



# Ab Kettleby Primary School

Working in partnership: Ab Kettleby and Somerby Primary Schools



Ab Kettleby Primary School  
Warnaby Road  
Ab Kettleby  
Melton Mowbray  
Leicestershire  
LE14 3JJ  
01664 504870  
admin@abkettleby.org  
www.abkettleby.org  
Executive headteacher: Andrea Brown

## Early Years Foundation Stage School Starter Pack



Loving Learning



We're working towards Artsmark  
Awarded by Arts Council England

### Part of Mowbray Education Trust

Mowbray Education Trust, Pera Business Park,  
Nottingham Road, Melton Mowbray, Leicestershire, LE13 0PB  
01664 565901 [info@mowbrayeducation.org](mailto:info@mowbrayeducation.org)  
[www.mowbrayeducation.org](http://www.mowbrayeducation.org)





# Welcome to School



We are delighted that your child is joining us and hope they will enjoy their time here at Ab Kettleby Primary School. We are a thriving school community where high aspirations and a caring family ethos are at the heart of what we do.

At Ab Kettleby Primary School we pride ourselves on our proven ability to ensure all our children are happy, safe and reach their individual potential. We understand new beginnings, such as starting school, is a big step for both you and your child. We are committed to do everything we can to ensure children settle into their new surroundings easily and happily.

Please take time to read through this pack as it contains a great deal of information to assist with the transition process. At Ab Kettleby Primary School, children in our Early Years Foundation Stage (EYFS) follow the Statutory Framework for the Early Years Foundation Stage. The Early Years curriculum is grounded in active learning.

There will be opportunities over the coming months for

you to visit our school and meet your child's class teacher but in the meantime if you have any questions, please email us at [admin@abkettleby.org](mailto:admin@abkettleby.org).



We look forward to meeting you soon.  
Andrea Brown  
Headteacher

# Meet The Team



**Miss Alex Bray**

Class Teacher



**Mrs Sophie Gent**

LSA

**Curly**

Caterpillar

Starting school is an exciting milestone, and we are delighted to welcome you and your child to Bumble Bee Class.

Our class is a mixed-age environment where EYFS and Year 1 children learn and play together throughout the day. Children have access to a variety of engaging indoor learning areas, as well as a secure, sheltered outdoor space that we enjoy in all seasons.

We aim to create a warm, safe and nurturing environment where every child feels happy, settled and valued. Learning takes place through play, exploration and practical experiences, helping children to grow in confidence and develop a love of learning. Children will spend time learning with adults in small and large groups, as well as choosing activities independently.

We understand that starting school is a big step for both children and families. Every child begins their journey at a different point, and we carefully plan learning to support individual needs so that all children can thrive. Our goal is to help children become confident, independent and resilient learners who feel secure and proud of their achievements.

We believe that working closely with families is key. We will use Class Dojo to share updates, celebrate learning and keep in touch with you. Please visit the Class Dojo page to find out how you can connect with us.

We look forward to getting to know you and supporting your child as they begin their school journey.

# Our School Day



## Autumn Term starts on:

Wednesday 26<sup>th</sup> August 2026

The gate will be open from 8:40am

Learning begins at 8:55am

Children finish at 3:15pm

(Full term dates are available on our school website)

## Coming into school

During the first few days of school we invite you in to help your child find their locker; put their bag away and settle them into an activity. As soon as they are confident with the morning routine, our staff will be there to encourage and support them as they become more independent. Usually once children are confident with coming into school, parents and carers drop them off at the gate into the playground. At the end of the day the children are collected from the playground.

## Lunchtime

In EYFS, Year 1 and Year 2, your child's hot lunch is funded as part of the Universal Infant Free School Meal Scheme. School lunches are cooked at another local school and are delivered each day. All meals must be ordered by 11pm the day before via the 'Kanpla' app. (You will receive further information regarding the Kanpla app and an invitation to register soon). You will be able to choose between a main, vegetarian or jacket potato option, or alternatively you can send a packed lunch if preferred. Our menu can be found on the school website.

If you are in receipt of any means tested benefits, please refer to the additional 'Free School Meals' information on page 8.

## Snacks and drinks

The children will be given a piece of fruit or vegetable at morning break if they would like one. Milk is available for free for all children under the age of 5 and must be ordered online through the 'Cool Milk' scheme. Details of how to set this up are within this pack. Once your child turns 5, Cool Milk will contact you directly to see if you would like to continue paying for milk.

We also ask that parents provide a named water bottle for school which stays in the classroom and goes home at the end of the day. Please make sure that only water is in the bottle.

# School Uniform



## Uniform

Your child will need to wear:

- a purple jumper or cardigan
- a white shirt, blouse or polo shirt
- black or grey trousers, skirt or dress
- black, grey or white socks or tights
- sensible black school shoes, no heels please

Please be aware that jewellery should not be worn other than if children have pierced ears. In this circumstance, studs are allowed.

Nail varnish should not be worn. Hair accessories must be in line with uniform colours, and hair should be tied up.

Your child will also need a:

- bag containing a set of spare clothes to be kept in school in their locker
- pair of wellies, which will be required during forest school sessions
- warm waterproof coat with a hood

## PE Kit

Children will need to come into school dressed in their PE kits on their allocated day, this will be communicated nearer the start of term.

Your child will need to wear:

- a black sweatshirt/hooded top
- black shorts or joggers
- a white round-necked T shirt
- trainers or black plimsoles

Hair should be tied up and jewellery is not permitted for PE lessons. Please ensure all earrings are removed before school as staff cannot assist with removing these.

Full details of the allowed uniform can be found on the school website.

If you wish, you can buy uniform with the school logo online from [www.yourschooluniform.com](http://www.yourschooluniform.com).

## Book bags

FOAKS (Friends of Ab Kettleby School) will provide a book bag for our new EYFS starters.



Please ensure that all clothing is clearly labelled with your child's name - including shoes.



Children may wear their own clothes to school on their birthday!

# Class Dojo



## Class Dojo Online Learning Platform

If your child attended a nursery or pre-school then you may be familiar with the special learning journal that celebrated your child's learning experiences during their time at the setting.

At Ab Kettleby Primary School we share your child's achievements and progress using our online learning platform called Class Dojo.

You can access your child's online learning portfolio using the QR code included in this pack. This will allow you to view and add to your child's portfolio, where we share photos and videos of their learning through play.

Through the same QR code, you will also be able to see our School Story and Class Story, where we post important messages, updates and celebrations. You can message us directly on Class Dojo too, **this is how we will arrange your home visit.**

In class, children also receive 'Dojo' points to celebrate achievements and positive choices. These are converted into house points and collected across the school year.



## ClassDojo

# More Information



## The School Day

8:40am School begins  
10:30-10:45am Break Time  
12:00-1:00pm Lunch Time  
3:15pm School day ends

Please ensure your child arrives on time at the start of the school day and is collected promptly at 3.15pm. A calm and punctual start helps children settle happily into their day, and timely collection helps them feel secure and reassured.

Your child's safety is always our top priority. At the end of the day, staff will only release children when they can see their parent or carer. If someone different will be collecting your child, please let us know in advance and provide a password that is also known by the person collecting them. This helps us keep all children safe.



### Absence

If and when your child becomes ill, please let the school office know by calling the school (01664 504870) and leaving a message on the absence line or by logging an absence via the MCAS (My Child at School) app by 9am. If they are sick or have diarrhoea, they will need to be off school for 48 hours from the last bout of illness. If your child becomes unwell when they are in school, we will call you for them to be collected.

### Unauthorised Absence

The law states parents do not have the automatic right to take their child out of school for holidays during term time. All schools have received clarification from the Department of Education about children taking holidays during term time. As of September 2013, Headteachers are not able to authorise any holiday requests during school time.

If for any reason you need to take your child out of school during term time then you will need to collect a leave of absence form (at least 2 weeks prior to the date), from the office and return it completed. The Headteacher will then respond to you in writing about your request.



### Medicines

**We can only give medicines if they are prescribed by a doctor** – and we will need written permission to give them. A 'Medicine Request' form must be filled in, this form is available from the office.

Antibiotics can only be administered in school if they are required to be taken 4 times per day.

If your child is asthmatic or carries an EpiPen, they will need an inhaler/EpiPen in school at all times, so please talk to your doctor about this.



Please note that it is parents and carers' responsibility to ensure that all prescribed medicines, including inhalers and EpiPens are in date and replaced as necessary.

### Accidents

If your child has an accident in school they may receive basic first aid. Parents and carers will always receive a phone call about head injuries and an email about any other injuries.

# More Information



## Free School Meals (FSM)

Your child may be entitled to Free School Meals (FSM) if you receive certain means-tested benefits.

FSM is different to the Universal free school meals that all children in EYFS, Year 1 and Year 2 are entitled to.

If you are in receipt of any means tested benefits please apply online.

## How to apply for Free School Meals (FSM)

Fill in the 'Application for Free School Meals' online via

<https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/free-school-meals>. **We are more than happy to help you with this.**

**If you are successful in applying for Free School Meals, your child may then become eligible for the Pupil Premium funding (see below). The Pupil Premium money is great for your child and can support with contributions towards school trips, afterschool clubs etc. so please apply for FSM if you are eligible, as this is the first step.**

## Pupil Premium

Pupil Premium is extra money which is paid to schools from the government to support children's learning and development. The money could pay for support like small group work to boost progress and subsidising the cost of school trips. Children from EYFS to Year 11 (in secondary school) may be eligible if they are any of the below:

- are or have been in care
- have parents in the armed forces
- are registered for Free School Meals (FSM)
- have been registered for FSM at any point in the last six years

If your child is in one of the categories above, please let us know. Please see the 'Don't let your child miss out!' leaflet from Leicestershire County Council about Pupil Premium too.

When talking to your child about school and their new teachers, please pass on positive feelings about them starting school, even though you may be feeling anxious yourself.



# Keeping in touch



## Website:

<https://www.abkettleby.org/>

## Email:

[admin@abkettleby.org](mailto:admin@abkettleby.org)

## Address:

Ab Kettleby Primary School  
Wartnaby Road  
Ab Kettleby  
Melton Mowbray  
LE14 3JJ

## How we contact you:

It is really important to us at Ab Kettleby Primary School that we have a good relationship with you and that good communication links are maintained. We use the Bromcom MyChildAtSchool (MCAS app) and Class Dojo for all of our news sharing, regularly keeping you up to date with any school news and general reminders. You will also be able to give consent and pay for trips and after school clubs using the MCAS app.

Your class dojo page will also provide you with useful information and fun ideas of ways that you can support your child with their learning at home.

We have a school facebook page <https://www.facebook.com/abkschool/> and we also post to our twitter handle @abkschool if you wish to follow us.

Once we have your forms completed with contact details, we will be able to send you invitations to register for the MCAS app and keep you updated with news and information straight to your phone or email address.

## Headteacher:

Mrs Andrea Brown

## Lead Teacher:

Miss Cloé Barlow

## School Administrator:

Mrs Rachel Holland

## SENCo:

Mrs Natalie Jones

## Telephone:

01664 504870

Currently the school office opening times are  
8:30am-1:30pm