidence, character, compassion and a belief in themselves**.

Our School Values

At Knebworth, we have three school values:

Respect – Be Kind

Responsibility – Be Safe

Resilience – Be Positive

These values underpin everything we do and apply equally to learning and social behaviours.

These values are woven through every aspect of school life. They apply to our learning, our friendships, our behaviour and the way we work together as a community.

Ask any child at Knebworth about our values and they should be able to tell you what they mean. More importantly, we want them to **live them every day**.

Our values belong to all of us. They apply to our children, our staff, our parents and carers and the wider community. Being part of Knebworth means being part of something bigger than ourselves, and we ask every adult connected with our school to model and embody these values.

Welcome to The Knebworth Family

This handbook contains practical information about our school, including our policies, procedures and expectations.

It is designed to help you understand how our school works and, most importantly, **what makes Knebworth such a special place.**

Starting a new school is an important milestone for every child and family. We hope this handbook helps you to feel informed, welcomed and part of our community from the very beginning.

We are so pleased that you have chosen Knebworth School. We look forward to getting to know you and your child, celebrating their successes, supporting them through their challenges and watching them grow.

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

8am – 4pm



"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 2023

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

Values are the positive behaviours that are important to us. They are the behaviours that we want to see and encourage throughout our school community. At Knebworth School, our three core values are **Respect, Responsibility and Resilience**. All children and staff understand and live by these values every day. We also ask everyone within our wider school community to embrace and demonstrate these values in their words, actions and relationships with others.

Respect	Responsibility	Resilience
		
Be Kind	Be Safe	Be Positive

“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 2023

Attendance

At Knebworth, **excellent attendance is a priority**. We believe that every child deserves to access their full-time education, and we do everything we can to support all children to attend school regularly and achieve their full potential.

Attendance is an important part of our **statutory safeguarding responsibility**. By monitoring attendance carefully, we can identify where children may need additional support and work in partnership with families to ensure that every child is safe, happy and able to benefit fully from their education.

Why Attendance Matters

Regular attendance makes a significant difference to a child's education. Every day in school provides valuable opportunities to learn, develop relationships, build confidence and take part in the wider life of our school community.

Irregular attendance or frequent lateness can result in missed learning, gaps in knowledge and disrupted routines. Over time, this can affect a child's progress and their ability to fulfil their potential. Absence can also disrupt teaching and learning for other children in the class.

As an **aspirational community**, we are ambitious for every child. We therefore give attendance the same care and attention that we give to wellbeing, behaviour, achievement and personal development.

Our Attendance Aspiration

Our aim is for every child to achieve **98% or higher attendance** across the school year. To put this into perspective, 98% attendance equates to approximately **four days of school missed across the entire academic year** (see table below.)

We recognise that children will sometimes need to be absent from school, particularly when they are seriously unwell. When absence is necessary, we ask parents and carers to:

- **Contact the school as soon as possible** on the first day of absence.
- Provide a clear reason for the absence.
- Keep us informed if the absence is likely to continue.
- Let us know the expected date of your child's return to school.
- Make every effort to ensure that appointments and other commitments take place outside of school hours wherever possible.

We understand that achieving excellent attendance is a partnership between **school, children and families**. Our approach is supportive, consistent and focused on removing barriers to attendance wherever we can.

Together, we can ensure that our children make the most of every opportunity that Knebworth has to offer.

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+

Absence During Term Time

We understand that families may occasionally need to request an absence from school. However, in line with national attendance guidance, **Headteachers can only authorise an absence where the circumstances are considered exceptional.**

This means that **term-time holidays will not be authorised.**

Where an absence is not authorised, **Hertfordshire County Council may issue a Fixed Penalty Notice**, and persistent or unauthorised absence may result in further legal action.

Requesting an Absence

All requests for absence during term time must be made using the **Absence Request Form**, which is available on the school website or at the school office. Completed forms should be emailed to: admin@knebworth.herts.sch.uk

Parents and carers should provide as much information as possible about the circumstances of the request. Each request will be considered individually and in accordance with the school's attendance policy and current national guidance.

Every Day Matters

Every day of school missed can have an impact on a child's learning, progress and development.

We take a proactive approach to attendance. Where a child's attendance begins to fall below what we consider to be **Good**, we will work with families to identify and address any barriers to regular attendance.

Where attendance becomes a **Cause for Concern**, further action may be necessary, which can include referral to the Local Authority and legal action.

Our aim is always to work **in partnership with families**, providing support wherever it is needed and ensuring that every child has the opportunity to benefit fully from their education.

Every day matters. Every lesson matters. Every child matters.

Punctuality

Being on time matters.

Arriving at school on time helps ensure that your child does not miss important learning and is able to start the day calmly and confidently with their classmates.

Punctuality is an important life skill. Developing good routines from an early age helps children to understand the importance of being prepared, reliable and ready to learn. Regular lateness can also cause children to feel anxious or unsettled as they arrive after the school day has begun.

Following feedback from parents and carers, we have retained our **staggered arrival times** across the different phases of the school. We ask that children arrive at school **ready to enter at their designated time**:

Reception & Years 1&2 (KS1): 08:40am

Years 3 to 6 (KS2): 08:45am

Nursery: 9am

Please ensure that your child arrives promptly and is ready to begin their school day at the appropriate time. If your child is going to be late or absent, please follow the school's usual reporting procedures.

For further information, please see our **School Attendance Policy**, available on the school website.

Illness

Unfortunately, children will occasionally become unwell or contract common childhood illnesses such as head lice, threadworms, impetigo and other infections. Please let us know if your child develops an illness or condition that may affect others in the school community. This enables us to respond appropriately and continue to promote good hygiene and infection control.

Vomiting and Diarrhoea

If your child has **vomited or had diarrhoea**, they should remain at home until **48 hours after the last episode**. This helps to reduce the spread of infection and protect the health and wellbeing of our whole school community.

When Your Child Is Unwell

If your child is too unwell to attend school, please contact the school office **by 9:00am on the first day of absence** and provide the reason for their absence.

Children can usually attend school with a **mild respiratory illness**, such as a minor cough, runny nose or sore throat, provided they are otherwise well enough to participate fully in the school day.

For further advice about whether your child is well enough to attend school, please refer to the NHS guidance: [NHS – Is my child too ill for school?](#)

Anxiety and School Attendance

We recognise that children can sometimes find attending school difficult because of worry or anxiety. These can be normal emotions as children grow and develop, but we understand that they can feel very real and overwhelming for some children.

If your child is experiencing anxiety about coming to school, **please talk to us**. We want to work closely with families to understand what is causing the difficulty and identify appropriate support.

For many children, maintaining regular routines and attending school can help them to feel more secure and connected. A prolonged period away from school can sometimes make returning feel more difficult and increase worries about coming back.

Our approach is always **supportive, individualised and focused on the child's wellbeing**. We will work in partnership with you to help your child feel safe, confident and able to engage positively with school. If you are worried about your child's health, wellbeing or attendance, please speak to us. We are here to help.

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 Relational Practice: A Hertfordshire approach for positive behaviour management and is in line with the Protective Behaviours programme, which promotes and supports children to recognise safe and unsafe choices and their subsequent logical 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.

We strive to nurture positive pupils who will contribute to society in positive ways. Our aim is that our relational behaviour approach 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 this can take time. The basis of this relational practice 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 and so we invest in all of our children.

Please see our **Relational 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

At Knebworth School, we believe that clear, respectful and effective communication helps every member of our community feel informed, valued and connected.

We are proud of the strong channels of communication we have established with our families and the range of ways in which we share information. We are also a **listening school**. We welcome feedback from our children, staff, parents and carers and are committed to listening, considering different perspectives and reflecting on feedback to help us continually improve.

Our School Values

Our three school values — **Respect, Responsibility and Resilience** — underpin all that we do, including the way we communicate with one another.

We expect all communication within our school community to reflect these values:

- **Respect – Be Kind:** We communicate with kindness, courtesy and consideration, even when we may have different views.
- **Responsibility – Be Safe:** We take responsibility for the information we share and use the appropriate channels to raise questions or concerns.
- **Resilience – Be Positive:** We approach conversations positively and work together to find solutions when challenges arise.

These expectations apply to **everyone in our school community — children, staff, parents and carers**.

Keeping in Touch

We use a range of communication channels to ensure that important information reaches our families and that parents and carers know how and when to contact us.

This section provides an overview of the main communication channels to be used by school and parents/carers. Please use the appropriate channel for your enquiry so that we can respond as efficiently and effectively as possible.

We ask that parents and carers familiarise themselves with the school's communication expectations and help us to maintain a positive, respectful and constructive dialogue.

For further information, please see our **Communication Strategy**, available on the school website.

We believe that when we communicate well, listen well and work together, our children benefit most.

Arbor

We want all parents and carers to feel **fully involved in and connected to their child's education**. Strong communication between home and school is an important part of ensuring that children thrive.

At Knebworth School, **Arbor** is our main channel for communication with parents and carers. It enables us to share information in a safe, secure and efficient way.

Important information about the work of the school, including newsletters, announcements, letters and other updates, will be shared through Arbor emails and linked documents. We ask parents and carers to take the time to read all communications carefully so that you are aware of important information, dates, events and any actions that may be required.

Keeping Your Contact Details Up to Date

Please remember that we may need to contact you in an emergency.

It is therefore **vital that the contact details we hold for you are accurate and up to date**. This includes your:

- Home address
- Telephone numbers
- Email address
- Emergency contact details
- Any other information that may be important for us to know

Please use the **Arbor app** to check and update your contact details whenever there is a change.

Keeping your information current helps us to communicate with you quickly when necessary and ensures that we can contact the appropriate person if we need to do so.

Good communication starts with keeping each other informed.

Class Dojo

Class Dojo is used to share key messages, reminders and updates, as well as celebrate our children's learning and achievements.

Parents and carers can use ClassDojo for non-urgent messages and queries only. For concerns requiring a more detailed response, please contact the school office to arrange a telephone call or meeting with the class teacher.

All Class Dojo communication must reflect our school value of Respect – Be Kind. Messages that do not meet this expectation will not receive a response and will be referred to the Senior Leadership Team.

Class Dojo hours are 8:00am–5:00pm, and staff will only respond during these hours. For urgent matters, please contact the school office directly.

Drop off and pick up

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

Emails

If you need to contact a specific member of staff, please email the school office at admin@knebworth.herts.sch.uk, using 'FAO [staff member's name]' as the subject. Your message will be forwarded to the relevant member of staff.

To contact the Senior Leadership Team directly, please email support@knebworth.herts.sch.uk and your query will be responded to.

Meetings with Staff

If parents or carers would like to arrange a meeting with a member of staff, please email the school office or call the school to make an appointment.

To help us ensure that the appropriate staff member is fully informed and prepared, parents and carers will be asked to briefly explain the purpose of the meeting when making the request. Meetings cannot be arranged without this information.

Where a face-to-face meeting is appropriate, a mutually convenient time will be agreed. The purpose and expected duration of the meeting will also be confirmed in advance.

All meetings are expected to reflect our school value of Respect – Be Kind. We reserve the right to pause or end a meeting if communication falls outside these expectations.

Friday Newsletter

The Friday Newsletter, written by the Headteacher, is our weekly opportunity to inform, celebrate and share updates about life at Knebworth School. It is sent to parents and carers each Friday by email, and we encourage all families to take a few minutes to read it each week so that you can stay up to date with the latest news, achievements and important information from across our school community.

Open Evenings

A wonderful opportunity for parents and carers to come into school, see their child's learning and celebrate their achievements together.

Parents' Evenings

We hold two Parents' Evenings each year — one in the autumn term and one in the spring term. In addition, parents and carers receive a short-written report three times a year, outlining their child's progress and next steps.

Phone calls

If you would like to speak to someone in school but do not need a face-to-face meeting, a telephone call can be a useful way to communicate.

Please contact the school office to arrange a suitable time. When booking a call, you will be asked to provide the name of the person you wish to speak to and a brief outline of the reason for your call.

Teaching staff are unable to take telephone calls during the school day, as their priority is teaching and supporting the children in their care.

Staff may also use telephone calls to celebrate positive choices, achievements and behaviours, as well as to discuss any concerns.

School Website

The school website is publicly accessible and is a helpful place to find school news, key information, policies and important updates.

[Visit the Knebworth School website](#)

Working in Partnership

We are committed to building **strong, collaborative partnerships based on mutual trust and respect** with all members of our school community.

We are a listening school and welcome the views, questions and feedback of our children, parents, carers and wider community. Our children are always at the heart of everything we do.

We recognise that every family is different and that people may have different experiences, perspectives and opinions. This is why our school policies and procedures provide a clear and consistent framework for decision-making. While we will always listen to individual views, our policies ensure that decisions are fair, consistent and in the best interests of the whole school community.

There may be occasions when you disagree with our approach or the way an issue has been resolved. **We take all concerns seriously** and aim to listen, investigate thoroughly and resolve concerns promptly and informally wherever possible, before they need to progress to a more formal procedure.

Your Child's Class Teacher

Your child's **class teacher is your first point of contact** for day-to-day questions or concerns. They know your child well and have the best understanding of their learning, progress and experiences in school. We encourage parents and carers to speak to the class teacher in the first instance so that concerns can be addressed quickly and collaboratively.

Raising a Concern

We encourage parents and carers to raise concerns with us directly so that we can listen, understand the situation and work together to find a resolution.

For **non-safeguarding concerns**, please follow these steps:

1. **Class Teacher** – Your first point of contact should be your child's class teacher.
2. **Phase Leader** – If your concern has not been resolved, you can arrange a meeting with the Class Teacher and Phase Leader.
3. **Assistant or Deputy Headteacher** – If you remain concerned, an appointment can be arranged with a member of the Senior Leadership Team.
4. **Headteacher** – If the matter remains unresolved, you can request an appointment with the Headteacher.

If, after following these steps, you feel your concern has still not been resolved, our **School Complaints Policy and Procedure** provides a formal route for raising your complaint. This is available on the school website.

Working Together

In keeping with our school values, particularly Respect – Be Kind, we ask parents and carers **not to raise concerns or complaints about the school, children, families or staff on social media**. Concerns raised in this way cannot be investigated or resolved appropriately and may be distressing or unfair to those involved.

Please come and talk to us. We will always listen and do everything we reasonably can to understand and resolve your concern.

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

Curriculum

Knebworth School is a truly magical place to learn and grow. Here, children are at the heart of everything we do, with **inclusion and a sense of belonging** central to our ethos. We are renowned for our outstanding teaching and learning, offering a curriculum that is both ambitious and inspiring, preparing our children for life in a modern, sustainable Britain. We are proud to be a **No Outsiders school**, where every member of our community is celebrated, valued, and represented.

Our mission as educators is to ignite **a love of learning** in curious, creative, and courageous children who pursue their dreams. To achieve this, our curriculum is thoughtfully designed to meet the needs of every learner. We believe that learning should be magical, inspiring, and thought-provoking. It's not just about what children learn, but why and how they learn it - experiences that leave a lasting impact. We are passionate about active, adaptive, and outdoor learning as powerful tools for engagement, memory retention, and deeper understanding.

The Knebworth Curriculum clearly outlines the vision, knowledge, skills, vocabulary, and content children should acquire throughout their journey with us. Each subject has been carefully mapped into progressive sequences across the school, recognising that learning develops in stages and at different paces. Every child is supported to progress, with opportunities for challenge, enrichment, and tailored support—ensuring our curriculum is both accessible and ambitious for all.

Reading is at the heart of our school. We aim to nurture a lifelong love of reading, understanding that it unlocks knowledge, empowers our children, and opens doors to becoming responsible, informed global citizens.

We also strive to make learning memorable through **“Wow Moments”** and hands-on experiences. This includes the use of digital technology, local and national trips, and visits from inspiring guests - all designed to create magical learning experiences and help children retain knowledge for life.



At Knebworth, we believe education is about more than academic success—it's about shaping confident, compassionate individuals who are ready to make a difference in the world. Our holistic approach nurtures the whole child, fostering curiosity, resilience, and a lifelong love of learning. By connecting learning to the wider world, we prepare our pupils to embrace the future with courage, creativity, and kindness.

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.

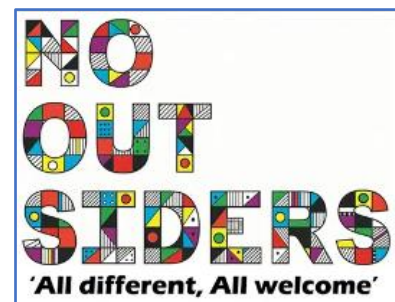
"Leaders have set out clear plans for an ambitious curriculum that is well sequenced to build pupils' knowledge and skills. Usually, teachers plan activities that help pupils to build successfully on what they already know so they can understand more complex ideas." – Ofsted 2023

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 and by extension our stakeholders 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
- Know the difference between equality and equity and to be aware that this will present to individuals in different ways as everyone's learning journey is different



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.

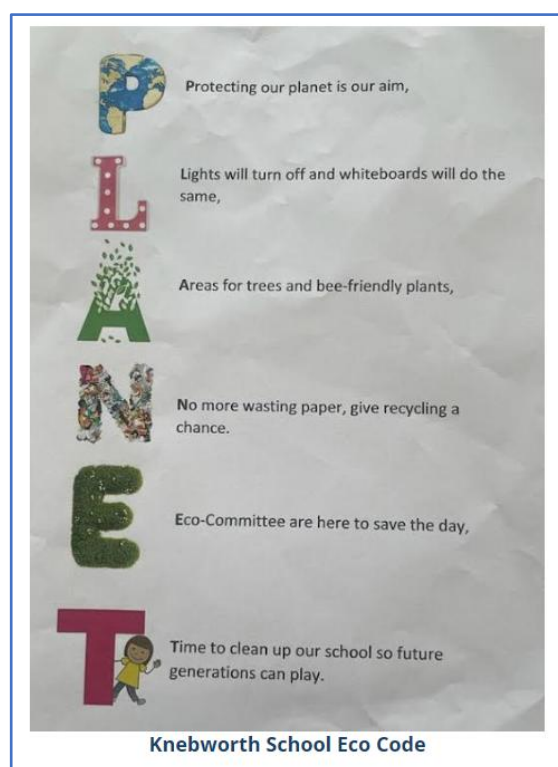
One of our school Strategic Goals is closely linked to this:

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, litter picks with the local community and have held 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 members of school staff.

Breakfast Club

Knebbers Crew Breakfast Club runs from **7.45am until the start of the school day**, with breakfast served until **8.20am**.

After School Club

Knebbers Crew After School Club runs from **3.00pm until 6.00pm**.

Our extended care provision offers a safe, fun and happy extension to school life. Children have the opportunity to take part in a wide range of engaging indoor and outdoor activities, providing them with a welcoming environment to relax, play and socialise.

For any day-to-day questions regarding Knebbers Crew, please contact Miss Breckenridge via Class Dojo or through admin@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, registered charity number 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 school staff, parents, pupils and members of the local community to raise funds that enhance the learning experiences and enrichment opportunities available to all our pupils.

The FOKS team is made up of parents, grandparents and members of school staff, all bringing a variety of skills, ideas and enthusiasm. The team helps to organise and run a range of events and fundraising initiatives throughout the year, and we are always looking for new volunteers to join us.

Getting involved with FOKS is a wonderful way to become part of the school community. Any time you can give is greatly appreciated, whether that is helping for an hour at an event or taking on a role within the committee or volunteer group. Even a small amount of your time can make a real difference, and we would love to welcome you to the FOKS team.

Events

Throughout the academic year, FOKS organises a variety of fun and social events for pupils, their families and the wider community.

Past events have included:

- Summer Gala Day
- Christmas Fairs and activity sessions
- Film and discos nights for the children
- Quiz nights for adults
- Sponsored Reads and Fun Runs
- And many other community events like Knebworth Village Day & Christmas Lights Switch On

Supporting Our School

FOKS works closely with the school to provide funding for enrichment activities, resources and equipment that benefit our pupils.

Over the years, FOKS have contributed to the following:

- £1,000 towards swimming costs
- £600 for Bikeability sessions
- £700 towards school trip subsidies
- Over £3,000 towards the Sports Partnership scheme, enabling pupils to take part in a wide variety of sports festivals alongside other schools
- £7,000 towards additional Chromebooks
- £900 towards Library books
- £9000 towards school playground markings

These contributions make a real difference to the opportunities and experiences we are able to offer our pupils.

FOKS is a much-loved part of our school community, and we are incredibly grateful to everyone who supports our events, volunteers their time and helps us to raise funds for the school.

We look forward to welcoming our school community to our upcoming FOKS events! Please keep an eye on the newsletter and FOKS Facebook page for further updates. If you would like to get involved, please speak to your FOKS Year Group Representative, or email FOKSchool@outlook.com

Governing Body

Governor Statement

The Governors of Knebworth School take pride in supporting the staff and children to deliver our vision 'Deep Roots and High Aspirations'. 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 2023

What Governors Do

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

- Parent Governors (2) elected by parents
- LEA Governor (1) appointed by Hertfordshire County Council
- Co-opted Governors (3) co-opted by the governing body to maintain and develop the school's links with its community
- Staff Governors (3) including the Headteacher, selected by staff

"I am delighted to be part of the governing board for Knebworth School to help deliver on the school's values of deep roots and high aspirations" – Chair of Governors

The full Governing Body works collectively as a 'whole team' meeting once in each half term.

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.

Health & Safety

At Knebworth School, we consider the **health, safety and wellbeing of our whole school community to be of the utmost importance**. We have a range of procedures in place to help keep our pupils, staff, families and visitors safe.

Absence from School

If the school is unaware of the reason for your child's absence, this may become a safeguarding concern. In line with government guidance, a home welfare check may be necessary to ensure the wellbeing of the child.

Please ensure that you notify the school as soon as possible if your child is going to be absent.

Collecting Children from School

If you are unable to collect your child from school, we require verbal or written permission for your child to be released to another adult, in line with our safeguarding procedures.

In an emergency or if arrangements change unexpectedly, please contact the school office as soon as possible so that we are aware of the new arrangements.

Cycle and Scooter Safety

It is wonderful to see so many of our children being active and choosing to cycle or scoot to school. For the safety of our whole school community, children must **not ride bikes or scooters in the playground**. They should walk their bike or scooter to the designated storage area.

Any child bringing a bike or scooter to school is expected to follow our school values and demonstrate a high level of care and safety at all times. If these expectations are not met, the child may no longer be permitted to bring their bike or scooter onto the school premises.

First Aid

All school staff receive First Aid training, with additional members of staff trained in First Aid at Work and Paediatric First Aid.

Staff also receive annual training in areas including asthma, anaphylaxis and other medical needs, as required.

The school has **two defibrillators** on site, as well as a **KITT medical box** containing four adrenaline auto-injector (AAI) pens, which can be used in an emergency situation.

Healthy Eating

Knebworth Primary School is a nut- and egg-free school.

To help safeguard children with allergies, **food containing or described as nuts, or raw egg, is not permitted on the school premises.** We thank all parents and carers for their understanding and support in keeping all our children safe.

Breaktime Snacks

Children in Early Years and KS1 will continue to receive the free fruit provided through the Government fruit scheme and will not need to bring a snack from home.

We encourage children to make healthy choices and ask that KS2 children bring a healthy snack to school. We ask that snacks are not high in sugar, salt, or fat, such as sweets, crisps, chocolate bars, or similar items, as these can have a negative impact on concentration and energy levels throughout the school day.



Some examples of snacks children could bring are as follows:

- Fruit or vegetables
- Crackers
- Breadsticks
- Other healthy, nut- and egg-free options

Staff will monitor snacks and, if an unsuitable item is brought in, children will be reminded that it cannot be eaten during snack time.

If you would like further guidance or ideas for healthy snacks, please do not hesitate to contact the school office or visit [Healthier snacks - Food facts - Healthier Families - NHS](#) website for suggestions and advice.

Injuries

If your child sustains an injury at school, the school will communicate with parents or carers through **Medical Tracker**, depending on the nature and severity of the injury.

Please see the **Injury Procedures** in the Appendix for further information.

Medication

Only prescribed medication can be administered to children by school staff. Some medications can only be administered following appropriate training by the School Health Team.

If you would like prescribed medication to be administered to your child during the school day, the relevant form must be collected from and completed through the school office.

Medication must:

- Be in its original container
- Clearly display the child's name
- Be signed and dated by the medical practitioner, where required

If your child has ongoing medication kept in school, including an asthma inhaler, please check the expiry dates regularly and ensure that the school is kept informed of any changes to your child's health or medication needs.

Mobile Phones and Devices

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

Children in **Years 5 and 6** may bring a mobile phone to school if they walk to or from school independently.

Any mobile phone brought into school must:

- Be handed to the child's class teacher on arrival
- Be switched off
- Be securely stored in the teacher's drawer during the school day

A **mobile phone agreement** will be issued and must be signed by both the parent/carers and child before a mobile phone can be brought into school.

Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of pupils, staff or other individuals without prior 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 an emergency. We kindly ask parents and carers to find alternative parking away from the school site when required.

Where possible, we encourage families to travel to school sustainably by:

- Walking
- Cycling or scooting
- Using a suitable park-and-stride location

The safety of our whole school community is a priority. We are particularly concerned when vehicles are seen parking or reversing on the pavement outside the school or parking on the yellow lines.

The road outside the school is marked with yellow lines to prohibit parking. We ask all parents and carers to respect these restrictions to help keep everyone safe.

Vehicle registration numbers of cars parked on the yellow lines may be passed to Hertfordshire Constabulary.

Please help us to keep our school community safe by parking responsibly and considering other road users and pedestrians.

Road Safety

Those who use the school crossing will have met our School Crossing Patrol Officer. Our crossing patrol officer is there to help keep you and your children safe. Please follow their instructions and advice whenever using the crossing.

As part of our curriculum, children receive road safety education during their time at Knebworth School.



Sun Safety

We encourage children to wear a **sun hat** and use **sunscreen** during warmer weather.

Please apply sunscreen to your child before they come to school. If you would like to send sunscreen into school for your child to use, please:

- Clearly label it with your child's name
- Ask your child to keep it in their classroom
- Ensure that your child is able to apply it independently

For further information about sun safety, please visit:

[Sun, UV and cancer – Cancer Research UK](#)

Visiting the School

If you need to come into school during school hours, you must report to the school office.

To help us meet our statutory safeguarding responsibilities:

- All adults and children must be signed in and out using the school's entry system (if arriving outside of the usual school times) as this then enables us to know who is on site at all times.

- All visitors must wear the identification label provided when they sign in and keep it visible while on the school premises.
- School staff will challenge anyone they see on site without appropriate identification.

We appreciate everyone's cooperation in helping us maintain a safe and secure environment for our pupils.

Water

Children are encouraged to bring their own **water bottle** to school. Bottles should be clearly labelled with your child's name. Children can refill their bottles as necessary, and drinking water is available in all classrooms.

"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 that all children have access to Quality First Teaching and learning opportunities in the classroom.

We recognise that equality does not always mean providing every child with exactly the same support. We are committed to an approach based on **equity**, ensuring that children receive the individual support, resources and opportunities they need to access learning, overcome barriers and achieve their potential.

Some children may be identified as having additional needs and, as a school, we have a range of provisions that may be offered over and above Quality First Teaching. Support is carefully considered according to each child's individual needs and may take the following forms:

- Additional support from the Class Teacher
- Intervention by the Class Inclusion Assistant
- Specialist intervention by our SEND Inclusion Assistant or another member of the Inclusion Team

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

We work closely with children, parents and carers, and where appropriate, external professionals, to identify needs, remove barriers to learning and ensure that support is responsive to each child's individual circumstances.

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
- Develop their independence and resilience
- Make a successful transition into the next phase of learning

At Knebworth School, our commitment to **equity, inclusion and high expectations** means that we value every child as an individual and strive to ensure that all children have the opportunity to thrive, participate fully in school life and achieve their potential.

The Inclusion Team

Our dedicated Inclusion Team works closely with children, families and staff to ensure that every child is supported to thrive, access learning and participate fully in school life.

The Inclusion Team is led by Mrs Rix, who is our Assistant Headteacher/Inclusion Manager. Mrs Rix oversees SEND across the school (she holds the SENCo qualification) and is also our Autism and Mental Health Lead.

Mrs Moss is our Pastoral Lead, supporting the wellbeing and pastoral needs of our pupils.

Mrs Burlingham is our SEND Inclusion Lead, working closely with children and staff to identify and support pupils with additional needs.

We are also supported by a dedicated team of Inclusion Assistants, who work across the school to provide targeted support for children and help ensure that all pupils can access their learning and achieve their potential.

Together, our Inclusion Team works in partnership with class teachers, families and external professionals where appropriate, ensuring that support is individualised, equitable and responsive to the needs of each child.

Staff 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 2023

Marking and Feedback

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

We use a range of approaches to provide feedback that is meaningful, timely and appropriate to each child's needs. In your child's books, you may see:

- Pink pen – used by teachers to identify and celebrate successes and highlight what the child has done well.
- Green pen – used by teachers to suggest improvements, provide next steps or ask questions that encourage children to develop their thinking.
- Verbal Feedback (VF) – a verbal feedback stamp or the initials VF may be used to show that a conversation has taken place between an adult and pupil which has helped to move their learning forward.
- Adult comments – feedback may be verbal, written or visual, depending on the needs of the pupil and the learning taking place. Where an adult scribes for a pupil in their book, blue or black pen will be used in cursive script.
- Purple pen – used by pupils to make small corrections and improvements, such as correcting punctuation, and to polish their written work. Where a pupil needs to rewrite more than a single word, the redraft will be completed in pencil or pen.
- Corrections in other subjects – pupils will use their normal writing pencil or pen to make corrections and improvements.

Our approach to feedback is designed to celebrate success, identify next steps and support children to become increasingly independent learners.

The image shows a handwritten English paragraph with various marking codes in the left margin. The text is written in cursive. The marking codes are: 'ss' (spelling error) for 'tyone', 'Rp' (punctuation error) for a missing comma, 'adverbial' (adverbial error) for 'but', 's' (spelling error) for 'freinds', 'g' (grammatical error) for 'her joy', and 'time' (time error) for 'time'. Below the paragraph, there is a feedback question: 'Can you use more powerful adjectives?' and a redraft: 'She was a dazzling beauty but she was very lonely.' The redraft is written in a different color (likely purple or blue) to show the improvement.

ss Once upon a ~~tyone~~, there lived a beautiful
Rp princess in a magical castle. She was very lovely
adverbial but very sad. Every night, she dreamed of meeting
s new freinds and she hoped they would bring
g her joy. Unfortunately, she ^{was} locked in so she
could never leave.

time
beautiful
friends

Can you use more powerful adjectives?
© She was a dazzling beauty but she was very
lonely.

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 2023

Online Safety & Acceptable Use Agreement

At Knebworth School, we recognise that the internet, mobile phones and digital technologies provide wonderful opportunities for children and young people to learn, communicate, socialise and play. However, we also recognise that children need to understand the challenges, responsibilities and potential risks associated with being online.

The digital world is an exciting and ever-changing place. It is vast, fast-moving and constantly developing, and the skills, knowledge and online reputation that children develop today may have an impact on their future opportunities.

As part of our safeguarding responsibility, we are committed to ensuring that all pupils, staff and governors are supported to use the internet, mobile phones and digital technologies safely, responsibly and confidently.

We recognise that some pupils may require additional support with online safety. This may include further teaching, reminders, prompts or explanations to reinforce their knowledge and understanding of online risks and appropriate digital behaviour. Our approach is responsive to the individual needs of our pupils, ensuring that all children have the opportunity to develop the skills they need to navigate the digital world safely.

We also recognise that **online safety is a shared responsibility**. We are committed to ensuring that everyone who works with and supports our pupils, including parents and carers, is kept informed about emerging and changing online risks. By working together, we can help children develop the knowledge, confidence and resilience they need to make safe and responsible choices online.

Supporting Parents and Carers

The school provides online safety information and guidance for parents and carers in a variety of ways, including:

- Information on the school website
- Updates and advice in newsletters
- Information and guidance shared
- Signposting to relevant online safety resources

Parents and carers have a key role to play in helping children develop safe and responsible online habits. We encourage families to talk regularly with their children about their online experiences, understand the platforms and technologies they are using, and help them to recognise when and how to seek support.

Acceptable Use Agreement

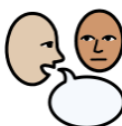
Our Acceptable Use Agreement supports pupils in understanding how to use technology safely, respectfully and responsibly.

The agreement is:

- Displayed in every classroom
- Referred to regularly during Computing lessons
- Shared with parents and carers throughout the academic year

We want our pupils to be able to enjoy the many benefits of the digital world while developing the knowledge, skills and confidence to keep themselves and others safe online.

Please see the Acceptable Use Agreement below for further information.

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.	 safe	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.	 responsible
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.	 tell	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.	 understand

Reporting Inappropriate or Upsetting Online Content

There may be occasions when a pupil or adult receives an offensive, abusive or inappropriate message, or accidentally accesses material that is upsetting, harmful or inappropriate.

If this happens, the pupil or adult should report the incident immediately to the first available member of staff. The incident should then be reported to the Designated Safeguarding Lead (DSL), who is also the Headteacher.

All reports will be taken seriously and dealt with in accordance with the school's safeguarding procedures. Where an incident may have resulted in, or could lead to, significant harm, the school's safeguarding procedures will be followed.

Where appropriate, and in accordance with safeguarding procedures, the DSL may refer the matter to Children's Social Care and/or the Police.

Our priority is to ensure that all pupils and adults feel safe, supported and confident to report anything that causes them concern.

Online Safety Curriculum

Online safety is embedded throughout the school curriculum. The school provides a comprehensive, age-appropriate online safety curriculum that enables pupils to become informed, safe, and responsible users of digital technologies.

The curriculum is flexible and responsive, allowing the school to address emerging online safety issues and risks as they arise.

It is essential that pupils develop the skills of critical awareness, digital resilience, and responsible online citizenship. These skills enable them to use the internet, mobile devices, and digital technologies safely, responsibly, and effectively.

Pupils are also taught to recognise and make positive use of the creative, collaborative, cultural, economic, and educational opportunities provided by the internet, mobile devices, and digital technologies.

Parent/Carer Responsibilities

The internet, email, mobile technologies, and online resources have become an important part of learning and everyday life. We want all our pupils to be safe, responsible, and respectful when using information and communication technologies (ICT) and online services. It is essential that pupils understand the potential risks associated with being online, know how to keep themselves and others safe, and know where to go to report concerns or seek help.

As members of the Knebworth Community, the school's Senior Leadership Team expects all parents and carers to adhere to the following responsibilities:

- **Acceptable Use Agreement:** Parents/carers are expected to support their child in understanding the school's Online Safety Acceptable Use Agreement at least once each academic year, in an age-appropriate manner.
- **Use of mobile phones and photography on school premises:** When on school premises, parents/carers must keep mobile phones switched off and out of sight. Under no circumstances should parents/carers take photographs or videos on school premises that include anyone other than their own child, unless prior permission has been explicitly agreed with the individuals and their parents/carers.
- **Use of technological devices in school:** Parents/carers should not assume that pupils may bring technological devices into school. Permission should always be sought from the pupil's class teacher or the school before a device is brought onto the premises.
- **Cyberbullying:** Any incident of cyberbullying affecting a pupil within the school community should be reported to the school immediately. Where an incident involves an indecent image of a child, parents/carers should report the matter to the police immediately, as appropriate, and should not forward, copy, download, or otherwise distribute the image. The school will investigate and respond to reported incidents of cyberbullying, liaising with parents/carers and other relevant agencies where appropriate. Parents/carers should not respond to the sender or person responsible for posting cyberbullying content. Where appropriate, the sender should be blocked and the incident reported to the relevant website, platform, or service. Evidence should be retained and shown to the school and/or the police where appropriate. Evidence should not be forwarded or shared with others.
- **Use of the school's name and logo online:** The school may establish and maintain social media accounts, blogs, websites, or other forms of online presence in its official capacity. Parents/carers must not create or operate any website, social media account, page, chat group, or other online presence that uses the school's name, identity, branding, or logo without the school's prior written permission.
- **Raising concerns appropriately:** Parents/carers who are concerned or distressed about an aspect of school life should contact a member of staff directly and promptly rather than raising concerns publicly online. Parents/carers should not share confidential or school-related information, photographs, or videos online, or post material that could reasonably be considered defamatory, threatening, discriminatory, or damaging to the reputation of the school or any individual within the school community. Online comments or posts can have a significant impact on pupils, staff, parents/carers, and the wider school community. Parents/carers are therefore encouraged to raise concerns directly with the school so that they can be addressed appropriately and any potential breaches of this policy can be dealt with promptly and fairly.

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

OPAL Lunchtimes

Outdoor Play and Learning

At Knebworth Primary School, we believe that play is a vital part of childhood and an important part of the school day. That is why we are incredibly proud of our OPAL (Outdoor Play and Learning) provision, which has transformed the way our children experience lunchtime.

We began our OPAL journey in September 2024, with a commitment to creating exciting, inclusive and engaging opportunities for every child. OPAL encourages children to use their imagination, be active, make choices, take appropriate risks, develop independence and, most importantly, have fun.

What does an OPAL lunchtime look like?

Rather than simply having a traditional playground and a fixed set of activities, our children have access to a wide range of play opportunities across our school grounds. Different areas provide opportunities for:

- Imaginative and creative play
- Physical activity and challenge
- Building, making and problem-solving
- Sand and sensory play
- Exploring and connecting with nature
- Scooters and balance bikes
- Quiet and social spaces
- Child-led games and activities

Our children are encouraged to make their own choices about how they play, who they play with and how they use the resources available to them. This helps them to develop important skills such as communication, collaboration, creativity, independence and resilience.

Our OPAL Play Ambassadors also play an important role in developing our provision. They meet regularly, share ideas and help to shape lunchtime experiences for their peers.

Learning through play

OPAL is much more than simply providing more equipment at lunchtime. It is about creating a culture where play is valued and where children are given the time, space and freedom to explore.

Through play, children learn to negotiate, solve problems, manage challenges, communicate with others and make decisions. They develop confidence and resilience while learning how to manage appropriate risk and take responsibility for their own play. We want our children to return to their classrooms feeling happy, refreshed and ready to learn.

Our OPAL Gold Accreditation

We are incredibly proud to have **achieved Gold accreditation through OPAL.**

<https://www.thecomet.net/news/26410413.gold-opal-award-knebworth-primary-school/>

This is a significant milestone in our OPAL journey and recognises the commitment of our whole school community to providing high-quality play opportunities for our children. OPAL's accreditation process assesses the development of a school's play provision and its wider culture and practice.



Our Gold accreditation is a reflection of the hard work of our children, staff, OPAL Play Team, Play Ambassadors, families and wider school community. It celebrates the journey we have taken together to make lunchtime an exciting, inclusive and purposeful part of every child's day.

However, Gold is not the end of our journey. We will continue to listen to our children, develop our play spaces, introduce new opportunities and look for ways to make our OPAL provision even better.

What do children need?

OPAL happens in all weathers, so children need to be prepared to play outdoors throughout the year. **Every child should have a waterproof coat and a pair of wellies in school.** We also encourage families to provide spare clothes and socks so that children can change if they become wet or muddy.

We are proud that our OPAL lunchtimes reflect our school values of **Respect, Responsibility and Resilience**. Children are encouraged to respect one another and our environment, take responsibility for their choices and develop the resilience to try new things, solve problems and overcome challenges.

Every child deserves an amazing playtime every day — and at Knebworth, we are proud to make that happen.

Nursery

Knebworth Primary and Nursery School has been at the heart of village life for over a century, inspiring generations of children to learn, grow and thrive.

At Knebworth Nursery, every child is welcomed into a warm, safe and nurturing environment where curiosity is encouraged and individuality celebrated. We offer both 15 and 30-hour places, providing families with flexible options while giving every child the very best start to their educational journey.

Our Nursery provides the foundations for each child's journey through school. We want every child to develop **Deep Roots** that lead to **High Aspirations**, becoming **resilient, responsible and respectful**, while growing in confidence, independence and flexibility as learners.

Children learn through a balance of Child-Initiated Learning (CIL) and Adult-Led (AL) activities. Their interests help shape our topics and experiences, while flexible, child-centred planning ensures that children are challenged, encouraged to think for themselves and supported to develop new skills.

We believe children learn best by exploring, investigating, experimenting and having a go. Making mistakes is an important part of learning, helping children to persevere, solve problems and develop Resilience, one of our core school values.

Every child's progress is celebrated through their online Tapestry Learning Journal, which captures photographs, observations and assessments of both what children are learning and how they learn. This gives families a wonderful opportunity to share in their child's achievements and see their learning journey unfold.



"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 2023

PE & Sports

Physical Education (PE) is an important part of school life at Knebworth, helping children develop healthy, active lifestyles while having fun and building confidence.

We encourage children to be active throughout the school day. Exercise bikes, table tennis, playground markings and the school's OPAL provision is available at playtimes and lunchtimes, creating opportunities for children to be active, social and engaged.

Every year group has two PE lessons each week—one indoor and one outdoor. Our specialist school sports coach, Miss Breckenridge, leads our outdoor PE sessions. We are proud to offer a **varied and inclusive PE curriculum**, with activities and sports adapted to meet the needs of all children. We also offer a range of extra-curricular opportunities, including **hockey, gymnastics and multi-sports**, as well as girls' and boys' football and netball teams.

Through our involvement with **Stevenage Sporting Futures Team**, pupils have opportunities to take part in sporting festivals and competitions, including athletics, cricket, netball, hockey, lacrosse, dance and rounders. We are committed to ensuring that children of all abilities have opportunities to participate, develop their skills and enjoy being active. Some after-school clubs are delivered by external providers who use the school's facilities by agreement. Participation in these clubs is arranged directly between parents/carers and the individual provider.

Representing Knebworth School

At Knebworth School, we are proud of the opportunities our pupils have to represent the school through sports teams, fixtures and festivals. **Being selected is a privilege** and an opportunity for pupils to demonstrate our school values, work as part of a team and represent the school positively. We expect **all pupils representing Knebworth School to show positive behaviour, respect for others, good sportsmanship and a commitment to meeting our school expectations, both in and out of the classroom**. If a pupil's behaviour does not meet these expectations, either in lessons or elsewhere in school, we may need to temporarily review their participation in sporting fixtures or events. We see this as an opportunity to help pupils reflect on their choices, understand their responsibilities and make positive changes. We appreciate parents and carers working in partnership with us to support our pupils in making the most of these opportunities and representing Knebworth School with pride.

"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 2023

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

Keeping children safe is everyone's responsibility.

We are committed to providing a safe, caring and supportive environment where every child can thrive. If you have a concern about the safety or wellbeing of a child, please speak to a member of our safeguarding team.

Your information could help keep a child safe. You can share a safeguarding concern even if you wish to remain anonymous.

If a child is in immediate danger, please contact the emergency services on 999.

Thank you for helping us keep our children safe.

The Safeguarding Team

Designated Safeguarding Lead (DSL)	Miss Bains (Headteacher) 			
Deputy Designated Safeguarding Leads (DDSLs)	Mrs Clayton (Deputy Headteacher & Early Years Lead) 	Mrs Rix (Assistant Head Teacher & Inclusion Manager) 	Mrs Wallace- Poultney (School Business Manager) 	Mrs Moss (Pastoral Support Lead) 

Safeguarding Governor: Robert Staples

Safeguarding Concerns

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

“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 2023

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 [Free school meals and other benefits | Hertfordshire County Council](#) 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.

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.

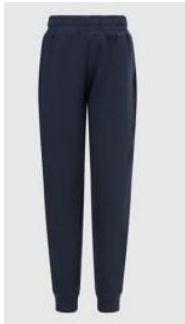
Knebworth School Uniform

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

Grey or white socks or tights Plain black school shoes (not trainers)	
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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

Navy blue t-shirt Navy blue shorts Navy blue joggers or leggings	    
Grey or white socks Plain white or black trainers for outdoor PE	 

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>	 • 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	Guidance
Purple Polishing Pen	
Highlighters	Useful for annotating
Whiteboard Marker Pen	Non-permanent pens are preferred
Headphones	This is optional but we know some children prefer to wear their own headphones for learning related activities

Volunteering at Knebworth Primary School

We are delighted to welcome parent and community volunteers from a wide range of backgrounds to Knebworth Primary School. Volunteers make an important contribution to children's education and help us to provide a rich and varied range of learning experiences. There are many ways to get involved. You might listen to children read, support practical activities, accompany children on school trips, help with a club or activity, or undertake work experience. Whatever your role, your contribution helps to broaden the opportunities available to our children. It also reinforces the importance of school and learning when children see other adults taking an interest in their education.

Working with Staff

Volunteers work under the direction and guidance of the class teacher or a senior member of staff. They will be your first point of contact for information, advice and support. The class teacher remains responsible for the children and for the activities taking place. It is therefore important that volunteers and staff work together with mutual respect and a shared commitment to the children's wellbeing and learning.

Teachers are the educational professionals and will have made decisions about what is appropriate for the children and how activities should be carried out. As a volunteer, your role is to support the teacher and contribute positively to the children's learning and experiences. We greatly value the time, enthusiasm and support that our volunteers bring to Knebworth Primary School.

Safeguarding

The safety and wellbeing of our children is our highest priority. To help us maintain a safe environment for everyone, all volunteers and parent helpers are required to complete the following before volunteering in school:

- **Complete an Enhanced DBS check** appropriate to their volunteer role.
- **Attend an induction meeting** with a member of the school's Senior Leadership Team.
- **Read and sign the Volunteer Induction Agreement**, confirming that they understand and agree to follow the expectations and procedures outlined.
- **Complete any additional training** that may be required for their particular role or to meet their individual needs. This will be arranged by the school before volunteering begins, where necessary.

All volunteers are expected to follow the school's safeguarding procedures and to raise any concerns promptly with the member of staff responsible for them.

Confidentiality

Confidentiality is extremely important when volunteering in school. Volunteers may become aware of personal or sensitive information about children, families or members of staff. This information must always be treated with respect and kept confidential.

Anything you see or hear while volunteering in school should remain within the school. This includes information about individual children, families or adults. Even well-intentioned or seemingly harmless comments shared outside school could cause concern or be misunderstood.

Volunteers should not discuss individual children or members of staff with parents, family members or others outside school. If a parent or another person asks you for information about a child or something they have seen or heard, please refer them to the **class teacher or an appropriate member of school staff**.

Maintaining confidentiality helps to protect the privacy, dignity and wellbeing of everyone in our school community.

Code of Conduct

When volunteering at Knebworth Primary School, we ask all volunteers to follow the expectations below. These guidelines help to ensure a safe, respectful and positive environment for our children, staff and volunteers.

- **Dress appropriately** for the role and activities you are undertaking.
- **Be mindful of your behaviour, language and interactions** with children and adults at all times. Offensive or inappropriate language must not be used.
- **Mobile phones must not be used while volunteering in school.** Please switch your phone off when you arrive. If you need to make an essential phone call, please do so in the staff room or outside the school building.
- **Follow the school's policies, procedures and values** at all times and work within the guidance provided by school staff.
- **Maintain appropriate professional boundaries** with children and adults, and always act in the best interests of the children.

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

Volunteering and Your Child

As part of our arrangements for safeguarding and to support positive relationships within the classroom, parents are not normally permitted to volunteer in the class attended by their own child.

These expectations and procedures are in place to help safeguard our pupils and ensure that volunteering is a positive experience for everyone.

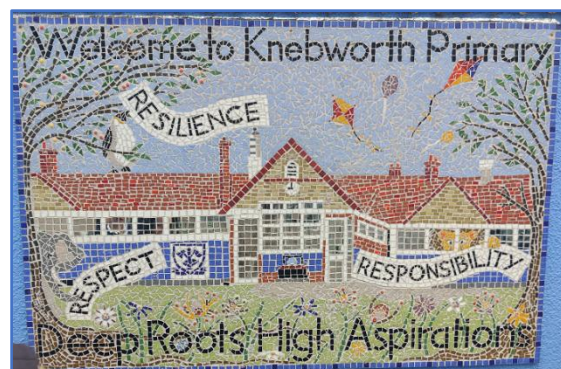
We greatly appreciate the time and support that our volunteers give to the school. All volunteers are expected to promote and follow the school's values, policies and procedures, as well as this Code of Conduct, at all times. If you would like to become a volunteer, please contact support@knebworth.herts.sch.uk.

Afterword

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

At Knebworth Primary School, we are proud of our school values of **Respect, Responsibility and Resilience**. These values underpin everything we do and help us to create a positive, safe and nurturing environment in which all children can learn and thrive.

The **safeguarding and wellbeing of our children is our highest priority**, and we are committed to ensuring that every child feels safe, valued and supported.



To view our school policies and find out more about life at Knebworth Primary School, please visit our school website:

Knebworth Primary and Nursery School

www.knebworthprimaryschool.org.uk

We look forward to working in partnership with you and welcoming you as part of our school community.

"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 2023



Appendix 1: Injury Procedures

Knebworth School Injury Procedures		
Type of Injury	Procedure	Office team to notify parents
Trauma injuries: - 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	- 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	Fill in incident report form	Yes, via phone call
Nose bleeds	- Administer First Aid - Fill in incident report form	Yes, via phone call
Bee/Wasp stings	- Administer First Aid - Fill in incident report form	Yes, via phone call
Minor head bumps	- Administer First Aid - Fill in incident report form - Red band for child with date and time clearly visible	Yes, via email
Minor facial injury and/or small cuts/graze	- Administer First Aid - Fill in incident report form	Yes, via email
Minor surface injury i.e. bangs to arm/legs with no visible marks	Administer First Aid	No further action