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Friday 4<sup>th</sup> September 2026

Dear Parents and Carers,

A very warm welcome to the start of a new school year!

We are excited to welcome the children back to school on Monday and are very much looking forward to seeing their happy faces again. We hope that you have all had a lovely summer break and that the children are feeling refreshed and ready for the year ahead.

We are very much looking forward to the term ahead and all the learning, adventures and opportunities it will bring. We will send out the key dates for the term next week, so please keep an eye out for these.

We are also delighted to welcome some new members of staff to our school community. We are pleased to introduce Mrs Victoria Higgins, who will be our Friday Pipits teacher, Miss Sophie Watts, who joins us as our new Owlets Administrator and Miss Chantelle Hughes, who joins our lunchtime staff. We are sure that you will join us in giving our new staff a very warm welcome.

### **School Uniform**

A gentle reminder that on days when children do not have PE, they should come to school wearing their smart school uniform. On PE days, children should wear the correct school PE kit. This information can be found on our school website: [King Ina C of E Academy - Uniform](#). Please see the table below for your child's PE days and ensure that they come dressed appropriately on those days. Children with longer hair should tie it up on their PE days.

We really appreciate your support in helping the children to look smart and ready for learning each day.

### **KS1**

| Class       | PE Days              |
|-------------|----------------------|
| Robins      | Tuesday and Thursday |
| Puffins     | Monday and Wednesday |
| Goldfinches | Tuesday and Thursday |
| Pipits      | Thursday only        |
| Wagtails    | Thursday only        |

## **KS2:**

| <b>Class</b> | <b>PE Days</b>       |
|--------------|----------------------|
| Red Kite     | Tuesday and Thursday |
| Buzzard      | Thursday and Friday  |
| Peregrine    | Tuesday and Friday   |
| Sparrowhawk  | Monday and Wednesday |
| Kestrel      | Monday and Wednesday |
| Harrier      | Wednesday and Friday |

### **Medical Needs and Allergies**

Please ensure that the school is kept fully informed of any medical needs, allergies or changes to your child's health. It is particularly important that we are aware of any allergies so that we can put the appropriate arrangements in place to keep your child safe.

For all children who require an inhaler or EpiPen, parents/carers must come into school to complete an Individual Healthcare Plan (IHP) form. This enables us to ensure that we have the correct information and procedures in place to support your child. We require parents to complete a new form each year.

Please remember that inhalers and EpiPens must be kept in school at all times. It is the responsibility of parents/carers to ensure that medication is in school, within date, and replaced promptly when necessary.

We also ask that you keep the school fully up to date with any changes to your child's medical information, including changes to medication, allergies or medical needs. If anything changes during the school year, please let us know as soon as possible.

### **General Reminders**

- Stationery: Please ensure children do not bring pencil cases or other stationery items to school. All learning materials and play resources are provided by school.
- Snacks: Children are asked to bring a healthy snack for morning playtime, but this must be fruit or vegetables only. Other items from lunchboxes are not allowed at playtime.
- Toys: Children should not bring toys or fidget toys from home. School will provide any necessary sensory or focus tools. If your child needs a small comfort item from home, please speak directly to their class teacher—these will be considered on a case-by-case basis.

### **Attendance Reminder**

Good school attendance and punctuality are crucial to your child's success. We ask for your continued support in ensuring that children attend school regularly and arrive on time. Please note:

- Holidays should only be taken during school holidays, not during term time.
- Unauthorised term-time absences are likely to result in a **Penalty Notice** being issued per parent, per child.
- If your child is absent due to illness or another reason, please notify the school office via email on: [office@kingina.co.uk](mailto:office@kingina.co.uk) or by telephone on 01458 272587 from 8.30am.

## Mobile Phones – Year 5 and 6 Only

Children in Year 5 and Year 6 who walk to and from school alone may bring a mobile phone to school only if parents have completed and returned the mobile phone permission form, which is available from the school office.

- Phones must be handed in at the school office on arrival and should be collected at the end of the day.
- Phones must remain switched off until children have left the school premises.
- The school cannot accept responsibility for lost, stolen, or damaged phones.

## Forest School

Forest School sessions will begin next week with Red Kite Class, taking place on Mondays and Thursdays. Please can all Red Kite children come to school with their Forest School clothes in a bag on Monday. A letter with full details, including your child's participation days will be sent out next week.

## Communication

To help us respond to your queries as efficiently as possible, please use the appropriate method of communication depending on the nature of your message:

- **eSchools** should be used to contact your child's teacher for day-to-day queries, questions and sharing important information that may help us support your child. **Please use your own eSchools log in details, not your child's.** If you need your own log in details re-setting, please email the school office. New parents will be sent log in details on Monday.
- **The main school office inbox** should be used for more formal emails that require the attention of the Senior Leadership Team (SLT), as well as for notifying the school about attendance using: [office@kingina.co.uk](mailto:office@kingina.co.uk). Parents and carers can also phone the school office on 01458 272587. We will respond to you as soon as is practicably possible during office hours.
- **The SENDCo inbox** should be used for all communication relating to Special Educational Needs and/or Disabilities (SEND) using: [SENDCo@kingina.co.uk](mailto:SENDCo@kingina.co.uk)

Using the appropriate channel will help ensure that your message reaches the right member of staff and can be responded to as promptly as possible.

Thank you, as always, for your continued support. We are really looking forward to a fantastic year ahead.

Best wishes

Mrs S Svenson  
Headteacher