



**Robert Le Kyng**  
Primary School

# Welcome Pack



**Robert Le Kyng Primary School**

**Westcott Street**

**Swindon**

**SN1 5HS**

**01793 523119**

**Headteacher: Mrs. S. Smith**





Welcome to Robert Le Kyng Primary School. We are looking forward to your child starting with us and hope that this booklet will give you some more information about our daily routines.

We look forward to building a strong, caring partnership with you.

## 1. The aims and values of our school



Our school has the following aims:

- Realising potential – developing the potential of every pupil, ensuring that the needs of all pupils, of all abilities, are met.
- Learning for the future – equipping our children for their future lives as well rounded individuals who make a valuable contribution to their society.
- Keeping to our **RESPECT** values.

**R**esponsibility

**E**nthusiasm

**S**trength

**P**erseverance

**E**mpathy

**C**reativity

**T**eamwork

The key value of RESPECT runs through all of these and is central to the work of the school. Each term we focus on one value. All assemblies use the value as their theme and children are rewarded for demonstrating the value of the term.



## 2. Uniform

The following is the school uniform at Robert Le Kyng Primary School:

- Grey or black skirt, pinafore dresses, culottes or school style trousers
- White or blue blouse or polo shirt
- Royal blue sweater, sweatshirt or cardigan (items with the school logo can be purchased from our school uniform supplier)
- Blue checked/striped dress or grey school style shorts for summer
- Sensible shoes (NO high heeled shoes, boots, trainers, fashion colours or open toed sandals)
- Grey/white/navy/blue /black socks or tights

PE kit should be worn for indoor and outdoor PE.

- White T-shirt
- Black or navy shorts
- Daps (plimsolls) needed for the summer term only (pull on style if possible)
- Tracksuit or similar clothing for outdoor PE
- Trainers may only be worn for outside activities.

We ask that P.E. kits stay in school as this allows us to be flexible with our timetabling of lessons.

### 2.1. Naming clothes

It is important that all school uniform and P.E. kit are labelled with your child's name.

## 3. Organisation of the school day

### 3.1. In the morning

In the morning, all children enter through their classroom fire door. The doors are opened from 8:45am with school beginning at 8:55am. During this time, teachers have morning activities for the children to complete so it is important that children are on time when coming to school. Class doors are closed at 8:55am. If children come to school after this time, they will need to come in via the main school entrance.

In the morning, as part of the register, children will be asked who they are going home with. When your child starts school, you will be asked to complete a 'collection sheet' detailing names of those adults who may collect your child. Please ensure that this list is updated when necessary.



### 3.2. At the end of the day

School finishes at 3:15pm. Children are to be collected from the same fire doors that they enter in the morning by an adult. When children are in year five, parents can request for their child to walk home by themselves. If your child is being collected by an adult with whom the teacher is unfamiliar, or is not on the collection sheet, please let us know with as much notice as possible.

### 3.3. Access to school

Being healthy is a key attitude that we like to help develop. Walking, biking and scooting are all encouraged and children are able to secure their bikes and scooters in our bike shed during the school day. Knowing how important safety is, we encourage children to wear appropriate helmets if biking or scooting. **The road and car park inside the school grounds are closed to all vehicles except for staff and disabled badge holders.**

## 4. What to bring to school

Each child has a named peg on which they hang their coats and P.E. bags.

Reading is important for both supporting learning and pleasure so we ask that children bring in, and take home, their book bags each day. In the book bags should be their reading book and reading record. Please can water bottles not be placed in with reading books.

Other items that we ask children to bring include:

- P.E. kit ( as listed in the uniform section)
- a water bottle (we ask that children only have water as a drink in these bottles)
- a fruit snack for morning snack (children in Foundation Stage, year one and year two are provided with a piece of fruit which they eat in the afternoon)
- a packed lunch (unless they are having a school meal)

Children from year five are able to bring in a mobile phone when a consent form has been signed by a parent/guardian. These are collected in the morning and stored in the office during the school day.

### 4.1. Monies

We encourage payments, e.g. for trips, to be made through Parentmail. Any cash / cheque payments can be posted in the box in the reception area, by the main office, in an envelope clearly marked with your child's name, class and what the payment is for.

### 4.2. Accessories

It is a school policy that children do not wear jewellery unless for religious purposes. If they have pierced ears, only simple stud earrings may be worn for safety purposes. Earrings should not be worn on P.E. days or must be covered up – ideally before your child comes to school.

We encourage children not to wear watches until they are starting to learn to tell the time.

Long hair should be tied back at all times and please keep hair accessories to a minimum.



## 5. Lost Property

Please name all of your child's possessions. Lost property is kept in boxes in the corridor next to the main office. Children should be encouraged to check the lost property if they have missing items of clothing.

## 6. School meals

Lunchtime is an important part of the school day and runs from 12:00pm to 1:00pm. During this time, children are given time to eat their meals and to play outside (weather permitting).

Hot lunches are provided by Coombs. You will receive more information regarding ordering once your child has started at Robert Le Kyng.

If your child chooses to have a packed lunch, we encourage you to send a lunch box with healthy options for your child. This could be items such as a sandwich / wrap, crackers and salad or pasta salad. Items to go with this include fruit / vegetables (such as carrot sticks), a yoghurt and possibly a snack bar or packet of crisps. Please do not pack sweets or chocolate.

### 6.1. Milk

Milk is provided free of charge for all children who are under 5 years old. If your child is over 5 years old and would like milk mid-morning, you can purchase this from the 'Cool Milk for Schools' scheme. Forms are included in the induction pack and can also be obtained from the school office. Alternatively, you can register via their website at [www.coolmilk.com](http://www.coolmilk.com) once you know your child's class number. If your child is entitled to free school meals, your child will also be eligible to receive milk free of charge; however, you will need to apply for this with Cool Milk.

### 6.2. Breakfast club

Breakfast club is available 5 days a week to all pupils at Robert le Kyng. The cost is £3.30 per session although we do offer discounted prices for termly pre-payment. It begins at 8.00a.m. and the children start their morning with a fun activity. After the children have eaten they then participate in a quieter activity of their choice.

If you would like your child to attend please collect an information pack/booking form from the Office

## 7. Absences

Please telephone the school office if your child is going to be absent. If they have sickness or diarrhoea, we ask that you do not return them to school until they have been clear of symptoms for 24 hours.

If we do not hear from you that your child is absent, we will contact you to ascertain any reason for absence.

The school follows the Department for Education guidelines for pupil absence which states that head teachers cannot grant any leave of absence during term time unless there are exceptional circumstances. Should permission be needed a form can be obtained from the school office.



## 8. Extra-Curricular Activities

We pride ourselves on being able to offer a range of extra-curricular activities across the school. These change termly so look out on Parentmail for our termly offer.

## 9. Keeping each other informed

Good communication is key within any successful relationship. If you have any day to day messages, such as appointments or who is picking up your child, please either see the class teacher or ring the school office. Our school website is [www.robortlekyng.co.uk](http://www.robortlekyng.co.uk). It provides information on a wide range of topics including year group information, recent events and key policies.

Formal Parent Evenings are held in the Autumn and Spring terms. In addition, each child receives a written report in July, when there is also an open evening where you can celebrate with your child their work over the past year.

The school communicates with parents / carers using 'Parentmail'. You will be sent a registration email shortly after your child starts school.

## 10. Parent Helpers in School

At Robert Le Kyng Primary School, we welcome a variety of adults into school as helpers. These may be parents, grandparents and other relatives of children in school, family friends, and members of the local community and people who have a particular talent, expertise or interest which is linked to a class or school-based topic. All regular helpers are required to have a DBS (Disclosure and Barring Services) check. Please speak to Mrs Leighfield for further information.

## 11. The Supporters of Robert Le Kyng

The RLK supporters is an organisation run by parents to fundraise and support the school in a wide variety of activities. Look out for their newsletters to find out how you can help improve the learning opportunities of all our children. They welcome everyone and any skills you can offer.

## 12. Closure due to bad weather or emergency situation

Although we make every effort to open the school, in the event of needing to close the school before the start of the school day, families will be informed of the closure through the local press, our website and by Parentmail.