



KRISHNA AVANTI

PRIMARY SCHOOL

2023 - 2024

PARENT HANDBOOK



The Ethos of Avanti Schools

All schools in the Avanti Schools Trust prepare pupils for their respective life-journeys by promoting educational excellence, character formation and spiritual insight.

Avanti schools are Hindu faith schools which welcome children from all backgrounds. The schools are operated by the Avanti Schools Trust.

Both the Trust and the religious authority are inspired by and draw upon the teachings of Krishna Chaitanya, part of the same religious tradition as ISKCON, the International Society for Krishna Consciousness. This means that the nature of Collective Worship and Religious Studies will be broadly reflective of the practices and teachings of ISKCON. The Trust and religious authority are independent legal entities and they may choose to collaborate with ISKCON in instances which will benefit the Avanti schools.



Krishna Avanti Primary is an Academy School rooted in Hindu values based on the teachings of Krishna Chaitanya.

[The Avanti Way](#) gives an Introduction on the Avanti Philosophy of Education. The Avanti three parallel paths supports each person's life journey along for:

- ✚ Educational Excellence
- ✚ Character Formation
- ✚ Spiritual Insight

Our Core Principles

- ✚ We are unique spiritual beings with incredible potential, and we achieve our full potential by discovering and nurturing all parts of ourselves – intellectual, emotional, physical and spiritual.
- ✚ We choose how we wish to respond to life and what we nurture within us.
- ✚ We care for and respect all life – human, animal and plant – and live in a way that causes the least possible harm.
- ✚ We each observe the one same reality from our own unique perspective and engage in open-minded dialogue to deeply enrich our vision.
- ✚ We serve a higher purpose by living a meaningful and satisfying life of contribution.
- ✚ We are nourished by personal relationships that fulfil our need to love and be loved, encouraging us to be the best we can be.

Our Philosophy

Aesthetics of Education: Cultivation of Love

The ultimate purpose of education, for adults and children, is to help them cultivate love, which is both an aesthetic and rational experience. This love is already present within every person's heart, and for some, will culminate in love for God. The teacher need only help reawaken it and teach students to express those loving relationships through practical action and good character.

Ethics of Education: Strength of Character

The symptom of an educated person is good character, which includes empathy, gratitude, courage, integrity, self-discipline and respect. Knowledge is defined as reality distinguished from illusion for the welfare of all. In other words, it is not enough for something to be factual; it must also be beneficial for others. This requires helping students practise ethical and compassionate acts based upon their psycho-social nature, while keeping life's ultimate goal in sight. Success and happiness then ensue as unintended side-effects of a life of contribution.

Epistemology of Education: Meaningful Relationships

At the heart of education is a positive, synergistic relationship between the teacher and the student. This dynamic creates the environment for learning to take place.

The teacher must model the abilities and qualities he or she wishes to cultivate in the student, and the student needs to be open to the learning process with inquisitiveness and humility. The teacher helps the

student develop keen powers of observation, reasoning, and dialogue, while also honouring the wisdom of those who have gone before us.

Metaphysics of Education: Spiritual Potential

Our educational method is grounded in the conviction that every individual is spiritual by nature and therefore possesses incredible capacity for learning and growth. Anchoring our consciousness in our inner spiritual value enables us to overcome artificial, limiting identities that we impose upon ourselves and which drastically underestimate our genuine capacity.

To fulfil this vision, the school promotes ideals, namely:

1. Educational Excellence
2. Character Formation
3. Spiritual Insight

Lion represents-Educational excellence

Torch represents-character formation

Lotus-Spiritual insight

Educational Excellence



Our vision for educational excellence is one where deeply inspired teachers nurture joyful students and nourish their innate passion for learning. Learning is a quest to discover each student's unique gifts and potential and lay the foundation for their lifelong journey of learning. This is inseparable from high academic standards, where a challenging holistic curriculum cultivates independently thoughtful and reflective students by working towards a sense of mastery, emphasising depth, and not just breadth.

How we recognise educational excellence:

1. Teachers and students are inspired and joyful.
2. There is high quality dialogue; students display the ability and willingness to listen to others with an open mind and to speak sincerely, questioning their own assumptions and engaging in empathic dialogue.
3. There is a culture of intellectual curiosity and continuous professional development, including a focus on connecting research to classroom practice.
4. Learning is approached by examining the big questions of life in a holistic, values based and contextualised curriculum to deepen motivation and personal insight.
5. Long-term student progress at least matches, in broad terms, the best state-funded and private schools in the country.
6. Students are actively involved in creating their own paths of learning with opportunities for in-depth study of their chosen areas, gaining deeper insight into their interests and abilities.
7. There is the committed engagement of parents and carers as co-educators.

Character Formation



Our vision for character formation is one where virtues are taught by example and a supportive community of learners fosters a powerful sense of individual and collective purpose. Learning develops for these conscious changemakers as a quest for making the world a better place, starting with oneself. The capacity to internalise and put into practice what we have learned is the true test of learning. Building this capacity demands an experiential, virtues-led curriculum that embraces collaboration, custodianship and global

perspectives.

How we recognise character formation:

1. Avanti's virtues of respect, self-discipline, courage, integrity, empathy and gratitude are tangible throughout curriculum planning and school life.
2. The curriculum is experience based to support the transition from knowledge to wisdom and includes global perspectives to facilitate their transcultural proficiency.
3. Students make conscientious choices, develop moral literacy, promote the common good and display a sense of stewardship as well as a reverence for all life, nature and the earth's resources.
4. There is excellent provision for Philosophy, Religion & Ethics, PSHE, yoga and meditation.
5. Student voice is palpable throughout the school, with ever-increasing opportunities for developing leadership and oracy.
6. Students take ownership of their learning experience by means such as selforganised learning and principles of restorative practice.
7. Clean, uncluttered and inspiring learning environments support a mindful engagement with learning

Spiritual Insight



Our vision for spiritual insight is one where our interconnectedness with all living beings and with the universe, urges acts born out of humility and love, and the Self is perceived beyond its layers of coverings. Learning blossoms for these seekers as a quest for self-discovery and opens the door to their unlimited potential; an antidote to the emptiness of a materialistic or mechanistic worldview. The curriculum unveils the

possibilities of sacredness and transcendence at every moment and so engenders a deeply positive attitude to life, enduring happiness and heartfelt relationships.

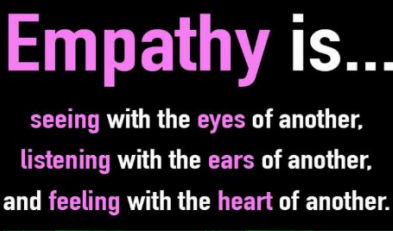





How we recognise spiritual insight:

1. Students have profound and stirring experiences of religious education, festivals and other activities for spiritual cultivation.
2. Effective pastoral care supports each student's personal, emotional and spiritual journey.
3. Students develop authentic and broad-minded insight into the complexities, essences and core principles underlying the varied manifestations of religion and spirituality.
4. The curriculum and school life make spirituality relevant and accessible to all, irrespective of faith or belief.
5. Students evidence spiritual insight in terms of their own identity, their relationship with others, with the wider world and for some, their relationship with God; in those of our Hindu faith-designated schools, this includes opportunities for awakening each person's unique and loving relationship with Lord Krishna.
6. There are opportunities and structures to support the development of heartfelt relationships between members of the school community, from which each person feels supported and nurtured.
7. All members of the school community are committed to introspection and their own personal journey of self-discovery.

Educational excellence has proved to be a strong pillar within this school

Through the gateway of humility, tolerance and respect for all (according to their respective positions) the journey of spiritual insight is constantly in action.

Character formation is also one of the 3 pillars of our school and we develop this through our 6 core values:

<ul style="list-style-type: none"> ○ Empathy 	
<ul style="list-style-type: none"> ○ Self-discipline 	
<ul style="list-style-type: none"> ○ Respect 	
<ul style="list-style-type: none"> ○ Integrity 	
<ul style="list-style-type: none"> ○ Courage 	
<ul style="list-style-type: none"> ○ Gratitude 	

Character formation Values - A society holds together through the quality of its shared values (virtues), which are produced through a shared conversation. (Sachs, 1997)

Values-based Education is an approach that creates a strong learning environment that enhances academic attainment, and develops pupils' social and relationship skills that last throughout their lives.

Language Associated with Character formation:

Personality – A person's inner moral qualities and traits

Values are classified into:

Virtues – intellectual, civil, moral, performance

Interpersonal strengths – "from the heart"

Intrapersonal strengths – "from the will" (a growth mind set)

And another definition



From The Jubilee Centre for Character and Virtues, University of Birmingham

- **Intellectual virtues** (reflection; focus; critical thinking; reason and judgement; curiosity; communication; resourcefulness; open-mindedness)
- **Moral virtues** (courage; compassion; gratitude; honesty and integrity, justice, modesty, self-discipline; tolerance; respect)
- **Performance virtues** (resilience; perseverance; grit and determination; leadership; teamwork; motivation; confidence)
- **Civil virtues** (service/volunteering; neighbourliness; citizenship; community awareness and spirit; social justice)

What is the difference between a fixed and growth mind-set?

How can you help your child at home to develop a growth mind-set?

Use some of the language and statements here to encourage your child.

10 Growth Mindset Statements

What can I say to myself?

FIXED MINDSET

INSTEAD OF:

GROWTH MINDSET

TRY THINKING:

I'm not good at this. I'm awesome at this. I give up. This is too hard. I can't make this any better. I just can't do Math. I made a mistake. She's so smart. I will never be that smart. It's good enough. Plan "A" didn't work.	<ol style="list-style-type: none">1 What am I missing?2 I'm on the right track.3 I'll use some of the strategies we've learned.4 This may take some time and effort.5 I can always improve so I'll keep trying.6 I'm going to train my brain in Math.7 Mistakes help me to learn better.8 I'm going to figure out how she does it.9 Is it really my best work?10 Good thing the alphabet has 25 more letters!
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What we do at KAPSH...

- * How do we develop our pupils and stakeholders?

PRE lessons, collective worship, faith assemblies, yoga, mindfulness in the classroom...

Curriculum workshops for parents to discuss: Diversity, Identity, Values...

'Accepting everyone and appreciating our differences'

What do you do at home to promote some of these core values?

Can you give some practical examples as to what you do to encourage?

- * Speaking the truth
- * Showing gratitude
- * Being kind and empathetic
- * Showing courage
- * Having self-discipline
- * Being respectful

The School Day



Nursery Class:

Morning Session 8.00 a.m. - 11.00 a.m.

*Afternoon Session 11:30 a.m. – 2:30 p.m.

*Extended Entitlement 30 Nursery session 8.00 a.m. - 2.40 p.m.

***Reception Class and onwards:** 8.00 a.m. -2.40 p.m., Break 9:45 a.m. to 10:00 a.m. and Staggered one hour Lunch break starts from 11.30 a.m. to 1.00 p.m.

*Timings will vary when the school finishes early.

*Please note School Office is open from 7:50 a.m. - 3:00 p.m. (term time only).

Arrival

All Children need to be in the playground by 7.55am. They are requested to walk to their classroom with their parent/s. Children can then settle themselves, once the doors have opened.

The class teacher/classroom assistant greets the children by welcoming them into the classroom each morning. Parents are requested not to have lengthy discussions with the teacher at this time, as they must focus on completing attendance registers accurately, supervising the children and preparing for the day ahead. If you need to speak to class teacher please make an appointment to see the teacher at the end of the day alternatively, you can request the school office to forward a message to the class teacher.

DEPARTURES - COLLECTING CHILDREN ON TIME

The school team will dismiss the children one at a time when eye contact is made to the authorised named adult (must be 18 or over) at the classroom door. Please wait in an orderly queue to ensure safe dismissal of the children. Older siblings under 18 are not permitted to collect younger siblings for reasons of safety. Occasionally a supply teacher may dismiss pupils, in which case if there is a message for the class teacher, please speak to a member of the office staff.

If for any reason you cannot collect your child, please contact the school office by 10:30am for morning nursery or by 1:30pm for all other classes to inform us about alternative arrangements.

Please ensure the alternative adult collecting your child has prior written consent already signed and dated by you.

It is disappointing to find that numerous children are not picked up at 2.25pm. This is our finish time. The school team understands that occasionally there may be an emergency. However, if this is the case you must ring the school office to let them know.

All children who are not collected on time are escorted to the Nursery Class and the staff member will follow up with a tel call. You will be requested to sign your child/ren out using the touch school monitor in the school office which keeps a log of late collections.

Late collections are regularly monitored by senior members of staff. In addition to this, a meeting will be held to discuss the reason for the late collection. We will ensure that each child receives a high standard of care in order to cause as little distress as possible. Regular late collection may be referred to Harrow Council Children's Services as this is a Child Protection matter and looked at in the form of Neglect on Parental responsibility (for KAPS regular late is considered as one or more occasions for 5 minutes late pick or more).

Your child will be placed in the Nursery class room. In the meantime all emergency contacts will be contacted.

If your child is not collected after school by 3:00pm the school will contact Harrow Council children's services.

The school team are not available to provide child care arrangements after this time.

ATTENDANCE, PUNCTUALITY, HOLIDAYS AND EXCEPTIONAL LEAVE OF ABSENCE

Attendance

The School has a legal responsibility to ensure the school registers are completed twice a day, once in the morning at 8:00am and once in the afternoon at 1:00pm.



At Krishna Avanti Primary School we expect our children to attend school regularly by 7:55am ensuring they are present for morning registration.

We aim to ensure our overall attendance rate is above 97% on a yearly basis and this cannot be achieved unless we work in partnership with one another.

Target attendance for each pupil is 100% with the minimum required 97%.

We offer guidance and support for parents/carers who are experiencing difficulties with their child attendance and this is reflected in our Home School Books.

Attendance is regularly monitored at school and if your child's attendance rate is of a concern the school will notify you in writing.

Celebrating Attendance

We reward good attendance with rewards and certificates which are acknowledged in Principals celebration assemblies. All pupils with a 100% attendance for the term. In addition, there will be additional rewards for the Class(es) with the highest attendance on a weekly basis.

The school rewards good attendance and supports our children where attendance is 100%. The school celebrates achievements of 100% attendance rates with the pupils on a termly basis.



We have a clear and very robust Attendance Strategy which contains clear procedures, to ensure consistency and fairness in our approaches. At the same time, due care and consideration is also given to overall school attendance levels in relation to individual attendance levels, which all pupils contribute towards.

Attendance Rates

Attendance rates and the different types of absences are tracked as follows:

School Level	Individual pupils, whole school and different groups of learners
SSC Level	Whole school, different groups of learners and comparisons between past years
Local Authority Level -Senior Educational Welfare Officer (SEWO)	Referrals, Individual schools and comparisons between different schools
Government Level	Individual schools and comparisons between different schools

The Importance of Good Attendance and Punctuality

Attendance and punctuality is a serious matter and good or better attendance is vital to ensure good or better progress, develop positive attitudes and learning self-discipline. We keep very detailed records of attendance and punctuality, as required by the law. Reasons for absence and lateness are noted and tracked.

If children do not attend school regularly and on time they will:

- Miss out on a variety of activities

- Not be fully prepared for any school tests
- Experience difficulty in keeping up with their learning and miss out on important instructions given at the beginning of the lesson
- Find it difficult to keep their friendships.

Support with School Attendance

Please remember if there are reasons why your child is missing school then keep the school informed. If your child is off school, then speak to the school as early as possible on the first day of their absence. If no notification of absence is received, the school will contact parents to find out why. Where possible, let the school know in advance of any planned absences e.g. hospital appointments. Where possible make medical/dental appointments out of school hours. Parents should provide reasons for absences and the school must decide whether or not they are authorised in line with Government Guidelines.

Notify school of any absence by 8:15am

Tel: 020 8381 3344

24 hours: [Report your child's absence online – click here](#)

Every Day Counts.....

Krishna Avanti School is committed to providing all children with the best start in life and works hard to ensure that all children attend school regularly. Reducing absence from school is a key priority for the school. The majority of parents at Krishna Avanti School ensure their children attend school regularly and we need your continued support to keep this up.

Your child is expected to be in school every day for 180 days during the Avanti an academic year. It will be helpful for you to know your children receive **185 days off due to weekends, school holidays** (includes additional holidays given by Avanti flexible term dates) and Inset training days.

90% Attendance

Many people believe that 90% attendance is very good. However, over a whole school year, a pupil with 90% attendance would miss nearly three weeks of school.

A pupil with 90% attendance would also spend more time away from school over the year than in school as we already have a shorter year with additional Avanti leave.

If a pupil's attendance for their whole time at Krishna Avanti Primary School was 90% they would have missed 18 days of school. That is more than half a half term during the school year!

Punctuality



The school gates will be locked at 8.00am. If you arrive after this time please go straight to the office with your child. Parents will need to complete the touch screen monitor to record your child's late arrival. Your child will be given an unauthorised late mark if they arrive more than 30 minutes late (as school registers closes at 8:30am and 1:10pm). Please make every effort to give your child the best chances in life.

Frequent lateness will result in a meeting with a member of the senior leadership team and a referral to the Education Welfare Officer. We will of course support families where they are having difficulties in exceptional circumstances. In this case please speak to the class teacher/ Senior Member of staff to discuss arrangements.

Arriving late to school

When a child arrives late to school it can be very disruptive for the child, the teacher and other children in the class. If your child arrives to School late, they will be marked as late on the register. If your child arrives very late i.e. after the register has closed; this an Unauthorised Absence. Persistent late arrival at school may also lead to a Fixed Penalty Notice being issued.

Minutes late per day Equals missed days of education (figures below are approximate as the term dates do change annually)

5 Minutes	3.4 Days
10 Minutes	6.9 Days
15 Minutes	10.3 Days
20 Minutes	13.8 Days
30 Minutes	20.7 Days

Absence Reporting

We expect all children to attend school every day by 7:55 am unless your child is unwell. It is a legal requirement that the school should be informed of any absence by 8:15 am. **We recommend you to use the absence link to report absences to the school.** **If you are unable to use the link please telephone the school between 7.45am and 8.15am to confirm your child is absent and clearly state the reason for the absence.** Please check the school website if your child can attend school. Do note the school phones may be very busy during the above times therefore for ease of parents we recommend parents to use the Absence Link (<https://krishnaavantips.wufoo.com/forms/rtqmlfe0bed6dw/>) to report your child’s absence. The absence link can also be found on the school website.

On the child’s return from absence, a letter should be given or sent to the School office/ teacher to justify the absence and if the absence was more than three days you will be required to provide proof of medical evidence as per DFE guidelines to confirm your visit to GP i.e. letter, appointment cards, prescriptions issued, appointment notifications.

If you need to collect your child during the day (due to unavoidable reasons) you will be asked to complete a form and sign your child out using the touch screen monitor to indicate you have taken your child out of school and on return to sign back in to indicate they are back in school. The school day finishes at 2:25 p.m., therefore, you are advised to book routine opticians, dental and hospital appointments out of school hours or during term holidays, otherwise this impacts negatively on overall and individual attendance levels and their progress. Hospital appointments should be booked during school holidays if possible. We would like to remind you that our school times are different than other Local Authority schools therefore; parents should be able to book appointments after school.

Attendance Table

Question: Can my child attend school if they are complaining of some common ailments e.g. slight cold or tummy ache?

Have a look at the attendance table below; there is plenty that parents/carers can do to prevent both your child and others from becoming unwell.

Condition	Helping your child to attend school	Can my child attend school?
Colds/Flu	<ul style="list-style-type: none"> • Make sure they learn to put their hand over their mouth when they cough or sneeze • Encourage them to wash their hands regularly • Encourage them to dispose of any used tissues hygienically – put them in a bin or down the toilet • Make sure they eat a healthy diet • You can give them different medicines to help clear a nose or soothe a sore throat 	<p>Yes - your child can attend school providing they do not have a high temperature or any other symptoms i.e. severe muscle cramps, high temperature, rash.</p> <p>Let your class teacher or a member of staff know that they are not feeling very well.</p>
Cough	<ul style="list-style-type: none"> • Cool drinks to soothe the throat • Take medicine to help soothe the cough 	<p>Yes - your child can attend school, but make sure they see a doctor if the cough worsens or has difficulty with breathing.</p>

Condition	Helping your child to attend school	Can my child attend school?
		If the cough does not clear up after 6 weeks see a doctor.
Earache, Migraine and Headaches	<ul style="list-style-type: none"> Your child may be sensitive to certain foods – talk to your GP or Nurse Do not allow your children to spend too much time straining their eyes i.e. too much television or computer work Take them for an eye sight test if they have not had one for a while Get some medication from the chemist 	Yes - your child can attend school, but do let your class teacher know who will keep a close eye on their progress.
Stomach Ache	<ul style="list-style-type: none"> Encourage your child not to miss their meals and to eat regularly Do allow them to eat too much of anything, especially things like sweets Do things that will relax your child, as stomach aches can be caused by them feeling tired or could be an indication that there is something worrying them 	Yes - if you know what is causing your child's tummy ache and they have no other symptoms and have seen a doctor or nurse. <i>ALWAYS refer to a doctor if their stomach hurts in one specific place.</i>
Covid – 19 Symptoms	<p><i>If you have coronavirus symptoms follow the NHS / GOV UK guidelines:</i></p> <p>a high temperature a new, continuous cough a loss of, or change to, your sense of smell or taste</p>	<p>The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education and children's social care. Staff, parents and young people can contact this helpline by calling:</p> <p>Phone: 0800 046 8687</p> <p>https://www.gov.uk/coronavirus</p> <p>Further guidance can be found on the following website.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>

Unauthorised Absence

If you fail to report your child's absence your child's attendance will be recorded as unauthorised. Attendance/Absence concerns will be raised to a senior member of staff if the school has not been able to get in touch with you and your child has been off school consecutively. For all absences a signed note, stating the reason for absence, should be brought to the School Office by the first day of your child returning to School.



Parents or carers who are not able to bring their child to school due to their personal circumstances, such as illness, will need to make alternative arrangements to drop off and collect their children (this type of absence is recorded as unauthorised).

Fines are now issued to parents who take their children out of school in 'un-authorised' circumstances and this is monitored very closely by the Principal and the Harrow Council Education Welfare Officer.



Term Time Holiday

Proposed school term dates for the academic year is published a year in advance. There are sufficient holidays within academic year for you to make travel arrangements. Please be mindful that absence due to a holiday is not, and never has been a parent's entitlement.

Can parents please note that any holidays or travel arrangements should only be booked during the school holiday period.

The school monitors attendance closely to ensure that all our children can achieve their full potential and would be grateful for your support.

[The school calendar can be found on the school website here.](#)

Parents may receive a Fixed Penalty Notice for an unauthorised holiday in term time.

Permission for Exceptional Leave

If an absence in term time cannot be avoided due to exceptional circumstances, an absence request form should be completed. The Principal will then decide whether or not to authorise this absence.

An attendance rate of 90% or above sounds impressive over the year, however, it actually means that your child only attends school 4.5 days out of every 5 days. If this continues up to the end of secondary school, they will have missed half a school year! How do you think that will eventually impact on their exam results and their life chances?

Holidays must not be taken during term time even if it is only a few days!

Requests for exceptional leave / special leave can only be given granted by the Principal.

Parent(s) are requested to complete the exceptional leave request form from which is available from the school office. You must provide all original documents as evidence as to why this leave should be considered as exceptional. Exceptional leave is only given in very exceptional circumstances and if your request is refused, your child will be expected to attend school. A child who does not attend school will be registered as unauthorised if leave was not granted. This may ultimately result in a referral to Harrow Council EWO, fine or your child bring taken off roll.

You should not:

- Pre-book any holidays or leave during term time for any reasons, **before** your request has been considered by the principal;
- Presume that you will receive permission to attend an event like a religious celebration, pilgrimage, wedding or personal family event. These kinds of requests will not be sanctioned as the school already has extended their school holiday times to accommodate the faith element of religious leave.
- [The school follows the Harrow Council SACRE guidance for religious observance request.](#)

Tackling Absence.....

Increases children and young people's opportunities.
Increases children's attainment and achievement.



Communication and Working together in Partnership

At Krishna Avanti School, we aim to encourage pupils to take full responsibility for their learning, developing skills for life-long learning. We use strategies that promote life skills, high ordered cognitive thinking, co-operative learning, reciprocal teaching as well as independent, class and team learning.

Together we have a crucial role to play in supporting the successful education of your child at school and at home. Building effective communication channels with our parents/carers and establishing positive relationships is key to our everyday practice.

All children must come to school able to look after their belongings, and arrive fully equipped with stationary, correct uniform including PE and appropriate footwear as outlined on the school website www.avanti.org.uk/kapsharrow so that they have the tools to work independently.

Newsletter

You will regularly receive Principal's newsletters electronically. Alternatively, you can visit the school website to keep up to date with school matters. We are an ECO friendly school determined to focus upon issues of sustainability and reducing waste. Cutting down on the use of paper will support the Avanti ethos. Please ensure we have your correct contact details and email address. You can update your contact details via the Arbor Parental Engagement app.

Generic Email Address for Communications to Teachers

If you have any questions or concerns regarding teaching or learning or any incidents regarding your child, please email your child's class teacher (please see email links below). The class teacher should be able to elevate your query/concerns or book a meeting to discuss the query further. If the concern has not resolved within the agreed times and you wish to follow up with the Progress leader /Senior Management Team member please email the KAPS office email.

If your enquiry is more general, please email and a member of the Senior Management Team will attempt to answer you as soon as possible.

KAPSH.Nursery@avanti.org.uk

KAPSH.Reception@avanti.org.uk

KAPSH.Year1@avanti.org.uk

KAPSH.Year2@avanti.org.uk

KAPSH.Year3@avanti.org.uk

KAPSH.Year4@avanti.org.uk

KAPSH.Year5@avanti.org.uk

KAPSH.Year6@avanti.org.uk

kapsharrow@avanti.org.uk

EYFS and KS1

Please speak to the class teacher for the communication book /reading record book. This can be used to communicate between class teams on a weekly basis and can be used to inform the team about regular updates.

Key Stage 2

In the first instance please speak to your child's class teacher.

National Curriculum, Assessments and Home Learning

At Krishna Avanti we aim to provide a high standard of education and believe that every child has the right to succeed. The School is divided into three phases as follows:

The Early Years Foundation Stage (EYFS), (Nursery & Reception Classes -approximately 3-5 years of age)

National Curriculum Key Stage 1 (KS1), (Years 1 & 2 - approximately 5-7 years of age)

National Curriculum Key Stage 2 (KS2), (Years 3, 4, 5 & 6 - approximately 7-11 years of age)

The Early Years Foundation Stage Curriculum

The Foundation Stage includes Nursery and Reception classes. The areas of learning include:

1. Personal, Social and Emotional Development
2. Physical Development
3. Communication and Language
4. Literacy
5. Mathematics
6. Understanding of the World
7. Expressive Arts and Design
8. Philosophy and Ethics.

The children in Foundation Stage will be taught a curriculum which incorporates indoor and outdoor learning. Learning is planned to ensure awe and wonder, interest, enjoyment and meaningful play-centred activities that are both child-initiated as well as planned and led by the adults.

In order to instil independence in your child's development please ensure that on joining the Nursery and Reception classes, your child is fully toilet trained and can use the toilet without adult support.

National Curriculum for Key Stage 1 and Key Stage 2

As an academy, we teach the full national curriculum and more. We fully accept the worth of teaching a broad and balanced curriculum, and develop a broad range of skills, knowledge and attitudes necessary for children to live a fulfilled adult life in the 21st century.

Subject specific knowledge and skills are joined up to create interesting contexts for purposeful learning experiences. Philosophy, ethics and religion is taught as a discreet subject and the values emanating from our faith-based curriculum permeate throughout all learning and ethos of the school. We use cross-curricular themes such as environmental education, economic and financial literacy, to encourage a creative approach to teaching and learning to promote enjoyment, curiosity, logical and analytical thinking in our children.

English, Mathematics, Science, Computing, Sanskrit, Physical Education, and Philosophy, Religion and Ethics are taught as discreet subjects. While specific skills and knowledge and skills are taught in History, geography, music, arts, design and technology, these subjects are taught through project work to create important links across these disciplines. There is a strong emphasis on providing children with ample opportunities to use and apply the key skills of communication, problem-solving, research, collaboration, and independent thought across all areas of learning.

We endeavour to maximise success for our children by ensuring that all elements of our teaching are good or better. We use a range of personalised teaching methods to meet the individual needs of children. We value pupil led learning as a powerful tool for ensuring high standards of academic achievement, self-esteem, personal confidence and motivation.

English



There is a strong emphasis on teaching a high level of skills of speaking and listening, reading and writing. As speakers of many languages, we know that while it is very important for our children to develop and maintain the use of their home languages, acquisition of a high level of fluency in English is of paramount importance. Opportunities for self-expression and development of excellent spoken English and debate and discussion are given in independent work, group work, class work, assemblies, class debates, presentations, competition, drama and theatrical productions.

Daily literacy lessons involve children as individual and groups in:

- Speaking, listening and responding in formal and informal settings;
- Sharing both fiction and non-fiction texts;
- Learning to read through a systematic approach to phonics using letters and sounds to develop handwriting, spelling and grammar;
- Accessing a systematic reading programme where real books and colour-coded readers are used to provide support and challenges for all pupils;
- Developing comprehension strategies and critical thinking skills;
- Writing in different genres for different purposes and different audiences;
- Private reading and discussion of a wide range of children's literature and

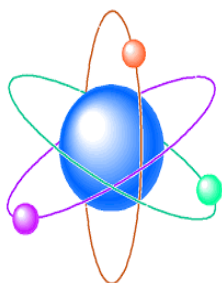
Library

We encourage children to use the classrooms and school library with the support of class teacher / learning support assistant in order to read books of personal interest and to research material. We endeavour to cultivate fluency of reading and a love of books.

The school has a system to borrow books. The classes will have an opportunity to borrow books as required. Overdue books will be monitored by the class teams. The school keeps a record of books and lost books will incur a fee to replace the missing book.

Mathematics

From the earliest age children are encouraged to develop their numeracy skills and use them in a variety of practical ways to develop their understanding of Mathematics. As they go through the school, number and algebra, data and shape space and measure are all areas that are studied on a weekly basis. The use of technology is encouraged at all levels.



Science

In science, varied aspects of scientific knowledge such as Forces, Electricity, or Human body is taught throughout the school every half term. Children use key investigative skills and participate in a series of practical experiments which encourage prediction, observation and evaluation. All classes have equipment and resources necessary to develop the skills of scientific enquiry. Our curriculum is enhanced by in-school visits from various scientific workshops and children's visits to places of interest such as the museums and field study centres.

Computing

Computers and ICT are increasingly used to support children's work in many areas of the curriculum. Children are taught specific skills that they can apply to their work. Children may have opportunity to use digital cameras, tablets and laptops.



We encourage partnership working in all learning areas and value the extended home learning environment, where children can practice their skills in the core areas by taking part in everyday activities, in a meaningful in real life manner.



E-Safety

All pupils use technology facilities using tablets and internet access as essential parts of their learning in school and as a requirement set out by the National Curriculum.

As parents you will be aware that there have been rapid changes in the technology of image production and that the taking and publishing of pictures is now very simple, often just one click of a button is sufficient to share a picture with many people across the world, with little knowledge of who they are, what they do or who the image will be shared with. This creates a dilemma for schools, as the distribution of images and/or a video is extremely difficult to monitor and/or control.

Our School follows e-Safety guidelines to ensure that children access only appropriate material on the internet and that they are always supervised by a member of staff whilst using the internet. Children go through regular training to learn how best to use the internet and social media safely. Teaching them about their personal safety is given the highest of priorities.

Please ensure that your child is supervised at all times, when using the internet for any school work done at home. The school has a set of e-safety rules for all our children.

On admission, parents have signed a consent including the use of social media for the school to take photographs, video recordings of children in activities and their use of the internet. Please refer to our e – Safety guidance document in Appendix 2.



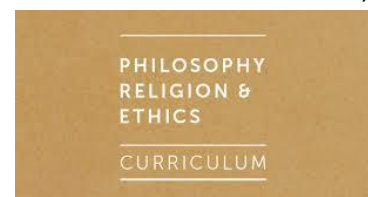
Collective Worship

As with all faith school in the United Kingdom, at Krishna Avanti we take part in daily acts of collective worship, which, inclusive to all, will balance the major faith traditions with our distinctive ethos and understanding of spiritual worship. Collective worship at Avanti Trust Schools involves: Kirtan, song, mediation, prayer, worship, reflection and story-telling.

If requested by the parents, children can be voluntary withdrawn from collective worship. We strongly encourage everyone to be involved in song, mediation, reflection and story-telling as they are vital opportunities to break down barriers between different faiths and belief systems. Please talk to the Principal should you wish to discuss this further.

Philosophy, Religion and Ethics (PRE)

Philosophy, Religion and Ethics Education builds upon our school's six school values. Elements of Personal, social and health education as and are an integral part of our Philosophy, Religion and Ethics curriculum. PRE is taught by specialist teachers working closely with the class teachers. The subject is taught with appropriate references to its unique as well as universal teachings of Lord Caitanya and the Vaishnav traditions of Hinduism as one of the major world faith. There is a strong emphasis on teaching children to respect their own alongside others' faiths and beliefs, including those of humanists and people of no faith.



As we follow the National Curriculum, our children also have regular opportunities to make link with other world religions.

P.E. Swimming and Yoga Lesson Days

In accordance with good practice guidelines, all children now participate in indoor activities involving bare feet. Children will change into their trainers, plimsolls or have bare feet depending on the PE lesson. Please note that plimsolls are no longer used for some indoor P.E. i.e. gymnastics and dance. Swimming lessons take place and are carefully planned for pupils in KS2. Parents will be informed if their child's class are taking swimming during the term nearer to the term.

All children are expected to wear the correct PE uniform to school on P.E. days only. Girls need to keep a pair of socks with their kit if they wear tights to school. Pupils will change into their black trainers during their break or activity if they are wearing their school shoes.

Behaviour for Learning and Restorative Justice

Krishna Avanti School operates an approach towards behaviour management that recognises that all behaviours are highly influenced by the teachers' and children's ability to:

- communicate with each another;
- form positive relationships;
- understand what initiates differing behaviour patterns in both ourselves and others, by gaining a growing awareness of our emotions and emotional regulation techniques;
- reflect on our patterns of behaviour and influence our thought processes and subsequent actions, to ensure we all take ownership of our actions.
- Apply restorative justice practices key features.
-

Restorative Justice in our school is based on six key features:

- Relationships
- Respect
- Responsibility
- Repair
- Resilience
- Reintegration

The school culture is underpinned by our golden standards, restorative justice and a clear set of values; independent thinking, mutual respect for others and taking responsibility for our actions. This is reflected in our policies and everyday practice. The ethos in the school fully supports our approaches towards the management of behaviour that sets out to enable children to become reflective and self-regulating rather than place an emphasis on sanctions and punishment as a means of control.

The school team are helping the children to remember our school standards. Please spend time at home talking to your child about demonstrating the right behaviours for learning. Sometimes too much chatting, talking unnecessarily, fidgeting, calling out without permission, being slow to start work or follow instructions, using equipment inappropriately can slow down or stop the teaching. These types of behaviours interrupt the lesson and valuable learning time.



By talking to your child about our standards/values, we can all look forward to a good year!

We shall be "catching children making the right choices" and praising them in assembly.

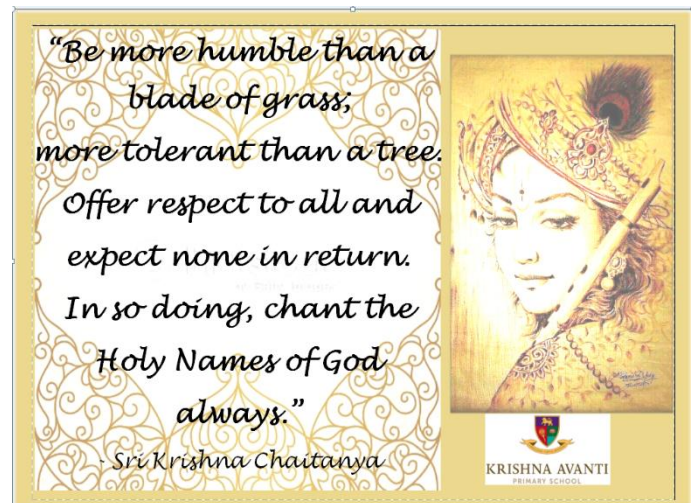
Pupils are expected to follow the school's Golden Expectations that form the basis of our Home School Agreement which each family enters into at the point of admission to our school.

Our Golden Standards

1. Be kind, helpful and gentle: think of others
2. Be respectful: listen and act respectfully, use good manners
3. Be honest and responsible: think before you act; tell the truth
4. Be Safe: care for people and property
5. Be courageous: Learn Brilliantly! Never give up.

KAPSH Equal Opportunities Objectives

- Strive to achieve equality of opportunity for all, adults and pupils, regardless of age, gender, ethnicity, disability, religious belief, sexual orientation and socio-economic background.



- Promote a harmonious environment (social cohesion)
- Strive for all pupils to achieve the highest possible standards in their learning and make good progress and to be committed to closing the gaps in progress and attainment.
- Ensure that the appointment of staff is in line with equal opportunities legislation
- Ensure that the governing body of the school reflects diversity
- Identify barriers to learning and participation and provide appropriately to meet a diversity of needs
- To promote spiritual, moral, social and cultural development through daily teaching, with particular reference to issues of equality and diversity.

[Please refer to the Equality Policy for further information.](#)

- * Our aim is to help you as parents to understand character education and promote our school values outside of the school classroom.
- * To provide enriching learning that supports our commitment to valuing diversity, tackling discrimination, promoting equality and fostering good relationships between different groups of people
- * To embed a clear vision and approach whereby values are modelled and will impact on the lives of children, staff and families
- * To embed a specific character formation curriculum design/web that will be central to learning and the creation of a values-based learning community

British Values

Promoting British Values at Krishna Avanti Primary School

The DfE have recently reinforced the need ***"to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."*** The Government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated this year. At Krishna Avanti Primary School these values are reinforced regularly in the following ways as attached. In actively promoting British Values, we will also focus on, and be able to show how our work with pupils is effective in embedding fundamental British values. This also means challenging pupils, staff or parents expressing opinions contrary to fundamental British Values, including 'extremist views'. Much of our current work already encompasses these values and will be intrinsically linked to our School Teaching Plan. [Please click here for more information.](#)

Democracy

At Krishna Avanti Primary School, we ensure all pupils within the school have a voice that is listened to. We do this through: communication boxes, pupil surveys, through circle time and through having school Ambassadors. We demonstrate how democracy works by actively promoting democratic processes such as holding elections for our school ambassadors each year. Members are voted for by the pupils. During this time, and during English lessons, children have the opportunity to learn how to argue and defend points of view. Manifestos are displayed to inform the school community of pupil's points of view in a prominent place within the school.

The Rule of Law

The importance of laws whether they are those that govern the class, the school or the country, are consistently reinforced at Krishna Avanti Primary School. Our school has 'Golden Expectations', which are deeply embedded in our work every day. Our pupils are taught the value and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken.

Individual Liberty

Our children are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we provide boundaries for our pupils to make choices safely, through the provision of a safe environment and empowering learning. Our children are encouraged to know, understand and exercise their rights and personal freedoms and are advised how to exercise these safely; examples of this can be clearly seen in our e-safety and P.S.H.E. lessons. Whether it is through choice of challenge; of how they record; of participation in our numerous extra- curricular activities – our pupils are given the freedom to make choices. Choice brings future happiness.

Mutual Respect

Respect is one of the core values of our school and it is deeply embedded in all that we do at the school. The pupils know and understand that it is expected and imperative that respect is shown to everyone – old and young, whatever differences we may have and to everything, however big or small. The core value of respect underpins our work every day both in and out of the classroom and in and out of the school.

Tolerance of Those with Different Faiths and Beliefs

‘The highest result of education is tolerance.’ Helen Keller

Krishna Avanti Primary School enhances pupils understanding of different faiths and beliefs through religious education studies; PSHE work; visits to other schools in different settings to participate in celebrations such as Diwali and Easter, welcoming visitors from other schools and communities and enjoying a depth of study during themed weeks. Beliefs, traditions and customs are studied in depth, with visitors being invited in to our school to enrich and extend our children’s and our community’s understanding. Through this our pupils gain a deep understanding of their place in a culturally diverse society and of their place in our global community.



Child Protection and Safeguarding of Children

At Krishna Avanti School, we take our duty in safeguarding and protecting children **extremely seriously**. Disclosure Barring Services (DBS) checks, safer recruitment procedures are all an integral part of our everyday practise. All staff members, club leaders and volunteers who work at the School are subject to rigorous checks and receive specialist bespoke induction and safeguarding training.

Parents can contact our Designated Child Protection Officer (DCPO) or the Deputy Designated Child Protection Officer (DDCPO) who will be happy to provide advice and practical tips on preventing abuse and identifying inappropriate behaviours. Their names are published around the school.

We believe that all members of our community have the right to learn in a secure, safe and stimulating environment. Krishna Avanti Primary School acknowledges the school’s legal duties under the Equality Act 2010, in respect of safeguarding and in respect of pupils with Special Educational Needs (SEN).

The school has a policy on safeguarding our children and this can be viewed on the school website. On admission you will have signed an acknowledgement form, to state that you have read and understand our approaches towards safeguarding our children and the policy.

SAFEGUARDING CHILDREN IS EVERYONE’S RESPONSIBILITY

Should you have any concerns about a child’s welfare, Please speak to the designated members of staff for Child Protection and Safeguarding.

Mrs Luisa Neilsen - Designated Safeguarding Lead (DSL)

Mrs Alisha Mahoon - Deputy Designated Safeguarding Lead (DDSL)

Mrs Shriti Bellare - Deputy Designated Safeguarding Lead (DDSL)

Mrs Vikita Haria -School Stakeholders Committee Member with responsibility for Safeguarding

Assessments and Parent Consultations

Progress of all pupils is assessed on regularly through formative (daily and on-going) and summative tests (end of term or year). This information, along with on-going teacher assessments enables the school to be ‘data rich’ and all data from assessment is used to inform planning of teaching at an individual and group level.

Pupil progress is checked and tracked every half term and across the different phases and very rigorous moderation of any levels assigned to the pupils takes place on a termly basis, involving external professionals.

One to one parent-teacher consultations take place termly and this allows parents the opportunity to see your child’s work and discuss their progress. All parents receive a full end of year report at the end of the summer term.

All staff can be available at an agreed time to discuss your child's progress on an individual basis and any children who are placed on our Special Educational Needs register or who are classified as vulnerable, are reviewed far more frequently.

Parents in Class

There is ample evidence to confirm that parents as co-educators play a vital role in promoting achievement. We welcome parental contributions such as sharing of a language, making presentations and suggesting ideas for topics or supplying resources or attending and supporting visits. Very often help is focused on reading, but parents can also support us in a variety of ways. Parents' help is a very valuable resource to the school and we appreciate any support, particularly if you have a specific skill, interest or contact outside of the school, particularly with the business world.



Newsletters and letters from the Principal and key members of staff, act to ensure that parents/carers remain fully informed of any school developments. We actively encourage face to face communications with parents/carers and encourage partnership working by offering both individual sessions and group parent/carer workshops, which cover a variety of topics.



Home Learning

Homework is sent on a regular basis by e-mail to all parents. Opportunities to do research or extend learning outside of the classroom are encouraged and become more formal as the children progress through the school. As an eco-friendly school we send homework electronically, however do speak your child's class teacher/LSA should you require a paper copy.

A termly curriculum overview for your child's class is sent at the beginning of the term to inform you about the learning that will be covered in all the subjects of the curriculum.

Research has shown that a faster pace of learning takes place when parents are actively involved with the education of their child. We encourage you to work together with your child to promote interest and enjoyment.

Teachers will make a note in the communications book to see them if there is a cause for concern.

You can help your child develop reading skills at home by:

- ✓ Spending five to ten minutes each day on reading
- ✓ Allowing your child time to self-correct
- ✓ Acting as a model by reading some of the text and then asking the child to participate
- ✓ Encouraging your child to make predictions about the story
- ✓ Asking open and closed questions about events, illustrations, characters and settings
- ✓ Creating story boxes using small toys and objects for retelling stories
- ✓ Playing word games
- ✓ Acting out stories
- ✓ Using your local library for homework and research
- ✓ Showing your child that you enjoy reading

Break, Snack- Fruit /Vegetable, Water Access

During morning break all children in the Foundation Stage and Key Stage 1 will be provided with a piece of fruit or vegetable and water. The Nursery and Reception classes will also receive milk.

Pupils in Key Stage 2 can bring their own fruit/ vegetable snack to school daily (no nuts, sweets or sugary drinks are allowed in school). Please remember we are a nut-free school and some children have severe airborne allergies to Nuts.



wiseGEEK

Water in School

All children have access to drinking water. We want children to bring water bottles to school. Research suggests that the water intake of most children is nationally seen to be below recommended levels. The availability of water in the classroom has been proven to increase levels of concentration. Please make sure the water bottle is clearly labelled with your child's name and class.



AST Food Policy

School Lunches, Menu planning, Free School Meals, Cost & Payments

(Not applicable to Nursery children)

An important part of our ethos is around the provision of hot, fresh, nutritious meals. Sharing tasty, healthy school lunches is an integral part of the educational experience at an Avanti school. It's also an opportunity to enhance social skills and table etiquette, ensuring lunchtimes are a positive experience for all. School staff often enjoy taking lunch with pupils, creating a family atmosphere.

The Culture of Food

Food is an important part of school culture and the art of cooking is a sacred practise. The preparation and eating of food should be based on principles of compassion, non-violence and balanced living. Lunches provide nourishment and satisfaction to the body and minds of pupils and staff allowing them to feel re-energised for teaching and learning.

Aligned to our ethos and in order to cater to pupils and staff of all backgrounds all food served is vegetarian (in line with the faith ethos of the school our food is free of eggs, onions, garlic and mushrooms.) Menus and recipes are designed to provide a healthy balance for each meal. Avanti Schools are vegetarian schools. Pupils are not permitted to bring food and drink from outside onto the premises.

Menus are regularly updated and are available on the School's website and developed based on pupil feedback groups, so that pupils can feel comfortable and satisfied with their daily lunch that is provided.

Special Diets

The school is able to cater for a variety of special diets that are required by families due to medical reasons. If the general lunch provision on offer does not meet your child's needs, or if your child has specific diet requirements/preferences, please do speak to Govinda's Catering manager and the school staff so that we can provide for your child accordingly. Meals may be designed to meet the needs of children with specific allergies. If the Govinda's team are unable to cater for your child the school will agree a packed lunch within the school ethos. This agreement will be reviewed regularly and annually.

We encourage parents to visit the school taster events organised by Govinda's to sample the school lunches in order to satisfy themselves with the quality of provision.

Menu Planning

Pupil voice is taken into consideration when developing the termly school lunch menu. Govinda's will also take into consideration parents views on school lunches.

The school office will send termly menus by Arbor and this is also published on the schools website on www.avanti.org.uk/kapsharrow .

Free School Meals

We strongly encourage parents who have financial constraints to apply for Free School Meals. An application form can be completed online from London Grid for Learning website: <http://fsm.lgfl.net>. If you are found to be eligible the school will support parents by giving additional benefits such as access to two complimentary clubs, Subsidised school trips/events, Subsidised school uniform and free school meals. Please see a member of the office staff for further information.

SCHOOL MEALS London Grid for Learning (LGFL) have introduced a change to the way parent/ carers apply for Free school meals. Harrow Council no longer accept paper applications. If you think you could be eligible, you will need to log onto the website <http://fsm.lgfl.net>. **It only takes a moment!** Once you have accessed the website, you will be able to quickly and easily check if you are entitled. It gives you an immediate "yes" or "no" response and you will need to take a screen shot and e-mail this to notify the school.



If you are eligible for a free school meal please inform the school office.

Did you know that every child who is known to be eligible for Free School Meals allows their school to gain extra funding to ensure that they achieve the highest standards and do not fall behind. This funding is used to improve staffing and facilities that benefit the children.

IF YOUR CHILD WAS ENTITLED TO FREE SCHOOL MEALS LAST YEAR, YOU MUST STILL RE – APPLY USING THE ABOVE WEBSITE ANNUALLY BY MIDDLE OF SEPTEMBER EACH YEAR. If we do not receive information from you; your child may be removed from the Free School Meal List.

As always, please do not hesitate to ask the school office for help.



Cost and Payment for School Lunches and ParentPay

You will be aware that school meals for all **children aged 7 and under** are funded by the state and are free to parents therefore pupils in Reception class to Year 2 are entitled to Universal Infant Free School meals. If you have a child in

Reception – Year 2 classes you will not need to pay for your child's school dinner. However, if you have a child in Reception - Year 2 you may still be entitled to free school meals (this is an additional funding to the school and therefore it is important to check you eligibility) and other support.

The cost of the School lunches is kept to a minimum in relation to the quality of food and will be £2.40 per meal (this can change). You must pay for a school lunch if you child/ren are in Key Stage 2 classes unless the children qualify for a free school meal.

Convenience for Parents

We understand that family life can be busy for parents. In order to reduce the hassle of paying for lunch, we make it possible for parents to pay termly fees online using Parent Pay. Parents receive details of how to access their Parent Pay when their child starts at Avanti. We are happy to answer any questions regarding payment at any time during term time. Where parents struggle to afford lunch payments, we invite them to apply for Free School Meals. If a child qualifies for Free School Meals, parents will receive a refund for any payments previously made.

All payments for school lunches must be made via ParentPay. Within two weeks after your child starting at KAPS you should receive a registration activation letter for ParentPay. This is where you can make payments for all school services for example dinner money, school trips or any other service.

Dinner money is £2.40 a day per child (subject to change). Payments can be made per half term, term or full year in advance.

Options for half termly payments will be sent by letter at the beginning of the year. Reminders will be sent in the newsletter or a separate letter. This information is also available on the school website. Payments for school lunches must be made by the first day of the start of the term or in advance in half term, full term, or yearly instalments.

ParentPay

We only accept electronic payments for all services (school dinners, clubs, trips, residential visits). This easy and simple process is facilitated by ParentPay. ParentPay offers you the freedom to make payments whenever and wherever you like, safe in the knowledge that the technology used provides the highest internet security available. You will have a secure online account, with a unique user ID and password within two weeks of starting school. You can change these to something you will easily remember and merge

accounts of two or more children. Parents who are unable to make payments online can request a Paypoint Card. This will enable parents to pay at any store which displays the Paypoint sign.

If you have trouble with your username or password or have any concerns regarding your ParentPay account, please email the school office or speak to a member of the office staff who will be glad to assist you.

If you are unable to make a payment via the internet, please inform the school office in writing.

Celebrating Birthdays or Special Events

If you would like to mark your child's birthday day or a special event, you can do so by:

- Donating a book for the class library;
- Distributing items such as books or stationary to each child;

Please do not send confectionery or any food items, such as chocolates and sweets as these foods can trigger allergies, and do not promote a healthy learning environment.



Educational Visits



In order to bring the curriculum to life and to broaden the children's range of experiences, we occasionally arrange educational visits to museums, galleries, parks, places of worship and residential trips. These are always closely linked to the subjects/topics being taught at school. The outings will require a voluntary contribution. The school adopts a robust approach towards Health and Safety and adheres to the standards set out by the HSE and Avanti

School Trust with respect to assessing the risks.

The 1998 Education Act requires the AST to state its policy on charging for educational activities. There will be a number of occasions during the school year when visits are organised in school time to support the school curriculum. The School Stakeholder Committee and staff believe that it is most important for all children have the same opportunities. Parents will be invited to make a voluntary contribution towards the cost of some activities. If insufficient contributions are received, a planned visit may have to be cancelled. The following covers the main points:

1. Where activities take place in school session time e.g. a school journey in school hours, parents will usually be invited to make a voluntary contribution towards the cost of an activity on a pro-rota basis.
2. Where activities take place completely or mostly outside school session time, charges will be levied as appropriate.
3. Any application for a full or partial remission of charges will be considered in strictest confidence by the Principal.
4. The school may charge for ingredients or materials or require them to be provided if parents have indicated that they would like to keep their children's work.
5. Parents may be required to meet the cost of breakages, damages or losses where this is the result of their child's behaviour.
6. Parents will be expected to make a contribution towards the cost of replacing lost reading books and library books. Should the parents find the lost book after it has been replaced by the school a refund will not be processed.
7. Although the school will provide children with school equipment, parents are expected to provide basic stationery items e.g. pencils, felt-tip pens and notebooks throughout the year to support their child in the school and home learning.

The School Stakeholders Committee may, from time to time, amend the categories of activities for which a charge may be made. Nothing in this policy statement precludes the School Stakeholders Committee from inviting parents from making a voluntary contribution towards the cost of providing education for pupils.

Money in School

Children should only bring money into School, if it is requested by the school. All money should be brought in a sealed envelope, clearly marked with the child's name, class and the purpose, for example non-uniform day / workshops etc. ParentPay is the preferred method of payment for all items.

Please note money should be given to the office staff or the class teacher by hand and not to be sent in children's book bag. The school will not take responsibility for money sent through your child's book bag.



Out of hours activities - Afterschool Clubs



Please note that there will be no clubs on the first week or last week of the Autumn, Spring and Summer term. (This does not apply to Extended Care Providers).

The school will send details of afterschool clubs that support and extend children's learning. Details will be sent by Arbor in advance of the term. This will also be uploaded on the school website via the following link.

<https://avanti.org.uk/kapsharrow/school-life/clubs/>

There are limited spaces for clubs and bookings will be on a 'first come first serve' basis. Refunds will only be given if the sessions are cancelled by the club leader or the school. Please speak to club leader in the first instance

for general queries, payments or refund. If your concern is not resolved within 5 working days please e-mail your concerns to the school office and a member of the staff will follow up with the club leader.

Clubs Bookings:

If your child wishes to attend an Afterschool Club, please pay for the club (see their flyer on how to pay). For health and safety & safeguarding procedures, please complete the booking form (provided by the club leader) and submit to the club leaders (due to data protection one booking form is required for each club booked per child). Please contact the club leader to confirm your child's place in the club.

Clubs Pupil Premium:

If your child is entitled to Free school meals as part of pupil premium grant KAPS allow children to attend one club complimentary (music lessons by Harrow Music Service are not covered in the clubs). If you would like your child to join the clubs as a pupil premium please note you must be eligible for freeuniform

school meals. To take up this offer please e-mail kapsharrow@avanti.org.uk with the following subject After School Clubs – Pupil Premium eligibility booking and state the club you would like him/her to join. There is a maximum of one free club per child per term. The school office will confirm your child's place in the club.

Clubs Additional Items:

Allergies, Medical and Medications - Please ensure you inform the club leaders of any allergies, medical concerns and any medications your child may be taking. Uniform/KITs – As parents can you please ensure that their children have the necessary items or clothing/shoes/trainers as requested by the club leaders. Snacks – Only fruit, vegetables and water is to be provided as snacks.

Clubs Collection:

Club leaders will dismiss all children from the entrance of the main school black gates and children will only be sent home with their parents or the person specified on the booking form. Any changes to the collection of your child on the day must be notified to the club leader prior to the start of the club. However, if you are unable to reach the club leader please inform the school office by 1.30pm who will inform the class teacher/club leader. Please ensure you collect your child at the correct time. Some club leaders may charge a penalty fee if you arrive late.

If for any reason you need to collect your child early from their afterschool activity please make the necessary arrangements with the club leader and not the school.

Clubs Photographs:

Photographs may be taken of the children and displayed in the school, the AST/School website or the club leader's communications. If you do not wish a photo to be taken of your child, please inform the club leader in writing.

Although the afterschool clubs / activities take place at Krishna Avanti Primary School please note that club leaders are responsible for their own clubs. Should you have any concern please inform the school office in writing.

Extended After School Care – TBC

For fees and further information, please contact club leader. Further details can be found on the school website.

School Uniform

School Uniform sets a standard at Krishna Avanti Primary School. We believe that the wearing of a school uniform gives children a sense of belonging with their school; it is practical and smart, reinforces a positive work ethos and reduces expenditure for parents and carers by avoiding inequalities in terms of possessing the latest designer fashions.

I am sure you will appreciate the many advantages of wearing school uniform. The Krishna-Avanti School uniform has been chosen to be practical, easy to wash, cotton rich and **economical** to purchase. It is part of our School Uniform Policy that children from Reception class and above wear the School uniform (this does not apply to Nursery Class). It sets a good tone and standard in addition to identifying the school.



I would like to thank you in advance for working together so that we can maintain our school's high standards.

Our School Uniform and PE Kit with our school logo are available to purchase from Brigade Clothing Ltd. To purchase the uniform items order online via their website www.brigade.uk.com or email directly to sales@brigade.uk.com.

We do not stock any new uniforms at the school, however, please speak to a member of the school office if you would like to purchase second hand uniform.

The school office keeps some sample sizes of uniforms and if you would like to check the size of the uniform please speak to member of the school office to arrange a convenient time.

If there are any problems preventing, you from ensuring that your child wears school uniform please do not hesitate to make an appointment to discuss the situation with the Principal.

All compulsory items bearing the embroidered School logo **must** be purchased from Brigade. Items listed below that do not specify a School logo may be obtained from either our supplier or a supplier of your choice. Please note all children must also have a book bag and a full PE kit including appropriate school shoes/ trainers.

Supplier and how to purchase: The Avanti uniform has been chosen to be practical, easy to wash and cotton rich. The full uniform is available from Brigade Clothing via their online service called **PARENTS DIRECT** - (please click the link to visit the Brigade website). We are consistent with Avanti Schools Trust 'family of schools'.

You would need to log onto www.brigadeuniformdirect.uk.com enter your child's school name (Krishna Avanti) and select the school from the drop down list provided (*registration may be required for first time users only*).

Welcome to Brigade Schoolwear – Parents Direct On-line Ordering Service

DELIVERY LEAD TIME

ORDERS ARE CURRENTLY TAKING 10-14 DAYS, HOWEVER THIS CAN VARY DEPENDENT UPON STOCK AVAILABILITY.

Thank you for choosing Brigade to purchase your quality embroidered School Uniform. Our easy to use website has been set up with passcode protection. To obtain a passcode to access the site, you will need to initially register your details and a passcode will be emailed to you.

Returning Customers

Email:

Passcode:

[Forget your passcode?](#)

New Customers

Search for your school name to begin...

School:

As required by Data Protection, Brigade have effective safeguards in place to ensure personal information is kept securely and not shared with other parties.

Our School Uniform

Nursery – Pupils do not have to wear the school uniform as they are non-compulsory school age.

Gender Neutral Uniform (EYFS / Key Stage 1 -RECEPTION – YEAR 2)

Compulsory Items with Avanti Logo

- School V-neck Jumper (with Avanti logo) / School Buttoned Cardigan (with Avanti logo)
- School Book Bag (with Avanti logo)

Compulsory Items without Avanti

- White polo shirt (school logo optional)
- Grey School trousers (not black or charcoal)
- Grey trousers /below the knee skirt (not black or charcoal)
- Black School shoes (no trainers)
- Black/Grey School Socks
- Wellingtons
- Water bottles

Summer term optional:

- Grey shorts
- Blue gingham (blue and white checked dress) with white socks

PE Kit (includes yoga days): All PE items must school uniform wear

- Plain white t-shirt
- Trainers

The following PE items must be plain Navy blue

- Jogging bottoms / PE shorts
- Sweatshirt or round neck jumper

PE Bags / Spare cloths bag -

The most suitable bag is a simple drawstring bag These are most easily accommodated in the limited cloakroom space.

- Navy blue with school logo available to purchase via Brigade

Gender Neutral Uniform (KS2 Year 3 – Year 6)

Compulsory Items with Avanti Logo

- School V-neck Jumper / School Buttoned Cardigan (with Avanti logo)

Compulsory Items without Avanti logo

- White blouse/shirt (school logo optional)
- Grey School trousers (not black or charcoal)
- Grey trousers /below the knee skirt (not black or charcoal)
- Black School shoes (no trainers)
- Black/Grey School Socks
- Wellingtons
- Water bottles

Summer term optional:

- Grey shorts
- Blue gingham (blue and white checked dress) with white socks

PE Kit (includes yoga/swimming days): All PE items must school uniform wear

- Plain white t-shirt
- Trainers
- Swimming kit items will be sent separately to the classes enrolled in swimming.

The following PE items must be plain Navy blue

- Jogging bottoms / PE shorts
- Sweatshirt or round neck jumper

PE Bags / Spare cloths bag -

The most suitable bag is a simple drawstring bag These are most easily accommodated in the limited cloakroom space.

- Navy blue with school logo available to purchase via Brigade

Book Bag - compulsory for all pupils

Children must have a school bag with our logo. This develops positive and organised attitudes towards learning. The school bag must be brought to school and taken home each day, along with their Home School Books.

PE Kits - compulsory for all pupils

Learning to change out of uniform and into PE kit is an important learning task for young children. It also creates a growing self-awareness of what is appropriate in different settings. Children need a change of clothing for Physical Education which must be brought into school on the day of the lesson or sports activities.

Games/PE Kit Bag - the most suitable bag is a simple drawstring bag. These are most easily accommodated in the limited cloakroom space. Bags must be named clearly on the outside.

- **Children have the option to wear their Outdoor PE kit for school on PE days only.**
- **Children who come to school wearing their uniform will get changed into their outdoor or indoor P.E kit in the classroom.**
- Black shoes must be worn on all P.E. days
- Pupils will change into black /dark blue trainers. These are our colours and must be brought in a bag for P.E.
- The weather is not suitable to wear plimsolls all day with the P.E Kit.
- Children will change into their trainers, plimsolls or have bare feet depending on the PE lesson. Please note that plimsolls are no longer used for some indoor P.E. – i.e. gymnastics and dance. In accordance with good practice guidelines, all children now participate in those indoor activities in bare feet.
- Girls need to keep a pair of socks with their kit if they wear tights to school.

Lost Property

The school displays lost property outside the Nursery class. Please note items not collected after five weeks will be disposed away. The school cannot accept any liability for loss of, or damage to, such property and possessions.

It is vital that all children are able to locate their own property as it facilitates early reading skills, independence and promotes their self-esteem; hence children must be able to read their first name independently. Please ensure that all your child's clothing and property including shoes are clearly marked in permanent black ink with your child's first name using lower case letters. The best option is to purchase pre-printed iron-on name labels which will last throughout your child's School years and are easily available online.



Medicines



We only give children prescribed medicines in school. If your child suffers from a medical condition, you will be required to complete a form to give consent for school to administer medication.

Please give the medications to the school office in the original bottle/containers with the pharmacy label clearly visible. Please ensure you renew your child's medication regularly or before it expires. Please check with the school office if you are not sure when your child's medication expires.

If your child suffers from asthma, it is vital that you teach your child how to use the inhalers by themselves.

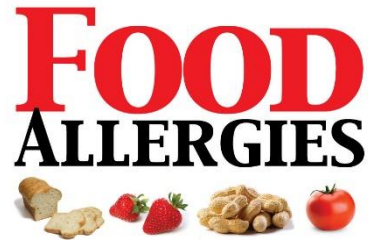
A member of staff qualified as a first aider, will assist your child in administering medications/inhalers where necessary.

Sun cream must be applied from home before the start of the school day. The school cannot apply sun cream to any children unless it is prescribed from the GP. If you wish to top up sun cream please make arrangements to come during lunch time and before school finishes if your child attends an after school clubs.

Allergies

All children with allergies should be identified by parents and will be required to complete a medical form if the child's allergies required medicines to be administered. All staff can administer medications.

Some children may suffer from allergies which could be **life threatening therefore, please remind your child never to share food brought to school.**



NUT FREE SCHOOL - [Do not send nuts or foods containing traces of nuts – we operate a nut-free zone.](#)

Personal Effects Policy

This policy has been devised based on guidance from Harrow Advisory Service for Physical Education and must be adhered to ensure the safety of your child and other pupils. The term 'personal effects' refers to items such as religious artefacts, jewellery, body-piercings, watches, hair accessories, Sensory aids such as spectacles and hearing aids are considered as separate items and any risks attached to these aids, will be assessed fully via an individual risk assessment, and will be shared with the parents and child to ensure both the child's and other children's safety at all times. The school will adhere to the recommendations laid out in the Equality Act 2010 and any subsequent school guidance.

We appreciate the support of all parents in ensuring that children maintain a high standard of hygiene, cleanliness, and appearance at all times. Hair must be of natural colour and haircuts should be conservative, non-trendy with no extreme haircuts. Hair that is shoulder-length or longer must be neatly tied back, with a soft dark item to prevent entanglement and obscuring of vision.

The wearing of personal effects constitutes a hazard both to the wearer and those in contact with the wearer. Inadvertent contact of personal effects with other people, equipment or clothing has caused tearing and piercing of flesh, and even strangulation resulting in death.

If a child arrives at school wearing any type of personal effects, other than the exceptions mentioned below, the parents will be contacted to be informed that staff will remove the item. Staff will not accept any responsibility for the safe keeping of children's personal effects. Staff will adhere to school policy where any physical intervention takes place.

Hair accessories that are functional and made of a soft material are necessary and will be allowed. No other hair ties or bands with jewellery attached to them are allowed.

If Tulsi or holy neck beads and hand threads cannot be removed because of religious reasons, they must comply with our guidelines. Sacred beads and hand threads must only go around the neck or hand once. Sacred beads must be threaded on a plastic string that would break easily if it were to become entangled in an object. They need to be worn very close to the body so that they do not get caught on anything; the child should only be able to place one finger between the string and his/her neck. Hand threads also need to be worn close to the body; the child should only be able to place one finger between the thread and his/her wrist. The ends of the hand threads must **not** dangle down from the wrists. In the event of an emergency where swelling occurs, we may have to cut the neck beads or thread. If any child does is not complying with this request, the beads will be removed until the end of the day and you will be informed of any actions that needs to take place.

Newly pierced ears can take up to six weeks before they are fully healed so it is important that ears are pierced at the beginning of the summer holidays to allow sufficient time for earrings to be safely removed before the start of the autumn term. If the ears have not fully healed by the time the child returns to school you must cover the earrings with tape, ensuring that the spike at the back of the ear is also covered effectively. Please note that the child will not be allowed to actively participate in PE sessions where physical contact can be foreseen until the earrings can be safely removed, as tape will not provide sufficient safety in sessions where there is physical contact.

Please note that the school does not allow the following:

- Nail varnish
- Jewellery – only stud earrings without stones are allowed in school
- Make up

Sensory aids:



For activities where no physical contact is foreseeable and during free-play sessions in the playground, a child who utilises sensory aids may participate with or without the sensory aid, whichever situation is safer for the wearer and the other participants.

When physical contact is expected a child who utilises a sensory aid can only participate actively if the sensory aid can be safely removed without creating more risk of injury to the wearer and others in the group. This may mean that the activity needs to be adjusted

in some way if possible. If the situation cannot be made safe, then the child must only participate in a non-active capacity.

The co-operation of parents/carers in implementing this policy will be greatly appreciated.

Sickness, Injury & Accident

Many of our staff are fully qualified First Aiders.

Occasionally children fall sick. If your child is ill do not send him/her to school. Please ensure you inform the school office by 8:15am of the specific reasons for your child's illness and inform the school when your child can return to school.

To avoid spreading germs in school, please do not send your child to school if he/she has chickenpox, has a tummy bug, high fever, or vomiting. If you are unsure, please contact the school office for guidance.



If your child is due to undergo an operation or will be off for a longer period, please make an appointment to see the Assistant Principal so that the school can support your child's needs better.

If your child falls ill, or is injured during the school day, a first aider will assess your child initially. Once a decision has been made if the child is well enough to remain at school, they will be treated for illness, incident /accident and will be monitored where necessary.

Occasionally we will send your child home. We will contact you as soon as possible if the decision made is to send your child home. We will ask you to collect your child from school as we do not have the facilities to care for sick pupils for any length of time. The persons listed first in your contact list on Arbor priority list will be contacted first in the event of an emergency. Please ensure the school has your up-to-date contact details including mobile numbers, addresses and GP details. You can use the Arbor Parental Engagement app to view and update your contact details.

Many children attend an afterschool club or are dismissed at the end of the day to an authorised person other than the parents therefore, the school will be giving first aid stickers for minor accident/incident resulting in treatment for minor cuts/grazes, bumps resulting in plasters/ ice pack to your child. We would like to encourage the children to discuss the injury with the parents/guardians in the first instance and if you have further queries, please speak to the class team. For serious injuries including head bumps where your child is distressed and /or complaining of pain you will be informed by the first aider by a telephone call and discuss the next steps or further advice may be sought from NHS helpline.

For more serious injuries we will use your emergency consent and, in an event, where we have to call an ambulance and you are not available. However, as a parent we will notify you of serious injuries immediately or as soon as we are able.

All incidents will be recorded at school level using an internal online incident/accident reporting form and the class team will be made aware of the incident where necessary.

An incident report will be given to parents for serious injuries (including head bump) which will explain what signs to look out for with respect to head bumps. Please note incident reports are completed after the treatment has been completed and if the team are unable to give you a copy of the report on the day a telephone call would have been made to inform you of the incident and the incident report can be issued /requested the following day.

If you have any concerns regarding your child's health or would like to inform the school of an injury that took place at home please speak to your child's class teacher, School office or book an appointment to see the Assistant Principal/ DSL.

If your child has a behaviour issue which may cause injury to other children in school, we will invite you into school to discuss these issues and will also compile a behaviour support or learning plan in consultation with yourselves, your child and class teacher. This will be co-ordinated by the Assistant Principal/ SENCo.

School Nurse Visits



School nurses make an annual visit to the school to monitor pupils in reception class and year 6. They will send medical questionnaires to be completed (For reception class only) which should be returned to the school office by the deadline date.

Disability

If at any time you or your child require any special assistance or have a specific need please inform the school office. Parents/Grandparents who are registered disabled should inform and speak to school office to ensure disabled parking is available when required and any changes should be informed to the school asap. We will be happy to assist in any way we can.



Transport to School



[Download letter templates for your class to decorate and display](#)

The Government agenda is to reduce carbon emission and encourage walking to school. We strongly advise that those who live locally walk to school in order to minimise unnecessary traffic and pollution. Those who live too far from the school to walk should try and car share.

Walking or cycling to school helps to promote:

- A healthy lifestyle
- A sense of well-being
- Alertness and concentration in class
- Awareness of geographical location
- Road safety knowledge
- Reading skills
- Parents of a child/ren in Year 6 can request permission from the Principal to walk home alone or to the school gates. Please see a member of the school office. Parents will be required to complete a form for to request permission.

Cycle and scooter racks are provided to assist parents in bringing children to school by cycle or scooter.

Parents must not under any circumstances park in the school car park as this is reserved for staff. Please ensure that you park considerably outside of the school grounds and that you do not cause any obstruction or hinder traffic flow. Please drive carefully to ensure the safety of our children and show courtesy to other road users and local residents.

Please **DO NOT**:

- Double park to drop or pick your child
- Stop in the middle of the road to drop or pick your child
- Leave younger siblings in the car unattended; this is illegal and parents can be reported for negligence.
- Enter and block the school entrance (Staff Car Park, Drop-off and collection zone).

Please see our web site for further guidance.

Vouchers

Please support our school by sending any vouchers schemes taking place. Please send vouchers to school office through your child's book bag or simply give them to the school office. We have collected vouchers for Cereal boxes, Morrison's and Sainsbury's.



Parent Workshops

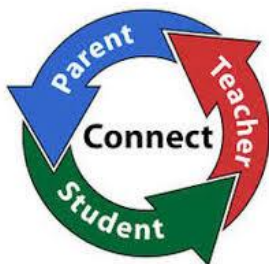


The school offers workshops for parents, which cover a variety of areas as follows:

- EYFS Curriculum;
- KS1 Curriculum;
- KS2 Curriculum;
- SATS;
- Phonics;
- Reading;
- Writing;
- Mathematics

You will receive details of these workshops nearer to the time in our whole school newsletters.

Developing Positive Relationships with all Staff



At Krishna Avanti Primary School we pride ourselves in being able to develop positive relationships with all our parents. We believe that effective relationships are built upon effective communication and as set of shared values. It is important that you have open and honest dialog with your child's teachers and inform them of any changes which may impact on your child's learning or development in a proactive manner. We view our parents as co-educators and work hard at developing positive and productive relationships with all our parents. We promote reflective practice at all levels.

Communication - Partnerships for Success

Effective communication and partnership working are key to helping us ensure that your children are happy, challenged and engaged in their learning both in and out of school. This will involve you talking to us about any concerns, or worries that you may have about your child either at school or at home.

The flow chart below shows the process of communicating with the school with respect to individual matters.

STEP 1	Talk to your child's class teacher after school and/or make an appointment to see them. Unfortunately, teachers are not available to discuss issues before the school day, as they will need to be prepared for the children.	Identify issue, discuss possible solutions, agree how to monitor the situation or agree what the outcome will be.
STEP 2	If you are not happy with the outcome, make an appointment to see the deputy Principal.	Discuss concerns, agree the way forward.
STEP 3	If the issues or concerns are not resolved, make an appointment with the Principal.	Issues or concerns will be conveyed to the Principal and closely monitored. Referral to other services will be made where necessary.

The Principal, Assistant Principal or Progress Leaders are available to meet with parents/carers to discuss any concerns, although on most matters the process shown above should resolve any issues. Schools are

very busy places and we communicate with parents via our newsletters and Home School communication systems. We will also write to parents with information about specific issues, events and important notices and copies of all communications will be e-mailed via Arbor. Our website will also be regularly maintained to ensure the information is relevant and current. Parents/carers are asked to check these sources of information regularly. ***We are very much partners in your child's future success.***

Friends of Krishna Avanti School (FOKAS)

If you would like to join FOKAS or simply get involved or help during events, fete, please e-mail info@fokasgmail.com and someone will be in touch with you soon.



Wider Community Relations

At Krishna Avanti School we foster relationships with:

- Faith schools including Christian, Jewish and Muslim schools
- State schools locally, nationally and internationally
- Local communities
- Special schools
- Places of worship
- Local clubs such as Belmont Football Club

Website – www.avanti.org.uk/kapsharrow

The school website is updated on a regular basis.

School Closures

An email message will be sent to the parents via Arbor and the school will also update its website of any emergency school closures by 7:00 am where possible.



Checking of school status during wintery weather conditions

The school can experience delays when sending text messages via Arbor to parents during busy periods (severe weather conditions). Therefore, please check the school's website or 'Open Check' service on the day by 7am daily.

To check the status of the school through Open Check,

Dial 020 8408 7508 and enter the school's 7 digit Department for Education (DFE) Code.



DFE Code: 310 3513

Please DO NOT ring the school main number or Site Manager's mobile number to check the status of the school.

School will be open unless stated on the school's website and Open Check by 7am.

Arbor MIS and School Communications

We use the Arbor system to enable us to communicate directly with parents by email, push notifications and text message. We may use this service to email/text information regarding the following: send communications to following up child's absences, outstanding payments, cancellations to clubs, school closures and send letters, newsletter communication, or invitations to events & assemblies.

Please remember to update your contact detail on Arbor Parental Engagement App. **Please speak to the school office if you are not receiving communication messages.**

Parents will be able to view their child's details by downloading Arbor app on to their phone (if compatible or ipad allows this). Please follow instructions from Arbor website once you receive the welcome email.

E-Newsletters

The school promotes eco friendliness and are aiming to be paperless. Newsletters are sent home regularly by Arbor. They will give details of the school's activities, special events and diary dates. Please speak to the school office if you are not receiving Arbor messages.

Emergencies



From time to time we may need to contact parents/carers by text message or e-mail for example due to medical or severe weather emergencies. It is therefore vital that you keep your details updated on Arbor with any changes to your contact details. Please inform the school if there are any changes.

General Data Protection Regulations:

Avanti Schools Trust understands their commitment under the new General Data Protection Regulations. In light of this we want to let you know about our updated Privacy Notices and Data Protection Policy as well as our continued commitment to maintaining the privacy of the members of the school community that we hold.

Please read through our Privacy Notice and Data Protection Policy which can be found on the trust website <https://avanti.org.uk/governance/>. These explain how data is collected, used and managed as well as letting you know how you edit or amend your details.

Parents Worship

We welcome all parents and carers each Friday morning during term time for our morning worship at 8.00am in the school dinner hall. However, during the pandemic this has not been available due to Health and Safety of everyone. Once we are able to invite parents we will inform you via the school communication.



Suggestions and Feedback



We welcome and value your suggestions to make Krishna-Avanti School a better place for all members of our community. Please feel free to share what you are pleased about and any ideas that you may have as to how we might be able to improve our school.

You can e-mail your views to kapsharrow@avanti.org.uk. We

also request you to complete surveys sent out at periodic times of the year through wufoo via survey monkey. This will ensure all voices are heard.

Welcome to the family of Krishna Avanti Primary School!



HOME SCHOOL CONTRACT – online admissions form

We are very pleased that you and your child are now members of our school community. At Krishna Avanti School, we believe that a close partnership between home and school is essential to help children get the best from their education. This agreement sets out clear expectations to enable us to achieve this. We are determined to give each pupil every possible chance to succeed and to learn the skills which will enable them to become responsible Global citizens. The School promotes holistic, responsible lifestyles through a vegetarian diet, a curriculum that integrates yoga and meditation, and a built environment that actively fosters environmental concern. By drawing on the teachings of Krishna Chaitanya*, our School embraces a universal, inclusive approach to spirituality, aimed at rekindling a personal, loving and spontaneous relationship with the divine.

Children's Pledge

I will:

- Attend school regularly and on time.
- Follow the schools expectations focused on being safe, respectful, courageous, kind and understanding other people.
- Be organised and ready for learning.
- Wear the school uniform and be tidy and smart in appearance: Look Smart! Think Smart!
- Always try my best to learn and challenge myself
- Join in and contribute to Krishna Avanti life.

Parents/Carers

I/We will:

- Make every effort for my/our child to attend school regularly, punctually and properly equipped.
- Inform the school on the first day of any absence.
- Make the school aware of any concerns or problems that might affect my child's learning or behaviour.
- Support the school's Policies, Parental Handbooks, Newsletters, Communications and guidelines for behaviour.
- Support and uphold the school rules and the guidance in the Parent Handbook;
- Attend parents' evenings and discussions about my child's progress.
- Reinforce at home the values taught at school to ensure continuity of what is learnt at school;
- Support my/our child with homework and return it to school promptly;
- Pay school dinner money and any other payments owed to the school promptly;
- Support the school in ensuring money owed to the school is paid promptly for example school visits. dinner money.
- Provide the school with up to date emergency contact details

School

The School will:

- Provide the best possible learning environment for your child, one that is safe, caring and nurturing and sets high expectations;
- We provide a balanced curriculum focused on our three pillars of Educational Excellence, Character Formation and Spiritual Insight and meet the individual needs of your child.
- Ensure your child achieves their full potential as a valued member of the school community.
- We achieve high standards of learning and behaviour through building good relationships and developing a sense of responsibility.
- We will keep you informed about general school matters and your child's progress in particular.
- We will be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.

Agreement

I/we have read and understood the Home School Contract.

Name of child: Class:

Signature: Name: Date:
(Parent/carer)

Signature: Name: Date:
(On behalf of the School)



Dear Parents/Carers,

The use of Digital Images – Photography and Video- online via wufoo form

We are proud of the many achievements we have here at Krishna Avanti Primary School and there are always lots of activities and events for our pupils to get involved in. In this digital age, many members of our school community use social media to stay connected with what's happening in school and, for those who don't use social media, the website is an important communication tool. In light of this, the school and Avanti School Trust uses its website and certain social media platforms including, but not limited to, Facebook, Twitter, Instagram and You Tube in order to:

- keep the school community informed about activities and events happening in school (e.g. sports days or school plays);
- provide information about the school and its policies (e.g. the prospectus);
- celebrate the achievements of our school community;
- support education and learning;
- promote and market the school to third parties e.g. for fundraising or for recruitment purposes.

The school may wish to use images such as videos and photos of your child taken in school and/or at school events on the school's website or on the Avanti School's Trust social media from time to time. Please read the attached documentation, sign the parental consent accordingly and return to the school as soon as possible.

The school has a duty of care to provide a safe environment for all our children and while we are aware of the risks of image misuse. We firmly believe the school now needs to balance this against the positive values of our children having high quality images of their time in school, which in turn also promotes the school as an exciting, colourful and vibrant place to learn. Appropriate pictures of the school and our children in action, can also act to ensure that the school is the 'hub' of our community, enhancing our reputation further as a centre of excellence. The measures taken in the schools procedures are designed to ensure that the school does everything it can reasonably be expected to do, to protect our children from the potential harm that the misuse of images might cause.

After reviewing the schools procedures for the taking of pictures at school events and our approaches towards e-Safety, we have now adapted these accordingly and would like to share these with you. Please note that our e-Safety procedures and associated documentation, should be read in conjunction with our Anti-Bullying/Cyber Bullying and Safeguarding Policy.

If you **do not want** your child's image/video to be taken by the school and/or **do not wish** for your child to be used for school and Trust controlled websites, social media and print material, then please inform the school by e-mail on kapsharrow@avanti.org.uk please state your child's name and class. Please note you may need to discuss your request with the Class Teacher / Principal in the first instance.

If you have any questions, please do not hesitate to contact the School office.

Yours Sincerely,

Mrs Shriti Bellare
Principal

E-Safety

Guidance Document

Introduction

At Krishna Avanti Primary School, all policies, procedures, and staff guidance reflect the vision of Avanti Schools Trust and act to promote character formation, educational excellence and spiritual insight in a safe and secure learning environment.

School Stakeholders Committee Members and staff recognise that they have a full and active part to play in protecting our pupils from harm at all times. This guidance and associated procedures that underpin our practise, apply to all staff, including; paid staff, volunteers, agency staff, students and anyone working on behalf of Krishna Avanti Primary School.

The use of information technology is an essential part of our daily life; it involves how we as a school gather and store information, as well as how we communicate with each other. It is also an intrinsic part of the learning experience of our children and young people and can be greatly beneficial to all. However, it can also present challenges in terms of how we use it responsibly and if misused either by an adult or a young person, can be actually or potentially harmful to them.

As a school, Krishna Avanti Primary School believes in supporting all elements of a child's development, creating the support needed so that they can learn to keep themselves safe in a variety of ways. The school makes use of the wealth of technological advances that our children experience as an integral part of their daily practice and acts to provide staff and volunteers with the overarching principles that guide our practice with respect to e – safety.

The welfare of the children/young people who come into contact with our school is paramount in our practise and governs our approaches to the use and management of electronic communications and technology. We recognise that all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.

Working in partnership with our children, their parents/carers and other agencies is an essential element of all we do. We act to promote our young people's welfare by, helping our young people to be responsible in their approach towards e-safety.

This guidance should be read in conjunction with the school's policies other associated procedures as listed below:

Health and Safety.

Child Protection and Safeguarding.

Anti- Bullying and Cyber-Bullying.

General Data Protection Regulation.

Parent Handbook.

We will seek to promote e-safety by:

- Assigning our working in partnership with our ICT Support.
- Developing a range of procedures that provide clear and specific directions to staff and volunteers on the appropriate use of ICT.
- Supporting and encouraging the pupils to use the opportunities offered by mobile phone technology and the internet, in a way that keeps themselves safe and shows respect for others.
- Supporting and encouraging parents/carers to do what they can to keep their children safe online and when using their mobile phones and game consoles.
- Incorporating statements about safe and appropriate ICT use into the codes of conduct both for staff and volunteers and for children and young people.
- Developing an e-safety agreement for use with our pupils, parents/carers.
- Using our procedures to deal firmly, fairly, and decisively with any examples of inappropriate ICT use, complaints, or allegations, whether by an adult or a child/young person (these may include breaches of filtering, illegal use, cyber-bullying, or the use of ICT to groom a child or to perpetrate abuse).
- Informing parents and carers of incidents of concern as appropriate.
- Reviewing and updating the security of our information systems regularly.
- Providing adequate physical security for ICT equipment.
- Ensuring that usernames, logins, and passwords are used effectively.
- Using only official email accounts provided via the Avanti Schools Trust and monitoring these as necessary.
- Ensuring that the personal information of staff, volunteers, and service users (including service users' names) are not published on our website.
- Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- Any social media tools used in the course of our work with children, young people and families will be risk assessed in advance by the member of staff wishing to use them.
- Providing effective management for staff and volunteers on ICT issues, through supervision, support, and training.
- Examining and risk assessing any emerging new technologies before they are used within the organisation

We are committed to reviewing this guidance on an annual basis as an integral part of our Schools Policy and Information List.

e-Safety Rules

All pupils use computer facilities including internet access as an essential part of their learning in school and as a requirement set out by the National Curriculum. We respectfully request that parents/carers make their children aware of the schools 'Think then Click' rules and sign the attached consent forms.

Think then Click

These rules help us to stay **safe** on the Internet

Foundation Phase



We **only** use the internet when an adult is with us

We **can** click on the buttons or links when we **know** what they **do**.



We **can search** the Internet with an **adult**.

We **always** ask if we get **lost** on the Internet.



We **can send** and **open** emails **together**.

We **can** write polite and friendly **emails** to people that **we know**.



Think then Click

e-Safety Rules for Key Stage 1 & 2

- We **ask** permission before using the Internet.
- We **only** use websites that an adult has chosen.
- We **tell** an adult if we see anything we are uncomfortable with.
- We immediately **close** any webpage we not sure about.
- We **only** e-mail people an adult has approved.
- We **send** e-mails that are polite and friendly.
- We **never** give out personal information or passwords.
- We **never** arrange to meet anyone we do not know.
- We do **not** open e-mails sent by anyone we do not know.
- We do **not** use Internet chat rooms.

The school/ AST may exercise the right to monitor the use of our computer systems, including access to web-sites, the interception of e-mails and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**Krishna Avanti Primary School – Permissions completed via Arbor Parental App
e-Safety and The Use of Digital Images – Photography and Video
Parent/carer Consent Form**

Name of Pupil:.....

Year:

Class Name :

Agreement

- I have discussed the e-Safety Rules with my child;
- My son/daughter has agreed to abide by the e-Safety Rules at all times;
- I have discussed the safe use of the computer, network, mobile phones, Internet access and other new technologies with my child.
- I understand that the schools network and Internet access may be monitored.
- I agree to the schools approaches towards digital images and the taking of video's at school functions.
- I am aware of the school / AST GDPR policy/procedures as published on the website www.avanti.org.uk

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by the pupil/s full name/s. If this is **not** the case, please contact the school.

Parent's Consent for Internet Access

I have read and understood the school e-Safety Rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I also acknowledge that the school is **not** responsible for the content of material which is to be found on the Internet.

Digital Images and Video's

The schools approach is to **allow** parents/carers to take images of the children during school events. Please note the following:

If you are taking images during school events, we will:

- Request that you take any images or video's of pupils or the school at a particular time and in a specific area/s;
- Expect you to use any images or video's appropriately – taking due care with respect to circulation of images on the internet, always avoiding the use of the children's names or those sites that are untrustworthy. You will also seek others permission, where your child is **not** your own;
- Ask you to ensure that your child is appropriately dressed for the event (the school will also take due regard to this in any school productions or where photographs or video's are taken);

If you **do not** want your child's image taken by other parents or the school and/or do **not** wish for your child to be a part of a school video, that you should make this **known in writing** to the following members of staff: Class teacher, School Office and Principal.

Parental Name:

Relationship:

Signature:

Date:

AST CONSENT FORM - Permissions completed via Arbor Parental App

During your child’s time at school, we may wish to take photographs or record videos of activities that involve your child. The photographs or videos may be used for displays, promotional material, our website, social media and in the newspaper.

Photography or filming will only take place with the permission of the Principal and under appropriate supervision. When filming or photography is carried out by the media, children will only be named if there is a particular reason to do so (e.g., they have won a prize), and home addresses will never be given out. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child for these purposes, we need your consent. This is necessary to comply with data protection laws (i.e., the UK General Data Protection Regulation and Data Protection Act 2018). Without your consent, we will not be able to use your child’s photograph for these purposes.

Please note that there may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested.

We would be grateful if you confirm your preferences by ticking the appropriate boxes below:

	Yes	No
[I consent to my child’s photograph being used on social media]		
[I consent to my child’s photograph being used in the school newsletter]		
[I consent to my child’s photograph being used in school promotional material / prospectus]		
[I consent to my child’s photograph being published in the newspaper (and their online outlets)]		
[I consent to my child’s photograph being used on the school website]		
[I consent to my child’s photograph being used on display in the school (this may also include your child’s work and their name)]		
[I consent to my child’s photograph being used in other pupils’ learning portfolios which get sent home to parents]		

If you give consent for photographs to be used as described above, you may withdraw your consent at any time. If you decide to withdraw your consent, please contact the school office so that we can update our records accordingly.

When you provide your consent, this will remain valid for the period of time that your child attends the school and for 12 months after your child leaves the school (unless you chose to withdraw your consent earlier). Historic photographs will, however, remain on our website, on social media feeds or, in some cases, when forming part of decorative displays situated inside the school building.

Appendix 3 - Nursery Extended Entitlement for Termly Template



Adobe Acrobat
PDFXML Document

Right click and open the PDF file to view the Harrow Council leaflet for Parents in reference to 30 Hours Extended Entitlement.

Nursery Extended Entitlement – template below may vary

Dear parents/guardians,

Thank you for making an application for extended entitlement from 15 to 30 hours for your child.

The code you supplied has been checked and is verified as eligible. Therefore, I am pleased to offer your child a place for the 30 hour extended entitlement. Please complete the form overleaf and return it to the school office by to confirm your acceptance of this offer.

Please note the offer for extended entitlement **does not** secure a place for the full year and in order to be eligible for the extended entitlement you will need to recheck the code for the autumn, spring and summer term. Your child’s place will be provisionally held for summer term subject to the eligibility confirmation. However, you must validate your code through the HMRC government gateway account before the code end date as shown below.

Important to note: If you do not check your eligibility when required and continue to receive funding for the extended entitlement (which you are no longer entitled to) you will be asked by the HMRC/ Krishna Avanti Primary School to pay back any childcare funding owed. For further information, please see the leaflet sent on via e-mail on what happens if a parent loses eligibility and no longer meets the criteria.

Below is the current information the school holds regarding your 30 hour code eligibility:

- Code start date:**
- Code end date:**
- Grace period end date:**

Your child will be expected to attend the Nursery from 8:00am – 2:30pm during term time. If there are any personal preferences or any health issues that need to be managed during the school hours due to the extended entitlement please speak to the Nursery teacher or the EYFS lead in the first instance.

Additional costs

Parents will be expected to pay for additional services over and above the entitlement (30 Hours). As highlighted at the Induction/ transition meeting and keeping in-line with the current school policy and ethos, meals are charged and will be provided by Govindas. As your child will be staying for the full day he/she will be required to have lunch which is chargeable.

We therefore, request you to make an advance payment for Nursery school meal via ParentPay prior to the start of the term. This payment covers your child’s meal and administration fees for the academic year. If you require ParentPay logins please see an office staff member.

This amount is in-line with local schools and payments for the Nursery meals and must be made a term in advance to secure the place. Unfortunately, refunds will not be given for any absences including sickness or holidays.

We are committed in working in partnership with our parents and the school appreciate your views and ideas on how we can work together to provide excellent education and care for the children. The Early Years Foundation Stage Team and I look forward to welcoming you and your child to KAPS extended nursery.

Yours sincerely

Mrs Shriti Bellare
Principal

Terms and Conditions between the Krishna Avanti School and Nursery parent. *This agreement was completed online when you completed the extended entitlement application form and has been updated with other additional terms.*

- I am the parent/carer of the child named above;
- The information provided in this form is true and accurate to the best of my knowledge and belief;
- I understand that, if I have provided any information which is false or which I do not believe to be true, this will be reported to the Local Authority for investigation and any place achieved for my child may be withdrawn.
- I understand that I should only complete one application form for each child in the borough naming one nursery as a preference. If, at a later date, I wish to change my nursery preference, I will cancel the original application with the school before applying to any other nursery in the borough. If more than one application is submitted, and this results in more than one place being offered, the application form with the latest date will be taken as the valid application. Any earlier application which resulted in an offer being made will be withdrawn. On receipt of an application KAPS nursery may make contact with other providers to ensure only one application has been submitted.
- I undertake to notify the School of any change in the information provided above (in particular, a change of address, circumstances or eligibility entitlement);
- If you change address but do not want to change your nursery preference, please take proof of your new address to the school office to change the details on your application form. This will ensure correspondence is sent to the correct address. Please note that if you submit more than one form this may make your application invalid.
- I authorise the School to carry out any verification checks and/or seek documentary evidence in support of the information provided by me, where necessary;
- I understand and agree the Nursery Attendance is in line with statutory school age
- I understand that achieving a place for my child at the Nursery does NOT guarantee my child a place in Reception Year at the School;
- I agree to pay any losses incurred to KAPSH as agreed with the school.
- I give consent for the school to verify my details and or/ eligibility code with the Local Authority / or other stakeholders.
- I agree to submit the 11 digit eligibility code provided by the Government to the school office within the eligibility dates.
- I agree to re confirm my 11 digit eligibility code termly by the end of the month before a new term starts. I understand my child's extended entitlement place may not guaranteed if the code is not provided within the deadlines this may result in withdrawal from full time nursery.
- I understand full day session, require pupils to have a lunch in-line with the school / Avanti Schools Trust ethos and policy. I understand meals will be provided by Govindas and are charged.
- I agree to make the payments for meals a terms in advance as outlined by the school (payment charges will be sent to parents in advance). I understand the additional charges includes a meal and administration fees.
- I understand the charges are in-line with local schools and unfortunately refunds will not be given for absences.
- I agree to reimburse the school for any losses that the school incurs due to my child's absence, change in entitlement or my child's nursery place is terminated (this could be termly or over the academic year).
- I agree to give KAPSH one term notice if I intend to move or claim my Nursery entitlement (15 or 30 hours) with another provider.

- I can confirm I have made a payment on ParentPay to cover the additional cost as outlined above. Please provide a copy of the ParentPay online receipt to confirm payment.
- I do not wish to accept the extended entitlement place offered to my child and I am happy to continue with my 15 hours Nursery provision. I understand by refusing this offer my place may be offered to the next pupil on the schools waiting list.
- I wish to accept the extended entitlement place offered to my child.
- By signing below I accept the declarations above and the Terms and conditions as outlined.

Signed (Parent/carer) Date

Please delete as appropriate Mr/Mrs/Miss/Ms

Please print your name in BLOCK CAPITALS