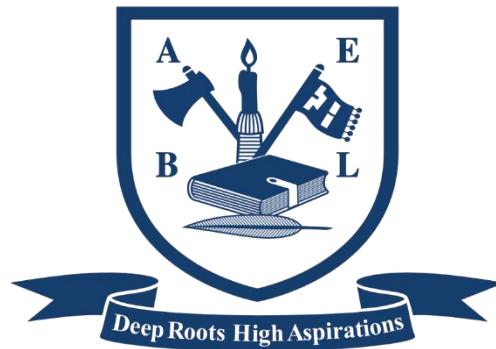


# KNEBWORTH

Primary and Nursery School



## PARENT HANDBOOK 2023-2024

*Deep Roots*

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## Welcome to Knebworth Primary School

I am so fortunate to be the Headteacher of Knebworth School. It is undoubtedly a special place to learn and grow.

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

### Deep Roots

We have **Deep Roots** within the community. We are an old school, which has been at the heart of village life for over 100 years. Our children develop deep roots. We passionately believe in developing the whole child and giving them the secure foundations essential for them to be respectful, responsible and resilient young adults who can thrive in an ever-changing world.

### High Aspirations

We have **High Aspirations** for all our children. We want them to be the best, to stand out, to dream big and to lead successful, fulfilling lives. We know that their journeys through life may not always run smoothly and there may be challenges to overcome along the way. We teach our children first and foremost to know themselves, understand their thoughts and feelings, problem solve, and to develop the resilience to bounce back from any setback. This parent handbook is designed to provide you with some information about our school, our policies and procedures, and the uniqueness, which makes us such a special place in the community.

Kind wishes  
Mrs Natasha Laskey (Headteacher) and the  
Knebworth Team

### School Information

Knebworth School was founded in 1912, and the original building with its historic bell tower still forms the core of the school.

Knebworth School is at the heart of the community and is known as a happy, caring, and inclusive school.

We provide a safe, positive, and inspiring learning environment within which we develop a mutually supportive climate where everyone shows **Respect, Responsibility and Resilience**.

We strive to be good role models for all our children and as a school and a community; we are committed to adhering to our values. Our values embody everything we do and say. Our values are important to us. The way we engage with each other significantly impacts on everyone's wellbeing.

### Postal Address

Swangleys Lane  
Knebworth  
Hertfordshire  
SG3 6AA

### School Telephone Number

01438 812184

### Email

[admin@knebworth.herts.sch.uk](mailto:admin@knebworth.herts.sch.uk)

### School Website

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

### School Office Hours

8.30am – 4.30pm

---






*"The warmth, welcome,  
and sense of community  
one expects from a village  
school is here in bucket  
loads."*

---

## Our School Vision

**Deep Roots and High Aspirations  
Individual and Together  
Learning and Creating  
In an ever-changing world**

## Our School Mission

-  To establish strong foundations for learning and development
-  To embed an enduring culture of high expectations for all
-  To nurture confident, reflective, empathetic individuals
-  To inspire curiosity, creativity, and lifelong learning
-  To achieve the best outcomes for all

## Our School Values

**Responsibility**  
for our learning, ourselves, our choices, our actions, and how we affect the community and the wider world around us.

**Resilience**  
to learn from our mistakes, to be able to adapt, to persevere and to move forward, facing challenges in the world around us.

**Respect**  
for learning, for ourselves, for others, for the differences between us, for our community and the world around us.




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*"Knebworth Primary and Nursery School is a home from home" - Ofsted*

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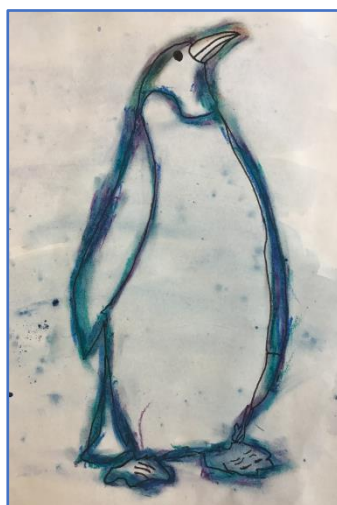
In and around Knebworth School our school values are highly visible and reflect the learning and social behaviours we continually promote. These are as follows:

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

*“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*



**Respect**



**Resilience**



**Responsibility**

## Attendance

At Knebworth School, we take the issue of children's attendance extremely seriously and we do all we can to obtain excellent attendance from all our children. Monitoring attendance is part of our safeguarding duty.

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

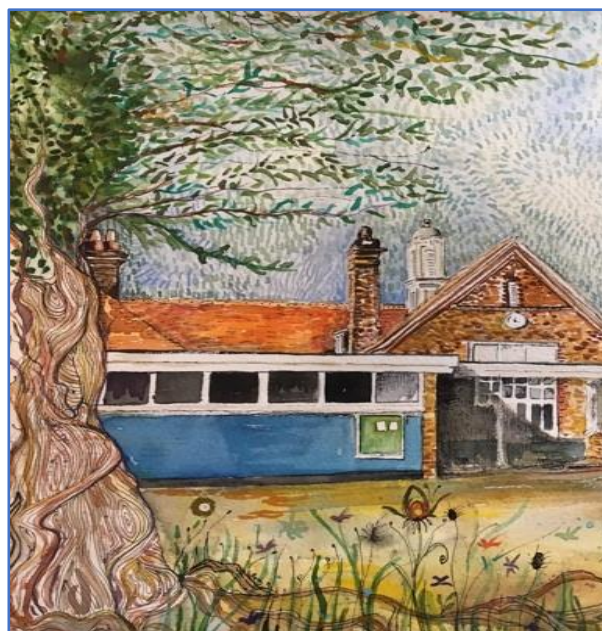
Our community is aspirational; we are ambitious for all our children and give the same level of attention to attendance as to other matters concerning wellbeing and achievement in school. ***We aim for all children to achieve 98%+ attendance.*** This approximately equates to no more than 4 days of school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

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

### Unauthorised holiday

Head Teachers **cannot** authorise an absence unless there are *exceptional circumstances* as defined by the DfE. ***This means that term time holidays will not be authorised.***

Unauthorised absence can result in fixed penalty notices being issued by Herts County Council and lead to further prosecution.



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

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

## Punctuality

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

We have retained staggered entry following overwhelming parental support. However, the opening times for each school stage are very clear and we expect children to arrive ready for their entrance times.

**Rec/KS1:** 8:40am

**KS2:** 8:50am

**Nursery:** 9:00am

For our school attendance policy, please see our school website.



### Illness

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

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

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

We are aware that the COVID-19 pandemic may have caused some parents to feel less confident with assessing whether their child is well enough to be in school, however, it is now usually appropriate to send your child to school with a mild respiratory illness. This would include general cold symptoms: a minor cough, runny nose or sore throat. Children should not be sent to school if they have a temperature of 38°C or above.

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

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

## Communication

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

We aim for all of our communication to adhere to our school values and to be open, honest and polite; and we expect the same from our children, parents, and carers. Many forms of communication are utilised at Knebworth, including:

### Arbor

Our aim is for parents and carers to feel as much a part of their child's education as possible and we use Arbor <https://arbor-education.com> to allow us to communicate with families in the safest and most efficient way.

The Arbor parent portal and app give you access to your child's attendance messages and payments and allows you to update key information about your child.

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

### Class Celebration Event

Another chance for parents to come into school, find out about what their children are learning and to share in their successes.

### Class Dojo

A fantastic platform used by staff to communicate key messages and reminders, and to share all of the children's fantastic learning. Parents can also message staff through this platform for minor messages and queries only. For concerns that require more detailed responses a phone call or meeting

should be arranged through the office with the class teacher.

***We expect all communication on this platform to be in line with our school value of Respect and staff will not respond to messages that fall outside of this value and these messages will be relayed to the Senior Leadership Team.***

*Please be aware our Class Dojo hours are between **8am to 6pm** and staff will only reply to messages during these times.*

### Drop off and pick up

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

### Emails

If you need to communicate with a specific member of staff, you can email into the school office at [admin@knebworth.herts.sch.uk](mailto:admin@knebworth.herts.sch.uk) and your message will be forwarded to the relevant member of staff.

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

### Face to Face Meetings

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

### Newsletters

The Friday newsletter is sent out each Friday via Arbor and is also available on both Class Dojo and the school website. It celebrates the week and prepares for the weeks ahead.

Termly, teachers issue a curriculum newsletter for parents and carers. A copy of this can also be found on the school website. This newsletter will give you more information about the upcoming term.

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*"Newsletter: always a lovely message from the head.  
Love the weekly newsletter."*

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### Open Evenings

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

### Parents' Evenings

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

### Phone calls

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

***Please note Teaching staff are unable to take phone calls during the school day.***

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

### School Website

Our school website continues to be updated and improved on a regular basis. It offers a variety of information, which is useful for all stakeholders and is accessible to the general public.

### If you have concerns

We seek a collaborative partnership based on mutual trust with all our stakeholders.

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

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

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

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



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

If you have concerns, ***your first point of contact is your child's class teacher.***



If you do not feel your concerns have been addressed then you can arrange a meeting with ***your child's class teacher and a Phase Leader or an Assistant Headteacher.***



If you are still concerned and you feel that your issue has not been resolved then you can arrange an appointment to speak to the ***Deputy Headteacher or Headteacher.***

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

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

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

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

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## Curriculum

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

All children at Knebworth School regardless of their circumstances will have the opportunity to develop their whole self through separate curriculum subjects.

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

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

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

Equally, Knebworth School believes that in order to be able to fully utilise and build on this knowledge, children need to develop essential skills. Skills are needed so that any new knowledge can be filtered, examined, clarified and applied.

*"It is important to view knowledge as a sort of semantic tree - make sure you understand the fundamental principles i.e. the trunk and big branches before you get into the leaves /details or there is nothing for them to hang on to." Elon Musk.*

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.

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*"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*

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

---

## Diversity Statement

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

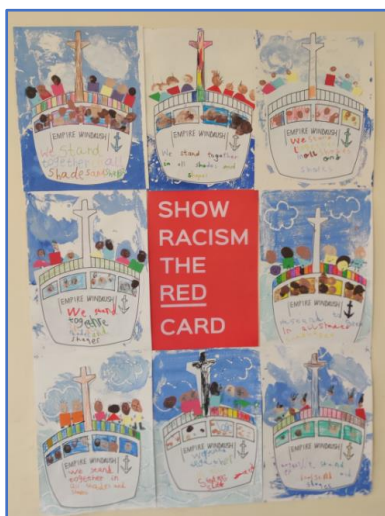
At Knebworth, we are fortunate to have all staff and governors fully committed to the programme and are eager and energised by the work the school is currently doing.

***Race equity is firmly on the school agenda and forms part of our strategic vision for the school. Knebworth is an Anti-Racist school.***

One of our strategic goals is:

Knebworth School will:

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



At Knebworth, we support our students to:

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

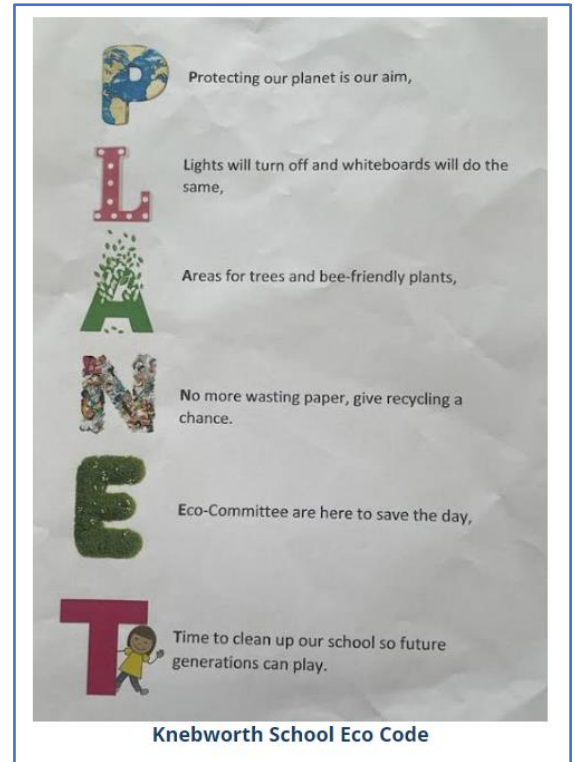


## Eco School

At Knebworth we recognise the impact that our community can have on the environment and how it affects the daily lives of our children and young people.

We are working hard towards becoming a sustainable and environmentally friendly school. Recently, we have achieved the Eco-Schools Green Flag Award which we are incredibly proud of!

We take part in initiatives such as the Duracell Great Battery Hunt, work to reduce our waste and have held 'Spring into Summer' planting sessions to improve our school grounds by planting a bee corridor and 30 trees on our school field.





## Extended Care

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

The Knebbers Crew supervisor is Kay Long, who is supported by a team of caring and passionate school staff.

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

Knebbers Crew After School club runs from 3.10pm to 6pm.

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

The Knebbers Crew team can be contacted via the school office or by emailing [knebbers.crew@knebworth.herts.sch.uk](mailto:knebbers.crew@knebworth.herts.sch.uk)



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*"I LOVE Knebbers Crew; I  
get to play with my  
friends."*

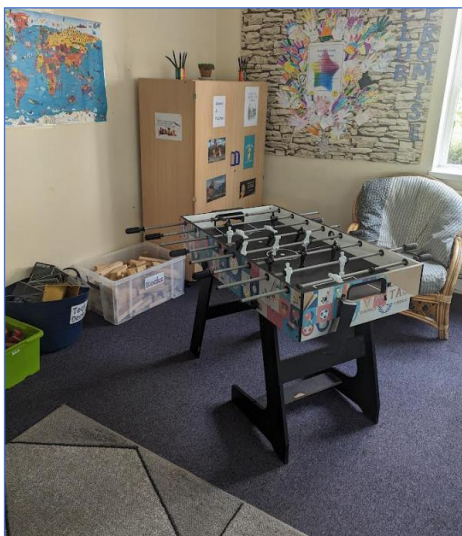
*"It is just like being at  
home!"*

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*"Wrap around care is well  
run and offers good  
flexibility."*

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### FOKS

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

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

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

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

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

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

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

If you are interested in more information, please email [fokschool@outlook.com](mailto:fokschool@outlook.com).



## Governing Body

### Governor Statement

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

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

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### What Governors Do

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

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

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

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The full governing body meets at least six times per year.

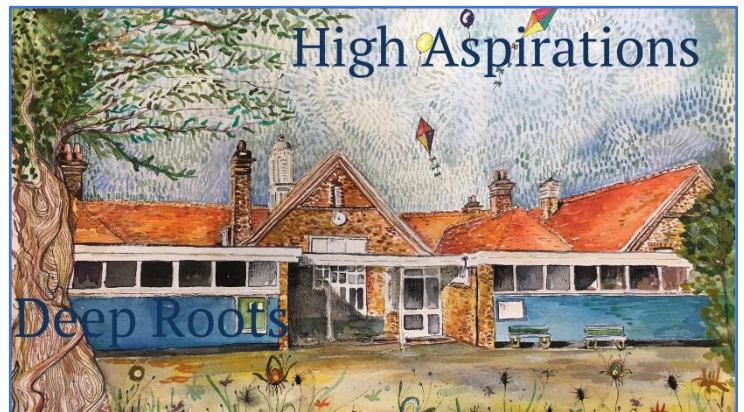
Some governors are also responsible for particular aspects of school life and all are required to visit school regularly and participate in activities, which contribute to the delivery of our school vision.

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

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

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## Health & Safety

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

### Absence from school

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

### Collecting from school

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

### Cycle & Scooter Safety

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

### First Aid

All school staff are trained in First Aid with some additional staff trained to First Aid at Work and Paediatric level. Staff also receive annual training for asthma, anaphylaxis and other medical needs as required.

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

## Healthy Eating

***Knebworth is a nut and egg free school.***

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

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

Helpful advice for healthy lunchboxes & snacks can be found on this link:

<https://www.nhs.uk/change4life/recipes/healthy-lunchboxes>



## Injuries

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

## Medication

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

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

name and it should be signed and dated by the medical practitioner.

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

## Mobile Phones & Devices

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

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

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

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

**Smartwatches are not permitted in school.**

## Parking

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

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

Our school community is concerned for everyone's safety when cars are seen to be parking and reversing on the pavement outside school or parking on the yellow lines outside school. **The road outside the school is**

**marked with yellow lines to prohibit parking therefore we ask all parents and carers to adhere to the rules in place for everyone's safety.** Registration numbers of cars parking on the yellow lines will be passed onto Hertfordshire Constabulary.

Please help us to keep our school community safe.



## Road Safety

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

## Sun smart

We encourage the use of hats and sunscreen in the warmer weather. Please apply sunscreen before school. If you would like to send sunscreen into school for your child, please mark it clearly with their name and ask them to keep it in their classroom. Please note that children must be able to apply this independently. For more information, please visit the following link:

<https://www.cancerresearchuk.org/about-cancer/causes-of-cancer/sun-uv-and-cancer#Sunscreen>

## Visiting the school

If for any reason you need to come into school during school hours you must report to the school office.

All adults and children should be signed in and out using the entry system so we can ensure



that we know who is on site at all times and can uphold our statutory safeguarding requirements.

If you are coming onto the premises, once signed in you will need to wear the identification label given at all times.

***School staff will challenge anyone they see on site without identification.***

### **Water**

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

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

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## Inclusion




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

SEND support may take the following forms:

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

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

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

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

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*“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*

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## The Inclusion Team Leadership

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

Mrs Rajiah oversees SEND and is our Autism Lead.






Mrs Rix oversees Pupil Premium, and is our Mental Health Lead.

Mrs Moss is our Pastoral Lead.

Mrs Burlingham is our SEND Inclusion Lead.

Mrs Taylor is our Behaviour Support Lead.

The Inclusion Team will:

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

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

## Marking and Feedback

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

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

### English marking codes

**s** = spelling error

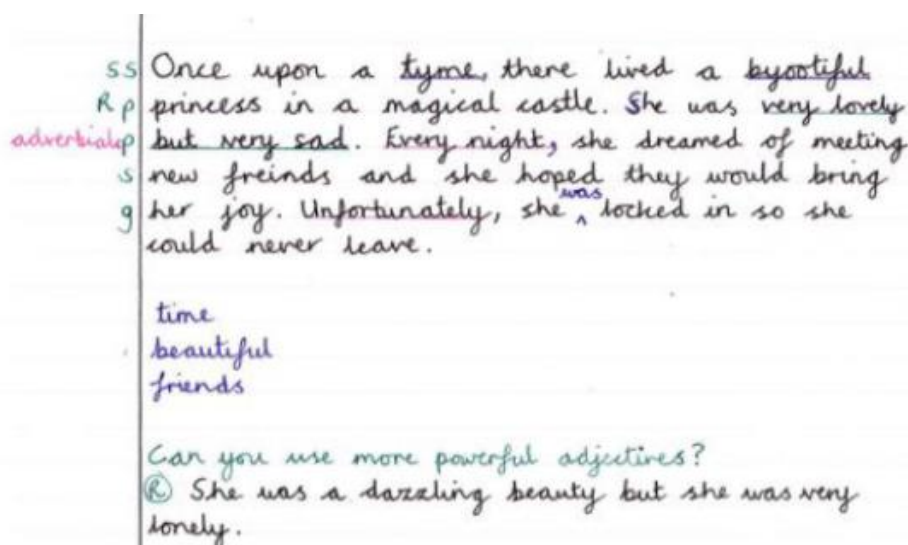
**p** = punctuation error

**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*



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).

## Online Safety & Acceptable Use Agreement

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

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

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

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

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








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

## Acceptable Use Agreement for Pupils

- ✚ I will only use school IT equipment for activities agreed by school staff.
- ✚ I will not use my personal email address or other personal accounts in school.
- ✚ I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- ✚ I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- ✚ In school I will only open or delete my files when told by a member of staff.
- ✚ I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- ✚ I will make sure that all online contact I make is responsible, polite, and sensible. I will be kind and respectful at all times.
- ✚ If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- ✚ If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- ✚ I will not give out my own or other people's personal information, including name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- ✚ Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share, or upload any image of anyone else without their permission and also, if they are a



pupil, without their parent's/carer's permission.

-  Even if I have permission, I will not upload any images, videos, sounds, or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.
-  I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
-  I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
-  I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
-  I understand my behaviour in the virtual classroom should mirror that in the physical classroom.
-  I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
-  I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

## Reporting incidents, abuse, and inappropriate material

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

When such a situation occurs the pupil or adult must report the incident immediately to the first available member of staff and then

the Designated Safeguarding Lead (DSL), who is also the Headteacher.

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

## Curriculum

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



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

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

## Parent/carer responsibilities

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

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

-  Parents/carers are required to support their pupil in understanding the Online Safety Acceptable Use Agreement for pupils at least once an academic year in an age appropriate manner.
-  When a parent/carer is on school premises, their phone must be switched

off and out of sight. Under no circumstance should images be taken at any time on school premises that include anyone other than their own pupil unless there is a pre-specified agreement with individuals and parents/carers.

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

reputation of the school, staff, pupil and parents/carers.




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

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## Nursery

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

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

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

Watch this short video for a deeper insight into our Nursery provision:

<https://youtu.be/OaDyoXKNzXU>




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*"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*

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## PE & Sports

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

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

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

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

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

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




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*"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*

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## 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.



## Pupil Wellbeing & Behaviour

### Knebworth School Governors' Statement of Behaviour Principles

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

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

**"Deep Roots and High Aspirations."** At Knebworth School, we passionately believe in developing the whole child and giving them the secure foundations essential for them to be **respectful, responsible, and resilient** young adults who can thrive in an ever changing world. The Knebworth community share a collective responsibility to ensure that the rights and responsibilities of every member of the school are adhered to.

We strive to nurture positive pupils who will contribute to society in pro-social ways. Our aim is to allow our community to develop positive relationships and pro-social behaviours that are related to our values. 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 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 pro-social individuals. The learning process is complex and so this can take time. The basis of this therapeutic approach is that positive experiences lead to positive feelings which result in positive behaviours – finding time to analyse and not moralise what has happened, and identifying the needs that are not being met in order to minimise, as best we can, future occurrences. We do this in the understanding that change takes time and lives are complicated so finding a solution quickly is not always possible. Supporting an individual to change their default response can take time and investment - we invest in all of our children.

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

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*"I am so impressed with Knebworth School and their approach to pastoral care"*

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## Safeguarding

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

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

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

### **Safeguarding is everyone's responsibility.**

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

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

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

***All children have the right to feel safe.***

***No concern, worry, or problem is so small that it cannot be shared.***

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

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## Safeguarding Leadership

The Designated Senior Lead (DSL) is the Headteacher, Mrs Natasha Laskey.

The Deputy DSLs are: Miss Bains, Mrs Maynard, Mrs Rix, Mrs Rajiah, Mrs Moss, Miss Long and Mrs Wallace-Poultney.

Our Safeguarding governors are Nik Watson and Sarah Connolly.

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

## Safeguarding concerns

If you believe you have a safeguarding concern relating to the school, please ask to speak to one of our DSLs. A pupil disclosure should be communicated immediately to a DSL.

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

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

## Privacy and Data Protection

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

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*"Safeguarding is effective. Leaders have ensured that safeguarding arrangements are fit for purpose" - Ofsted*

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## 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.

Here is a video, which tells you more about the School Grid system and involves both staff, parents and children from our school! The video can be found here:

<https://youtu.be/FyfnyJFiADs>

### Universal Infant Free School Meals

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

### Parents entitled to benefits and the Pupil Premium Grant

Important note: parents/carers of children in Reception to Year 2 claiming some benefits may also claim free school meals even though they are eligible for UIFSM. Every eligible

pupil who registers under the entitlement criteria enables the school to receive additional Government funding, called Pupil Premium. In order for the pupils to benefit from this additional Pupil Premium, parents must continue to register their claim with their child's school.

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

### Recovery of missed payments

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

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







## Staffing Structure

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

## The Governing Body

Chair: Gemma Wood

Vice-Chair: Brian Buckingham

Headteacher: Natasha Laskey

Clerk: Laura Corcoran

Governors:

Sim Bains

Aanchel Bhabuta

Sarah Connolly

Reeshi Harania

Steven Hewitt-Light

Sophie Harris

James Lawson

Dharsh Perera

Nicola Watson

Ann Whelan

## The Senior Leadership Team

Headteacher: Natasha Laskey (Mon to Wed)

Deputy Headteacher: Sim Bains (Mon to Wed)  
and Acting Headteacher (Thurs to Fri)

Deputy Headteacher: Grace Maynard  
(maternity leave)

Assistant Headteachers & Inclusion Managers:  
Jessica Rix & Gemma Rajiah

## Teaching Staff

Nursery: Mrs Ward & Miss Leatham

Reception Chandi & EYFS Lead: Mrs Clayton &  
Mrs Clark

Reception Henson: Miss Rose

Year 1 Thunberg: Mrs Day & Mrs Parsons

Year 1 Nadal: Mrs Bickerdyke & Mrs Clark

Year 2 Johnson: Mrs Lowry

Year 2 Turing: Miss Baylis

Year 3 Seacole: Ms Salmon

Year 3 Nightingale: Ms Talbot & Mrs Cooke

Year 4 Bronte: Mrs Isaac-Romani

Year 4 Byron: Mrs Harris

Year 5 Pankhurst: Miss Dimmock

Year 5 Churchill: Miss Dellow & Miss Knappett

Year 6 Rosen: Mr Shostak

Year 6 Dahl: Miss Hall

Maths Mastery Specialists: Mrs Maynard &  
Mrs Akers

Music Specialist: Mr Williams

Sports Coach: Miss Breckenridge

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

Mrs Phillips

Miss Smith

Mrs Jenner

Mrs McCormack

Mrs Fox-Edwards

Mrs Knappett

Mrs Wicks

Miss Day

Mrs King

Ms Benoit

Mrs Leatham

Mrs Duffy

Mrs Birt

Mrs McGlashan

Mrs Hounslow

Mrs Smith

## EYFS Practitioners:

Miss Long

Mrs Peeroozee

## SEND Lead

Mrs Burlingham

## Pastoral Lead

Mrs Moss

## Behaviour Lead

Mrs Taylor

## Behaviour Support

Mrs Maguire

Mrs Lisles

## Admin Support

Mrs McGlashan

## Office Team

### School Business Manager

Mrs Wallace-Poultney

### Office Manager

Mrs Jennings

### Office Administrator

Miss Clark

## School Receptionists

Mrs McGlynn

Mrs Haley

## Site Team

### Site Manager

Mr Welsh

### Cleaning Supervisor

Mrs Stevens

### Cleaners

Miss Halsey

Mrs Turvey

## MSA Team

Miss Rivers

Miss Halsey

Ms Benoit

Mrs Bryan

Mrs McGlashan

Mrs Turvey

Mrs Fox-Edwards

Mrs Kirk

Mrs Shokoya

Mrs Wicks

Ms Hassan

Mrs Hogan

Mrs Lisles

Mrs Mazurkiewicz

## Extended Care Team

### Extended Care Lead

Miss Long

### Extended Care Deputy Lead

Miss Breckenridge

### Extended Care Assistants

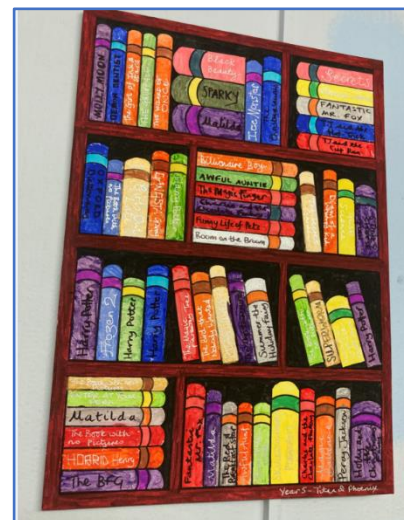
Mrs Stevens

Mrs Moss

Mrs Turvey

Mrs Bryan

Mrs Fox-Edwards




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

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## Uniform

Our school uniform is compulsory (from Reception 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.

### School Uniform

- Grey trousers, shorts, skirt or pinafore dress
- White collared polo shirt
- Light blue checked summer dress
- Navy blue sweatshirt or cardigan
- Grey or white socks or tights
- Plain black school shoes (not trainers)

***Please note that children in EYFS should wear black trainers for regular footwear and wellies for their outdoor learning.***



### School PE Kit

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



Additional uniform guidance:

- Please ensure all items are clearly labelled with your child's name.
- School uniform can be plain or contain the school logo.
- 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.
- No nail varnish or hair dye is 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.
- As children will be continuing to come into school in their PE kits plimsolls are no longer required.
- No brand names or logos are permitted as part of school uniform.
- Second hand uniforms are available for those families who may require them – please contact the school office for further information.
- All uniform can be ordered through the following link or bought at any local supermarkets or clothing shop:

<https://www.smartyschoolwear.co.uk/primary-schools-c1/knebworth-primary-nursery-school-c703>





## Volunteers (including Parent Helpers)

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

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

### Safeguarding

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

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




### Confidentiality

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

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

### Code of Conduct

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

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

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

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

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

Please contact [support@knebworth.herts.sch.uk](mailto:support@knebworth.herts.sch.uk) if you would like to become a volunteer.

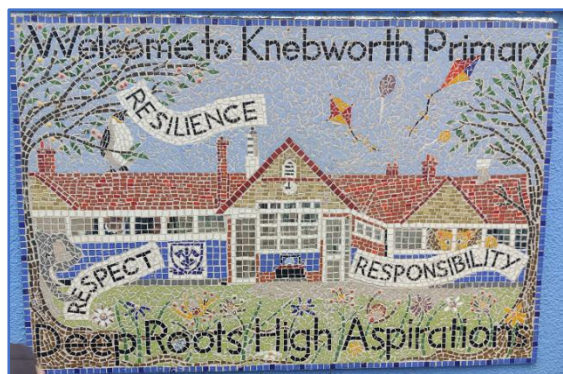


## Afterword

We hope you have found this to be a helpful and informative introduction to our school. At Knebworth School, we are proud to uphold our school values, **Respect, Responsibility and Resilience** and will never compromise on these or on the safeguarding of our children.

To view our school policies please visit the school website.

To watch our Welcome to Knebworth School video please visit the following weblink:  
[https://www.youtube.com/watch?v=GVyjqSz\\_y84](https://www.youtube.com/watch?v=GVyjqSz_y84)



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*"The children love it at Knebworth School."*

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## Appendix 1: Injury Procedures

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