

Student and Family Support at Kessingland Church of England Primary Academy



At Kessingland Church of England Primary Academy, working in Partnership with Edison Learning, we have established a Student and Family Support Team: who are available to support you and your family. The aim of our team is to help shape learning which ensures the success of every child, engages parents and other agencies effectively, and use resources well to support learners with additional needs.

Our school has a Student and Family Support Team that works with teachers and parents to make sure your child is in school and learning as well as possible by identifying any issues or areas of concern.



We believe that our children need to make the most of their time at Kessingland Church of England Primary Academy. We make every effort to make sure your child is as settled and happy as possible; that they are well, and that they attend school every day. We know that during their primary school years every day counts!

The Student and Family Support Team acts as a link bringing families, outside agencies and the school together. The agencies she works with include:

- ✓ School nurses/Health Visitors
- ✓ Education Welfare Officer
- ✓ Social Services
- ✓ Housing Services
- ✓ Youth and Community Police
- ✓ Children's Centre
- ✓ Child Adolescent Mental Health Service: (CAMHS)
- ✓ Women's Support Services

Pastoral Support



At Kessingland Church of England Primary Academy, we are lucky to have a Pastoral Leader: Mrs. Jane Cooper; who is easily accessible in school and here to help you with any issues, which may be affecting your child's education. Mrs. Cooper is available every morning between 8:45am and 9:15am and is happy and willing to see any parent (without prior appointment) who has something they wish to discuss. Mrs. Cooper is based in "The Ark".

Our aim is to provide children with a nurturing environment in which to safely explore their worries and concerns relating to any aspect of school life including learning, friendships, and developing skills for life. We recognise our children as individuals as well as being a part of our school. The Ark is a safe place for a child to spend quality time being listened to. Parents and carers are also welcome in The Ark to share their issues and concerns. Our [School Values](#) underpin all that we do. Our Vision is for children to be proud of themselves and to **aspire** to be the best that they can be; to feel understood and supported to achieve success; to be safe and happy; to learn the skills to give them confidence to face the future; to know how to behave well; to be treated with respect and to feel important within their school, family and the wider community.

In order to achieve this Vision we deliver a programme of support, which encourages children to **persevere** to:

- Be motivated and curious towards their learning and to desire to do their best.
- Take **responsibility** for aspects of their own learning and gain confidence and self-esteem.
- Respect** the feelings and property of others with appropriate behaviour and self-discipline.
- Provides an environment that fosters **trust** and **friendship**.
- Develop aspirations for the future in a nurturing, supportive environment where citizenship and its associated responsibilities are evident.

If you need any help or advice please contact:

office@kessingland.dneat.org or telephone 01502 740223 and they will make an appointment for you to meet a member of our Student and Family Support Team to see you in school.

Student and Family Support-

Useful Information Guide for Parents and Carers:

ATTENDANCE:



First Day calling is operated in this school and registers are checked regularly. Attendance is monitored and children are expected to achieve at least 95%. Office staff check and follow up absences and statistics are sent to the Department for Education. If your child is absent due to sickness please allow 48 hours between the last sign of symptoms and bringing your child back to school; otherwise we could have an epidemic. Holidays will not be authorised during term time. A leave of absence can only be granted in exceptional circumstances and must be requested in writing. If your child is late, you will need to sign him/her in at the office (Health & Safety Fire Regulations). You will be contacted every day that your child is absent if the school has not been notified. Please be aware it is YOUR responsibility to inform us of any absences.

ABSENCE:



Please let us know if your child will be absent from school. Please 'phone on the first day of absence. All absences must be supported by a letter or a 'phone call explaining the absence; otherwise they will be recorded as unauthorised. Please be aware it is the parent's responsibility to let the school know about a child's absence.

BRINGING YOUR CHILD TO SCHOOL:



The gates are closed between 8:50am and 8:55am to ensure the safety of all pupils. Once your child has been collected by their class teacher please make your way to the gate so these can be closed promptly. If the time is close to 8:55am the children will be allowed through the gate and escorted by a member of staff.

If your child arrives after 8:55a.m. please come to the office to sign your child in. Pupils arriving after this time will be registered as "LATE". If your child is absent, please phone the school office to inform them by 9:30am.

COLLECTION BY CAR:



We encourage walking to school but when collecting your child by car, please park and come into the school to collect your child rather than asking them to meet you by your car, as we want children to be safely collected from our care. Please do not park in front of the school. Parking does tend to become congested and parents are asked to observe every precaution whilst delivering or collecting children. For SAFETY REASONS parents are asked not to park in front of the school or in the staff car park - please leave access for Emergency Vehicles.

SAFETY AND SECURITY:



All visitors to the school must report to the Office and sign in. They will receive a School badge, which our children are familiar with. It indicates that the wearer is authorised to be in school. Please ensure that badges are returned to the office when you leave.

SAFEGUARDING CHILDREN:



Because of the day to day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents should be aware, therefore, that where it appears to a member of the school staff that a child may have been abused, the school is required, as part of the Safeguarding Procedures, to report their concern immediately. All staff actively follow our confidentiality policy. In the unlikely event that you wish to make an allegation about a member of staff, you should do so in confidence to the Head teacher. If the matter concerns the Head teacher, the allegation should be made in confidence to the Chair of Governors, following the school policy.

PHOTOGRAPHS:



Parents are asked to complete a consent form to allow their child to be photographed in school. This could be by the class teacher for recording learning or displays, or by local media covering school events. The consent remains in place until your child leaves the school unless you tell us otherwise.

CONTACTING US:

We appreciate that from time to time you may need to contact a member of school staff in order to share information relating to your child, particularly if you are concerned that it may impact on their ability to concentrate in school (e.g. the death of a relative or pet). Please approach a member of your child's class teaching team in the first instance. The beginning of the school day is always a busy time but they will endeavour to find a moment to talk with you. If a longer time is required, then they may ask you to make an appointment with the Office staff. We are a listening school and would like to make you aware that appointments with any member of the Senior Team can be made through the school Office team.

EMERGENCY NUMBERS:

It is sometimes necessary to contact a parent during the day if a child is ill. If you do work please let us know the address and telephone number where you may be contacted and ensure these details are updated.

CHANGES IN PUPIL INFORMATION:

Please keep the school Office informed of any changes in address, telephone number and emergency contact number. Similarly, if there are any legal changes of name or parental responsibility (as defined by the Children Act 1989) please notify the school so our admission records can be updated. It does help us to help your child if we know of any breakdown or family problems. We do treat such information with sensitivity. Those with parental rights need to be aware of all communications from school involving their child and we try to ensure all parties are informed, please keep your contact details up to date. Our Pastoral Leader (Mrs. Jane Cooper) is available to provide a friendly ear or advice.

Be at the heart of your child's learning.



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