

## How We Communicate

### Arbor

We use Arbor to register your child's attendance and keep personal information such as contact details, date of birth, religion, languages etc. We keep you informed about events happening in school, such as school trips, twice-termly newsletters and school clubs. As parents/guardians you can also use Arbor to see your child's attendance record, update information, pay for school trips and book parent consultation evenings.

### Class Dojo

We use Class Dojo as a communication tool. Your child's class teacher will post information and photos of what your child has been doing in class that week, events to look forward to and much more! You can also message your child's teacher and comment on the information they post.

### Website

We have a fantastic website full of information for parents; Academy policies, dates for your diary, monthly updates and information about our Trust and school team. Please take a look at: [www.ketteringparkinfantacademy.co.uk](http://www.ketteringparkinfantacademy.co.uk)

### Instagram

We have an Instagram page that has been set up for parents/guardians to receive information on upcoming events, workshops, photos and general information. Follow us at: [ketparkinf](https://www.instagram.com/ketparkinf)

### Facebook

If you are a Facebook user, please "like" our school Facebook account. Please look for "Kettering Park Infant Academy"

### Telephone

We can be contactable from 8am until 3.30pm every school day. You can speak to a member of the office staff or leave a voicemail reporting your child's absence. Our telephone number is 01536 481922.

Please note photographs of students are taken to support and celebrate learning and achievements; these images may be used on ClassDojo, the school website, social media platforms, and in internal displays. If there is any reason why your child's photograph should not be used, please contact the school office.

## Academy Day

Our Year group timings are below:

Reception:

Classes start at 8.50am and finish at 3.10pm

Year 1 and Year 2:

Classes start at 8.40am and finish at 3pm

Each class has a specific door where you can drop off and collect your child, you will be shown where on our opening day.

There will be a member of staff at these doors in the morning drop off to welcome the children in and the afternoon to hand the children back to you. During this "meet and greet" system, you will be able to give messages to the member of staff who will pass these on to the relevant person. We do encourage the children to come into school as independently as possible so they can start their day of learning as soon as they enter the classroom.

If you arrive after your class door has closed, please make your way to the office where you will need to sign your child in as late. Similarly, if you are late collecting your child, they will be brought to the office for collection.

We will not let the children go home with anyone other than those listed on Arbor, unless prior permission has been given.



# Welcome to KPIA

Kettering Park Infant Academy is a happy, friendly, safe and encouraging place where everyone is welcome and valued; a place where achievement is expected and is celebrated; a place where the community cares about each other and all kinds of success is celebrated.

## Our Vision

At Kettering Park Infant Academy we are committed to excellence and this value is at the foundation of everything we do. We strive to achieve mutual respect, confidence and work collaboratively between home and school. We actively encourage a close partnership between families, school and the community where we ensure equal opportunities are available for all.

Our aim is to provide a happy, safe, caring and stimulating environment where children will be given the best possible learning opportunities to achieve their full potential through a broad, balanced learning curriculum that encompasses social, physical, intellectual, emotional and spiritual development and education that will nurture their needs as individuals.

## The InMAT Values—KPIA Values

Inclusion : Improving education for everyone  
**TOGETHER**

Integrity : We are consistently open, honest, ethical and genuine  
**HONESTY**

Initiative : Courage to always seek a better way to a better future  
**INDEPENDENCE**

Inspiring : We use our drive and commitment to energise, engage and inspire  
**BELIEVE**

Involvement : Encouraging our community to take ownership and responsibility  
**TEAMWORK**

KPIA Vision : We are Kind, Proud, Independent, Achieving

## School Uniform

Our school uniform consists of a royal blue sweatshirt or cardigan, a white polo shirt, grey trousers, skirt or pinafore dress or a blue checked summer dress or grey shorts. We ask that the children wear black shoes, no boots, trainers or sandals.

Stud earrings are permitted, but must be removed on PE days.

On the days the children have PE Year 1 and 2 children come to school in their PE kit. Children in our Reception classes need to bring their PE kit in a named bag. The Reception children will get changed in their classrooms.

PE kit should comprise of:

- Plain black jogging bottoms or leggings
- A plain sweatshirt—no hoods or logos
- Plain white t-shirt
- Black shorts

All school uniform with the school logo can be purchased through Karl Sports at: [www.karlsportsclothing.co.uk](http://www.karlsportsclothing.co.uk) or alternatively you can pop into Karls Sports on Trafalgar Road, Kettering.

All uniform can be purchased, without the logo, from any major supermarket.

Our learning environment is both indoors and outdoors, we ask that you make sure your child is equipped for these areas at all times of the year. Please ensure clothing is practical and suitable for seasonal changes. Winter clothing for cold weather, sun hat and protective clothing in the summer months.

We ask that sun cream is applied before the children get to school so that they are ready for the day. We are not allowed to apply sun cream to your children.



## Attendance and Absences

We adhere to the Government guidelines and advise you when your child's attendance falls below 95%. Please help your child to maintain good attendance by booking appointments, where possible, after the school day, in the school holidays or at weekends.

Holidays during term time **will not be** authorised and you could possible receive a fine of £80 per child, per parent, per week. Any requests for absence must be made on the appropriate form available from the school office. We will also send weekly emails to those who are late more than twice a week.

If your child falls below 95% it will trigger a cause for concern and you will receive emails from school. Below 85% will trigger interventions by the Family Support Worker and Education Entitlement Service and Local Authority.

## Reporting Your Child Absent

If your child is ill and is not well enough to come to school, you **MUST** contact the school office as soon as possible so we can record the reason for their absence. If you are leaving a voicemail please leave a **detailed message** as to why they are absent from school.

If we do not receive a message as to why your child is not at school, you will receive a telephone call and/or ClassDojo message from the office. If you do not respond you may receive a home visit.

If your child has a medical appointment please bring in the letter or appointment card, or show a member of staff the text message so that we can put it on your child's file. If your child has been vomiting or has sickness and diarrhoea, the policy is to stay at home for 48 hours from the last time they were sick or had diarrhoea. This is to make sure that your child is well enough to attend school and that it does not spread to other children or members of staff.

Children should attend school if they have coughs, colds, headaches, nits etc. If your child gets chicken pox they should stay away from school until their spots have scabbed over. If you are in any doubt as to keeping your child absent from school, please contact the school office and we will be happy to advise you.

## Contact Us

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Kettering  
Northants  
NN16 9RU  
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