



## General School Information

St Keyna is a school with a lot of history. It was formed in 2007 after the closure of both Keynsham Primary and Temple Primary School. Both schools served the community for some time, the latter since 1857.

- **Our School Building**

We are very proud of our school building, which provides the children of St Keyna Primary with a modern, well-resourced teaching and learning environment. There are dedicated areas for sport, a large hall, full kitchen, research centre and an LA nursery class, which is called Little Gems.

Each of our classrooms has a special gem coloured theme and an exciting name to go with it. During their time at St Keyna our pupils work their way through the colours of the rainbow (as featured in our ammonite logo), starting in Quartz and finishing with Ruby.

We are located on Monmouth Road, which is just off the main Charlton Road.



Our building was completed in 2008 and the whole school community had a major input into the design of the school right from the beginning. Consequently we feel that the learning environment is perfectly suited to our pupils.

The gates to our car park are closed between **8.45 and 9.15am**, and **3.00 to 3.30pm** to ensure there is

no moving traffic on site at the start and end of the school day. If you require disabled vehicle access at these times please contact the school office.

- **School Admission Arrangements**

The school admits children from 3 to 11 years old. The nursery class has places for 52 part-time pupils aged 3 or 4 years old. Children can join our Reception class during the September following their fourth birthday. Applications must be made to the Local Authority by mid-January using a form which is available from Bath & North East Somerset Admissions and Transport. This form can also be completed on-line.

Children not attending the nursery class can also join the reception class during the September after their fourth birthday. Very occasionally parents prefer their children to join the school at the start of the term of their fifth birthday – please contact the Headteacher if you would prefer to do this.



For children transferring from other schools a programme is agreed between the Headteacher and family that suits the individual circumstances.

- **School Times**

The school day begins at **8.55am**. Our Infant classes finish at **3.10pm** and our Juniors finish at **3.15pm**.

- **Dropping off and collecting children**

We want your child to grow in his/her independent behaviour, but still give them the security they need. Therefore, for EYFS and KS1 children, we ask parents to bring them into the playground from **8.45am** every morning and wait with them until they are allowed into their classroom between 8.50 - 8.55am. At the end of the school day, are only let out of the class when their parent (or nominated adult) has been sighted in the playground. It is therefore important to be in the playground by 3.10pm.

KS2 children may be dropped off in the KS2 playground from 8.45am when a member of staff will be on duty. We cannot accept responsibility for children who arrive before this time. The children will be able to enter their classrooms between 8.50 and 8.55am. Parents of KS2 children should collect them from the junior playground at 3.15pm.

**We respectfully remind parents that we do not recommend that pupils below 9 years of age be allowed to walk home unescorted by an adult.**

There are times when you may be unable to meet your child from school. We do need to know who is meeting your child. We ask for a letter, if you have advance notice, or a telephone call, so that your child can be placed in the hands of a nominated person. If we have not been informed of someone different picking your child up we will not let your child go until you have been contacted to confirm arrangements.

If your child has to leave school during the day, for example to attend a dental appointment, we will need a note and ask you to collect your child from the main reception. Verbal messages from your child will not be accepted. **No child will be allowed to leave the school premises during the school day unaccompanied.**

- **Our School Uniform**

Children are expected to arrive clean and tidy for school, wearing the school uniform:

- ❖ Jade green sweatshirt or cardigan with school logo (compulsory)





- ❖ White polo shirt (logo optional)
- ❖ Green and white check summer dress
- ❖ Navy blue or black pinafore, trousers, skirt or tailored shorts
- ❖ White, grey, navy, black socks or tights
- ❖ Black shoes, trainers or sandals (no high heels or boots please)

## PE Kit

- ❖ Navy shorts
- ❖ White t-shirt (school logo optional)
- ❖ Black daps (indoors)
- ❖ Trainers (outdoor games)
- ❖ Optional-navy tracksuit for games (logo optional)

**Please ensure your child has all items of clothing labelled with his or her name.**

Children should have a change of clothing for PE activities: shorts and a T-shirt, in the colours described above, for indoor PE, and a change of sweatshirt, socks and trainers for outdoor PE. Baggy, long shorts and T-shirts are not acceptable. Only lightweight daps may be worn for indoor PE. Please make sure your child has a small named bag in which to keep his/her PE kit.

- **Buying School Uniform**

Uniform with the school logo can be purchased from Sports Scene at 25 Temple Street, Keynsham, BS31 1HF, although this is currently being reviewed.

- **School Dinners**

We are very fortunate that our lovely school lunches are cooked on site in our own kitchens.

A healthy menu is offered including a vegetarian option. Special dietary needs can be catered for when supported by a doctor's letter. A copy of our varied menu is available from the school office.

School meals for children in Key Stage 2 are currently £2.40 per day (£12.00 per week). Payment for school meals can be made each term, on the first day of that term, or weekly at the start of that week. Payment can be made by cash, cheque (payable to St Keyna Primary School) or via SchoolMoney, our online payment system. We can also take credit or debit card payments at the office.



*Bring Your Dad to Dinner Day!*



*Our Royal Wedding lunch!*

Alternatively you may provide your child with a packed lunch. Please would you ensure that this is secure in a sealed, clearly named, unbreakable container. We encourage children to eat healthily and prefer children not to bring sweets, chocolate or fizzy drinks in their packed lunches. Children may only go home for lunch if collected from and returned to school by a responsible adult. **Any child who stays at school during the lunch break is expected to accept the authority of the adult on duty.**

From September 2014, all pupils in Reception, Year 1 and Year 2 in State funded schools in England will qualify for Free School Meals (FSM). However, you still need to register for FSM if you are currently receiving any of the qualifying benefits. This is very important as it means we can still claim additional Pupil Premium funding to help your child (£1,320 per Primary pupil and £935 per Secondary pupil for the financial year 2016-17).

If you have any questions or need advice contact Free School Meals on 01225 394317 or email [freeschoolmeals@bathnes.gov.uk](mailto:freeschoolmeals@bathnes.gov.uk). This link also has more info:

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/school-meals-and-catering/free-school-meals>

The school office will also be happy to help answer your questions and provide assistance if they can.