



Welcome to Kelvedon Academy. Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important in its own right. Good parenting and high-quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The EYFS curriculum is comprised of seven areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Children develop skills in these areas through adult-directed and child-led learning. Children are taught Phonics and Maths daily, using the Twinkl Phonics scheme and White Rose Maths scheme. Children also part in a daily topic-led session, developing their understanding and interest in the world around them. Ever-important story times also happen daily, alongside singing and rhymes.

To learn well, children must approach learning with curiosity, enthusiasm and resilience. The Characteristics of Effective Learning describe how children learn:

- Playing and Exploring
- Active Learning
- Creating and Thinking Critically





What children need:

Uniform

Details of Kelvedon Academy uniform, including PE kit, can be found on the school website. Please ensure all items are clearly labelled.

Weather appropriate clothing

Please make sure your child has a coat during the colder months and sunhats during the summer.

Sun cream can only be applied by the children themselves.

Water Bottle

A clear bottle is provided by the school to each child on their first day. Only water is permitted. Please encourage your child to drink water rather than juice or squash, as it is better for their teeth.

Book Bag

Each child is provided with a book bag, by Kelvedon Academy PTFA, on their first day and is used to keep books and letters safe.

Please try to keep other personal items at home. Our classrooms are filled with fun and exciting activities and we don't want personal, precious toys or items to be lost or broken. (Kelvedon Academy cannot be held responsible for any personal items that are lost or damaged.)

(Each child will have their own peg to store personal items)



Lunchtime

All pupils in Year R to 2 are entitled to Universal Infant Free School Meals (UIFSM). Further details re the booking of meals can be found on the school website. Alternatively you can provide your child with a healthy packed lunch each day.

Snacks

A healthy snack such as a fruit or vegetable is provided in school daily.

Jewellery

Watches, small stud earrings or religious items required by the child's faith may be worn. No other items of jewellery are allowed.

Personal hygiene

As children grow and develop they become increasingly independent and confident in everyday tasks such as toileting, hand washing and getting dressed and undressed. Please encourage and nurture this independence by offering them encouragement and showing them what to do.

Medication

We are only able to dispense prescribed medication (not anything bought 'over the counter.') We are unable to administer eye or ear drops. We therefore ask for your cooperation in only requesting our assistance if you are unable to administer the medication yourself, or if it is vital to be given during the school day.

Kelvedon Academy cannot undertake to administer medicines unless a signed and completed consent form (obtained from the school office) is received from the parents along with the medication and a spoon. This should be left with the school office and they will administer the dose. The bottle will need to be collected at the end of the school day.

Illness

Kelvedon Academy does not have any medical facilities and parents are therefore requested not to send children to nursery if they are unwell, have a high temperature or have not fully recovered from an illness.

In the event of a child being taken ill whilst at school, the parent or carer will be contacted and asked to collect the child from school as soon as possible. A child should not return to school following sickness or diarrhoea until at least 48 hours have passed since the last incidence. If your child has a rash your local pharmacist may be able to help diagnose it and recommend any treatment.

Further guidance on other childhood illnesses can be found on the NHS website www.nhs.uk



Absence

If your child is going to absent or late, please contact the school by phone (01376 570411) or email (admin@kelvedonacademy.com) before 9am on each day with a reason for this.

If the school has not been contacted then we will telephone the parent/carer to find out the reason for absence.



Communication

It is important the the class teachers can concentrate on all the children entering their classroom in the morning at drop off times and begin their learning. You are therefore asked not to approach the class teacher for a chat at drop off in the morning. Messages can be given to the school office or to members of the senior leadership team who will be in the playground.

If you would like to speak with your child's class teacher, please either **phone** the school office on 01376 570411 or **email** admin@kelvedonacademy.com and an appointment can be made to meet face to face, or for a telephone call outside the learning session times.



ParentPay

On joining Kelvedon Academy you will be sent a login for a ParentPay account. This online platform is used to send you texts and emails, as well as making payments and giving consent for trips etc. Please activate your account and keep contact details up to date so that you do not miss any important messages from the school. This platform is also used to book all school meals.

Website

www.kelvedonacademy.com

Information on all aspects of the school can be found on the school's website, including term dates, policies, etc. The website is updated regularly.

Website Blogs

As well as allowing you to keep up to date with what the children have been learning from day to day, the blogs are also used to share information with parents. It is advisable to subscribe to the Reception Blog and check it regularly for messages from the class teacher or Head of School.

Newsletter

Kelvedon Academy send out a weekly newsletter to all parents via ParentPay email. It is also posted on the website too. Please make sure that you read this each week so that your child doesn't miss out on any activities or events.

Safeguarding

Please contact these staff members (01376 570411) with any safeguarding concerns during school hours:

Mrs A Nottage (Head of School) (Designated Safeguard Lead)

Miss E Reece (SEND/CO) (Deputy Designated Safeguard Lead)

Mrs L Osborne (Executive Headteacher) (Deputy Designated Safeguard Lead)

Mr S Taylor (Deputy Headteacher) (Deputy Designated Safeguard Lead)

If you would like to talk through a safeguarding concern out of school hours, please contact the Essex Children and Families Hub on 0345 6037627.

Essex Police have set up a hotline number 01245 452058, Please contact this number if you have any concerns related to the criminal or sexual exploitation of a child.