



Kenmore Park Junior School

www.kpjs.harrow.sch.uk

Information Pack

Moorhouse Road

Kenton

Middlesex

HA3 9JA

Tel: 0208 204 6294

Comprehensive information about the school can be found on our website.



Kenmore Park Junior School's Uniform List

School Uniform

- Green school sweatshirt with school logo*
- White shirt, blouse or polo shirt
- Grey school trousers (No leggings or tight fitting trousers)
- Grey knee-length skirt
- White, black or grey socks/tights
- Black school shoes - No boots, trainers or shoes with heels.
- If your child wears a headscarf they must be plain white, black or dark green
- In the summer, children may wear a white short-sleeved shirt, or a green check dress.
- Hairbands should be white, black or dark green.
- No jewellery is allowed except flat stud earrings

P.E. Kit

- House coloured T-Shirt with school logo*
- Black shorts*
- A tracksuit to be worn over PE kit in cold weather
- Plimsolls or sensible trainers for outside wear
- White, black or grey socks
- A shoe bag

* These items can be purchased from the school. All orders to be made through the Arbor shop.

All garments **MUST** be clearly marked with the child's name.

Swimming Lessons

Year 5 will require the following:

- Swimming trunks (not shorts)
- One piece swimming costume
- Swimming hat which can be (purchased from any sports shop or from the school welfare office)
- Towel

We appreciate that some girls will need to cover their arms and legs.

Lost Property - All lost property is kept in the school playground. Every half term any unclaimed items will be disposed of.



Attendance Guide for Families

The following information applies to parents of all children at Kenmore Park Junior School. However, we are aware that there will be occasional exceptional circumstances that will require individual support or alternative arrangements. We are available and wish to encourage parents/carers to discuss any difficulties they may be experiencing.

Q.1 When does my child need to arrive/leave school?

We are currently operating with staggered start/finish times:

Year 3 - 8:50am - 3:20pm

Year 4 - 8:50am - 3:20pm

Year 5 - 9:00am - 3:30pm

Year 6 - 9:00am - 3:30pm

Q.2 What happens if my child is late?

We take the view that there are no late children, only late parents.

If your child arrives after their staggered start time they are late. Your child will then need to come to the office to sign in. A text message will be sent to families of children who are late to school, families may also receive a letter. If concerns regarding punctuality continue parents/carers will be asked to attend a meeting with the Deputy Head teacher or Deputy Inclusion Lead.

If your child arrives 20 minutes after their staggered start time they will receive an **unauthorised absence** mark instead of a late mark. The child will need to report their reason for lateness. If the explanation is accepted by the school your child's mark may be **authorised**. This will be shown as a percentage on your child's end of term report and Assertive Mentoring pupil profile.

It is important that children develop good habits early on in life. It can be very distressing for children when they are late for school as it impacts not only on their learning but also their emotional well being.

Q.3 Will the school contact me if my child is absent?

We would expect a parent/carer to phone the school by 9:30am on each day of absence. If we do not receive an explanation or if the explanation is unsatisfactory we will not authorise the absence.

Letters and phone calls from the school will alert you to any attendance issues. These follow government guidelines which state that a child's attendance at school should be at least 95+% if they are to achieve their full potential.

Q.4 What reasons does the school accept for absence?

- Genuine illness
- Unavoidable/emergency medical/dental/hospital appointments
- Family bereavement
- Participation in approved public performance



We would expect any routine medical appointment to take place out of school hours or during the school holidays. In cases of recurring absences for illness you may be asked to produce a medical certificate.

Q.5 What is an unacceptable reason for absence?

The school will not authorise absences for:

- Day trips
- Birthdays
- Visiting relatives
- Looking after siblings
- Shopping
- Siblings who are ill
- Parents who are ill
- Bad weather
- Delayed Transport
- Appointments made for other family members

This list is not conclusive

Regular school attendance is a legal obligation.

Q.6 Can we take holidays in term time?

No, parents who take their children on holiday during term time will be referred to the Harrow Court Officer. An Educational Penalty Notice will then be issued by the borough costing the parent £60 per child per parent.

Leave of absence will **only** be granted in an **emergency** or for **exceptional circumstances**.

Q.7 Should I inform the school if my child travels alone?

Yes, please make sure the school is informed if your child is travelling to school independently. If your child is absent and they are an **independent traveller** please inform the school at the earliest possible convenience. We have an answer phone facility that is accessible when the school is closed. Contact information must be kept up to date. If we do not hear from you we will endeavour to make contact. It is essential that we have the correct contact information.

If you have any questions or wish to discuss this further please contact the school office.

The school follows DfE and local authority guidance and may use absence information for Safeguarding purposes.

Let's work together to ensure your child reaches their full potential.

Please check our website for all queries, including holiday dates, helpful websites for your child and online safety.



G Suite for Education

Kenmore Park Junior School utilises “**G Suite for Education**” for students, teachers, staff and governors. This information sheet describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as we are a Champion school through LGFL (London Grid For Learning) services:

- **Docs** - a word processing, very similar to Microsoft Office Word
- **Sheets** - a spreadsheet
- **Slides** - presentation software
- **Forms** - Quiz / survey tool
- **Sites** - an individual and collaborative website creation tool
- **Drive** - a cloud system for storing work
- **Team Drives** - to share work and work collaboratively with others
- **Classroom** - for carrying out assignments set by the teacher for use in school and at home

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate with other students and teachers. G Suite for Education is available at home, or anywhere with Internet access. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

As technology develops and staff become more confident, we will introduce other APPs and websites to support our vision under the same supervision and guidelines. School staff will monitor student use of G Suite when students are at school. Parents are responsible for monitoring their child's use of G Suite when accessing programs from home however, their online activity will also be monitored by their teachers. Students are responsible for their own behaviour at all times. The children know that any misuse will result in an appropriate sanction as they have signed the school's Internet and Email Agreement form.



We are on an exciting teaching and learning journey at KPJS, being the *first* **Google Champion school in Harrow**. The children and staff are very excited and results are rocketing. Through this scheme, we have also purchased a set of Chromebooks which are in high demand. We hope that you are all just as enthusiastic about our journey and will help to support its success.



British Values within KPJS

It's now a legal requirement to teach 'British Values'. These are part of our vision

Schools should promote pupils'

- Spiritual (learning about faiths, practicing their own faith)
- Moral (knowing what is right and wrong, supporting the rights of others and challenging wrong-doing)
- Social (respecting democracy, the laws of this country)
- Cultural (how others lead their lives, their place in society and how they can change it)

Pupils must be encouraged to regard people of all faiths, races and cultures with respect and tolerance.

Schools should promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Actively promoting the values means challenging opinions or behaviours in school that are contrary to fundamental British values.

These values are taught throughout the curriculum in the form of trips – e.g. to the synagogue, PHSE, circle time, discussions, writing tasks, e.g. pupils may be taught to present different sides of an issue such as using animals for experimentation.

Medication

Kenmore Park Junior School has updated its Medication Policy in line with new recommendations by the DfE. As a result of these guidelines, the school can no longer hold or administer medication to a pupil unless a doctor has prescribed it and the parent/carer has contacted the school Welfare Office to complete the appropriate school forms.

Short –Term Medical Needs

Prescribed medicines should only be brought into the school when essential, that is where it would be detrimental to a child's health if the medicines were not administered during the school day. The school will only agree to accept medicines that are provided in the original container and are labelled with the child's name and dosage instructions.

Please note the medicine will only be accepted if the dosage is for 4 or more times a day.

Long-Term Medical Needs

It is important that the school has all the relevant information regarding your child's medical condition. Parents/Carers should complete the school's Medical Care Health Care Plan and supply details of any medication. This includes children that need Inhalers/Epipens to be held at school.

Any medical issues must be discussed with the school welfare office prior to any medication being accepted by the school. **Please do not send any medication into school with your child.**

If you have any concerns regarding the above changes, please contact the school welfare office.



NHS Advice for Parents:

Please find below advice on whether your child is well enough for school. We hope this information will be useful for parents (advice taken from NHS Choices guidelines).

When your child is unwell, it can be hard deciding whether to keep them off school. These simple guidelines should help. Use common sense when deciding whether or not your child is too ill to attend school. If you are unsure whether to bring your child in, please call us for advice.

Ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home. Pupils will be expected to take part in PE and swimming as they are statutory subjects.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would you take a day off work if you had this condition? If so, keep your child at home.

Common Conditions

Most illnesses can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend on how severe you judge the illness to be. This guidance can help you to make that judgement. If you are concerned about your child's health, please consult a health professional.

- **Cough & cold** - a child with a minor cough or cold may attend school. If the cold is accompanied by shivers or drowsiness, the child should stay off school, and return to school 24 hours after they are feeling better. If your child has a more severe and long lasting cough, consult your GP, who can provide guidance on whether the child should stay off school.
- **Raised temperature** - if your child has a raised temperature or is feeling ill with signs of an acute illness, they should not attend school. They can return when they are feeling better. They can return 24 hours after they start to feel better.
- **Headaches** - a child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms such as raised temperature or drowsiness, then keep the child off school and consult your GP.
- **Rash** - rashes can be the first sign of many infectious illnesses such as chickenpox and measles. Children with these conditions should not attend school. If your child has a rash, check with your GP or Practice Nurse before sending them to school.
- **Sore throat** - a child with a sore throat alone does not have to be kept from school. If your child is feeling ill with it, and is accompanied by a raised temperature, the child should stay at home.

Rarer Conditions

- **Chickenpox** - If your child has chickenpox, keep them off school until all their spots have crusted over.
- **Measles** - If your child has measles, cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
- **German Measles** - If your child has German Measles, keep them off school for at least 6 days from the onset of the rash
- **Mumps** - If your child has Mumps, keep them off 5 days after the onset of swelling if well.



Vomiting and diarrhoea

Children with these conditions should be kept off school. They can return 48 hours after their symptoms have settled. Most cases get better without treatment, but if symptoms persist consult your GP. Unfortunately, it is not possible to distinguish between the causes, and therefore it is essential that the same rule of exclusion applies in all cases of vomiting or diarrhoea. Infections can be easily spread from person to person (by unwashed hands), especially in children. In general, it is recommended that any children with diarrhoea and/or vomiting must stay away or be excluded from the school or early years setting until they have been free of symptoms for 48 hours **(the '48 hour rule')** and feel well. Personal hygiene whilst ill must be very strict.

If your child vomits at school, we will ask you to take your child home. They should not return for 48 hours. This may be inconvenient in many cases, and you may not believe your child is ill, but you will appreciate that we do this in all cases to reduce the risk of infection for other children and staff in school.

General Ailments

- **Head Bumps** - All children with minor bumps to the head are assessed and a cold compress is usually administered. An Accident Report Book note is completed and sent home with the child at the end of the school day. The parent will be contacted by a member of staff if there is a significant bump to the head or injury and you will be asked to collect your child and seek medical advice.
- **Allergies** - Welfare staff are trained in understanding severe allergies and how to administer adrenaline pens. Please can we ask you to respect our 'nut free' zone at Kenmore Park Junior School. We do have children with serious food allergies that may require administration of adrenaline in cases of an incident.
- **A 'no food sharing policy'** - This means that all children, not just with allergies, only eat their own snacks and must not share their snacks with other children. The teachers will give gentle reminders to all the children about this rule.
- **Asthma Medication in School** - the school takes its responsibility to children with asthma very seriously. Parents are required to complete and discuss their individual child's Health Care Plan.
- **Conjunctivitis** - Children with conjunctivitis need to be kept off school until antibiotic eye ointment has been applied for 24 hours.
- **Impetigo** - Children with impetigo need to be kept off school until there is no more blistering or crusting, or until 48 hours after antibiotic treatment has been started.
- **Head Lice** - This is an occasional problem that can affect anyone and can be caught anywhere. Please check your child at least once a week for any detection of lice. If your child has head lice, or if siblings are found to have these 'little visitors', please notify a member of staff immediately as we like to inform all parents and ask them to be extra vigilant. (No names of children affected are given out). If 'live' head lice are found on your child's head they must remain at home until they have had lice shampoo treatment. If live lice are found on your child's head whilst they are at school we will ask you to take them home and commence treatment.



KPJS Survey Results

| KPJS | |
|---|------------------------------|
| Pupil Survey February 2022. | Strongly Agree and Agree. |
| I enjoy school. | 94.80% |
| Teachers help me to do my best. | 96.00% |
| Adults listen to what I have to say. | 87.80% |
| I can talk to adults if I'm worried. | 89.40% |
| Behaviour in class is good | 84.00% |
| I feel safe at school. | 91.50% |
| School helps me look after my health. | 97.00% |
| School helps me look after my emotional wellbeing. | 94.70% |
| School helps me to treat everyone equally and with respect. | 96.50% |
| | Total Average: 92.40% |

| KPJS | |
|--|------------------------------|
| Parent Survey March 2022. | Strongly Agree and Agree. |
| My child enjoys school. | 98.40% |
| My child feels safe at school. | 95.90% |
| My child is making progress. | 95.10% |
| My child is taught well. | 95.10% |
| My child is encouraged to learn at home. | 95.90% |
| Pupils at KPJS are well behaved. | 96.70% |
| KPJS is well led and managed. | 93.50% |
| The school responds well to my concerns. | 95.00% |
| | Total Average: 95.70% |

A big thank you to all our parents.



KPJS Parental Consents

Home School Agreement Consent

Kenmore Park Junior School is committed to working with families to provide the highest quality of education for their children. This agreement, together with the other agreements forms the basis of a partnership with parents which aims to raise the standard of achievement of every child.

Please complete the consent to 'Home School Agreement' in the Arbor App.

| Teaching and Learning | |
|--|---|
| School | Parents/Carers |
| <p>The School will strive for the highest standard of achievement for each pupil by:</p> <ul style="list-style-type: none"> • Providing a high quality curriculum which follows National Curriculum orders. • Keeping parents informed of their child's progress through: <ul style="list-style-type: none"> ○ Yearly reports and termly parents evenings ○ Appointments made to discuss issues relating to achievement/progress. • Giving children support where needed, in accordance with teaching provision. • Setting appropriate homework in line with the school's homework policy and government guidelines. • Assessing each child's progress regularly in line with the schools assessment policy. • Monitoring and evaluating the standards of teaching within the school. • Setting targets for the whole school and for individual children and assessing progress made towards achieving them. • Creating a purposeful, orderly environment in which to learn. | <p>Parents will support their child's learning by:</p> <ul style="list-style-type: none"> • Emphasising the need to take part in all curriculum areas, work hard in school and expressing enthusiasm for success. • Attending parents evenings, display evenings, information meetings, productions and class assemblies, where possible. • Communicating with teachers over concerns about their child's learning. • Supporting the school homework policy by signing the contract and following its guidance, including homework and returning letters. • Ensuring that children attend school regularly and punctually for morning and afternoons sessions. • Supply necessary equipment, e.g., PE kit, pen and pencil. • Emphasise their responsibilities as good citizens, to keep themselves and others safe, to help maintain property, e.g. clearing up, to ensure the rights of others are not compromised. |

If you require a translated copy of any the consents listed then please contact the school office



Home School Agreement Consent (continued)

| Behaviour, Discipline and Welfare | |
|--|--|
| School | Parents/Carers |
| <p>The School will maintain an orderly environment and the behaviour policy outlined in the code of conduct of the school by:</p> <ul style="list-style-type: none"> • Maintaining a consistent approach to children and through enforcement of the behaviour contract. Preserving and enhancing their rights and responsibilities as young citizens of in a global environment. • Reminding children of expectations of good behaviour through assemblies and class discussions, e.g. circle time. • Notifying parents of behavioural concerns and communicating with them to discuss problems as they arise. • Praising children for good behaviour and developing an increasing social awareness in each child. • Enforcing the wearing of school uniform as an indication of the high standards maintained by parents and school. • Developing respect for school property and one another's property. • Creating a safe, attractive and stimulating environment. • Attending, where possible, to a child's medical needs and informing parents of any medical emergency. • Implementing the school's attendance policy. | <p>Parents/Carers will help to maintain the orderly environment and the behaviour policy by:</p> <ul style="list-style-type: none"> • Discussing and signing the behaviour contract with their child and supporting its guidance. • Emphasising to their child the importance of good behaviour in school. • Communicating and working with teachers in order to support the school over behavioural concerns. • Keeping the school informed of any difficulties which a child might be experiencing at home or school. • Ensuring that their child wears correct school uniform in accordance with the brochure. • Labelling all their child's clothing and personal possessions. • Ensuring that school property, e.g. books are looked after and returned. • Ensuring that children do not bring valuable items into school and do not wear jewellery. • Giving the school up to date details of home phone numbers, mobile numbers, emergency contact phone numbers and information about medical problems. • Promptly notifying the school about children's absences. • To support the school in ensuring the safety of all, e.g. reporting to the office in all instances; parents should not go to their child's class. |

Local Visits Consent

From time to time the children will be taken out of the school grounds to carry out work in the local environment. This could be maths work to do with traffic or local shops, topic work or language work on a variety of themes. The children will always be well supervised. To save asking permission each time, we would be grateful if you could sign the consent in your Arbor app. **Please give consent to 'School Visit' in the Arbor App.**



KPJS Internet Consent

Parent Agreement

As the parent or legal guardian please can you grant permission for your child to have access to use the Internet and other Computing facilities at school.

Please give consent for 'Internet Access' in the Arbor App.

I also understand that my son/daughter may be informed, if the rules have to be changed during the year. I know that the latest copy of the e-safety policy is available from the school office or on our website <http://www.kpjs.harrow.sch.uk> and that further advice about safe use of the Internet can be found at <https://www.thinkuknow.co.uk/>

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service and employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

The school cannot accept responsibility for loss or damage to personal devices. It is not permitted for pupils to use mobile phones during the school day. Phones should not be brought into school unless there is a genuine reason for doing so and then should be handed to the teacher at registration. Pupils may collect their phones from their teacher at the end of the school day. Other devices should not be brought into school unless the school has given permission.

Pupils will be taught online safety at school. Please discuss online safety with your child and monitor all their activity.

Homework Consent

This contract is designed to help you help your child **At Kenmore Park Junior School**

Parents, teachers and pupils agree that:

1. Homework is an important part of learning.
2. Pupils will take responsibility for completing all homework and handing it in on time.
3. Adults at home will ensure pupils complete homework to the best of their ability.
4. Adults at home will help by:
 - a. Providing a quiet place for their child to work,
 - b. Checking the work pupils produce
 - c. Signing the appropriate homework and reading diaries.

Please give consent to 'Homework Consent' in the Arbor App.



Photographs and Recordings Consent Form

At Kenmore Park, we believe in capturing and celebrating the memorable moments of our students' educational journey. We often take photographs and share them on our school's website, newsletters, and other promotional materials. To ensure the privacy and safety of our students, we kindly request your consent before including your child in any such photographs or social media posts.

Please read the following information carefully and complete the necessary consents in the Arbor App. **Please give consent to 'Photograph Student and Photo/Video Social Media' in the Arbor App.**

1. Photograph Student:

As part of our school's activities and events, we occasionally take photographs or videos of students engaged in various school-related activities, such as classroom learning, assemblies, field trips, sports events, and performances. These visual materials may be used for educational or promotional purposes.

2. Photo/Video Social Media Consent:

We may share selected photographs or videos on our school website or official social media platforms. These platforms allow us to celebrate student achievements, showcase school events, and share news with our school community and the wider public.

CONDITIONS OF USE

We will **not** use personal details or full names (which means first name and surname) of any child in a printed publication or website **without further explicit written permission**.

We will not include personal e-mail, postal addresses or telephone numbers in our printed publications, school website or social media.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Withdrawal of Consent:

You have the right to withdraw your consent at any time. If you choose to do so, please notify the school office, and we will stop using your child's photographs/videos.

Thank you for your cooperation and support in documenting and sharing the experiences of our students. If you have any questions or concerns, please do not hesitate to contact the school office



Term Dates

AUTUMN TERM 2023

| | |
|---------------------------------------|---|
| Training Day (children not in school) | - Monday 4 September |
| First day of Term | - Tuesday 5 September |
| Half Term | - Monday 23 October - Friday 27 October |
| Last day of Term | - Thursday 21 December ** |

SPRING TERM 2024

| | |
|---------------------------------------|---|
| First Day of Term | - Monday 8 January |
| Training Day (children not in school) | - Friday 19 January |
| Half Term | - Monday 12 February – Friday 16 February |
| Training Day (children not in school) | - Friday 23 February |
| Last Day of Term | - Thursday 28 March ** |

SUMMER TERM 2024

| | |
|---------------------------------------|---------------------------------|
| First Day of Term | - Monday 15 April |
| Training Day (children not in school) | - Friday 26 April |
| May Day Bank Holiday | - Monday 6 May |
| Half Term | - Monday 27 May – Friday 31 May |
| Last Day of Term | - Tuesday 23 July ** |
| Training Day (children not in school) | - Wednesday 24 July |

Please Note: Staff will also be working on the following days, which are Training Days (children are not in school)

Monday 4 September 2023
Friday 19 January 2024
Friday 23 February 2024
Friday 26 April 2024
Wednesday 24 July 2024

**All year groups will finish an hour earlier on the last day of each term. This does not apply before Half-term holidays.