



Dear [insert parents/carers' names]

WELCOME TO KATHERINE WARRINGTON SCHOOL

Contained in this communication is important information regarding the transition and start for your child at our school in September 2019, including information on the school build, purchasing our uniform, start/end times, lesson times during the school day and a health questionnaire that will inform us of any medical needs your child currently has. This information will be used for any school trips. Please also see our separate information sheet about our whole school wilderness adventure!

BUILDING PROGRAMME AND ARRANGEMENTS FOR SEPTEMBER

The start of the construction in January 2019 was delayed by three weeks due to legal issues accessing the site. Once construction started on site the published completion date was 19th September. When we met in March I explained that there were a series of contingency plans in case the Phase 1 build for the Sports Centre (to be converted into classrooms) could not catch up on the lost three weeks. Whilst construction is on schedule (for 19th September handover), it has not been possible to gain the time back so for the first three weeks we will be at the Law Court Building on the University of Hertfordshire campus in Hatfield.

All transport to and from the University will be provided at no cost to parents/carers. The original intention was for students to gather at the KWS site and board the coaches there. The ability of the site to park up to three large coaches on hardstanding surfaces is in question, however, especially amongst ongoing construction activity for both the sports hall and main school. We have therefore arranged for an alternative collection/drop off point at Sir John Lawes School and we will use this from 5th September to 20th September.

The rest of the construction programme is on schedule: Phase 1 will be completed and handed over on 19th September - we will occupy over the weekend of 21st September. All staff and students will be on our whole school residential trip 'Camp Wilderness' at Knebworth from Monday 23rd to Wednesday 25th September then students rest on Thursday 26th and Friday 27th (staff will have two inset days to ensure the school is ready to welcome students onto the KWS site on Monday 30th September).

Phase 2, the construction of the main build, is currently slightly ahead of schedule and there are no immediate concerns regarding the handover of the completed build in the summer of 2020.

UNIFORM

Our chosen school uniform provider is Beats Uniform. Uniform is available to purchase online or from their shop in Harpenden. Please see the attached flyer.

HEALTH

It is important that you inform us of any health issues that your child has that could in any way impact on their time at school or on day/residential trips. Our policy as a school is that it is the responsibility of the student to carry their own medication at all times if they require inhalers and/or epipens. All our staff will be trained to administer epipens in an emergency and we will hold spare inhalers/epipens at Reception but they are there for emergency use and must not be relied upon as a substitute for a child taking responsibility for their own medical needs.

Company registered in England/Wales no. 09238779

Registered office: Sir John Lawes School, Manland Way, Harpenden, Hertfordshire, AL5 4QP

Email: info@kwschool.co.uk Tel: 01582 714033

Our MIS system, Arbor, has the capability of carrying a parent controlled electronic medical and emergency contact system. This system allows convenient, secure and immediate feedback of emergency contact and medical information and will integrate into the database. An alternative medical consent sheet is available for parents who opt out of this system. Please use your individual secure log-in (this will be sent by separate email) to complete the medical questionnaire (**required prior to Transition Day**). You will be asked to update this medical information on a regular basis as your child progresses through the school.

Our receptionists are all first aid trained and are responsible for managing the medical room.

Katherine Warington School understands the importance of medication being taken as prescribed. In the vast majority of cases, students will be able to administer their own medication during the school day. Medicines will only be administered by the school when it is detrimental to the child's health or school attendance not to do so. It may be appropriate in some cases for students to be supervised when taking medication.

Staff will only administer medication to a student with parental consent. A 'Request for School to Administer Medication form' must be completed by parents.

Staff will not administer any non-prescribed or over the counter medication during the course of the normal school day (e.g. paracetamol, ibuprofen) unless they are part of a wider care plan for a condition and their use has been prescribed by a medical practitioner.

Further information will be included in our Medical Conditions Policy on the school website.

SCHOOL DAY

When I originally issued the information regarding start and end times of the school day I indicated that these times could potentially change due to the need to fit in with existing and new bus transport timetables. I am informed by HCC Transport that there is no requirement to alter the time for the school day so they are now confirmed as **8.30am Registration** and **4pm End** except on Fridays when school ends at 2.30pm.

IMPORTANT DATES

There is a parents/carers' evening on **Thursday, 27th June** at Roundwood Park School. This starts at 7pm and will last approximately one hour. Staff will be available on the evening for any additional questions you may have after the presentations. The evening will cover important topics, including our trip to Camp Wilderness, purchase of a Chromebook, music tuition and student medication.

Transition Day is **Thursday, 11th July**. The day starts at 8.30am but we will be welcoming and registering students from 8am. Registration will be at Park Hall, Leyton Road, Harpenden (next to the entrance at Rothamsted Park). During the day students will be getting to know their form groups, their form teachers and experience subject taster lessons. They will be taught in Park Hall, Bennets (the British Legion) and enjoy some recreational activities in Harpenden Sports Centre. More information regarding the day, equipment, packed lunch will be available on the evening of 27th June. An information sheet detailing matters covered will be available for anyone who cannot attend.

For students term starts on **Thursday, 5th September**.

TRANSPORT

A key part of gaining planning permission for KWS was a commitment from the school that parents/carers of students attending would seek to promote sustainable methods of transport for students. The order of preference is walking, cycling, bus, train, car share.

To that end we have been working with Hertfordshire County Council to encourage the commercial bus providers to make suitable buses available for students requiring bus transport. Three main clusters of students potentially requiring bus transport have been identified: Southdown, villages to the West of Harpenden, and Wheathampstead. We are pleased to announce the following:

Two new routes are being arranged by HCC and these are being tendered to operators at the moment.

Service 807 provides a morning journey from Markyate, Flamstead, Redbourn (including Lybury Lane), Hatching Green, Harpenden Station, to Katherine Warington School and a return journey in the afternoon. This service will also carry on to St George's School.

Service 811 provides a morning journey from South Hatfield, Hatfield Town Centre, Hatfield Business Park, Wheathampstead (including Hill Dyke) and then along the Lower Luton Road to Katherine Warington School and a return journey in the afternoon.

These are public bus services and students are entitled to purchase the Hertfordshire Savercard which gives a 50% discount on all fares.

For those wishing to take the bus from Southdown to the school, Service 357 provides a journey leaving Cross Lane at 0749 arriving at the school at just after 0810. The County Council is trying to arrange an additional return journey at an appropriate time but there is also a service which leaves the school at just after 1631. The 357 is an hourly service which runs throughout the day until the early evening.

For students coming from Luton there are regular service buses such as the 321 (every 20 minutes), the 366 (hourly in peaks) and the 610 (hourly). The 366 and 610 also serve Wheathampstead and the 321 also serves St Albans.

Once the County Council has completed its preparations, all the bus service details will be put together into a comprehensive document with examples of fares and any 'early bird' deals. With these arrangements in place the great majority of children attending this first year of the school will be able to travel to and from the school by bus.

We appreciate that these bus options are not available for all students who live outside of walking/cycling distances and for those who are, the cost is significant. We encourage everyone who intends to use the bus frequently as their transport choice to access any early purchase discounts offered by providers.

Students who have no other transport choice other than by car are encouraged to car share. A car pass system will be in operation after we open and applications for car passes will be considered based on no other alternative transport methods being available or practical. A car pass will allow limited access to the school site to drop and collect. Please do not consider using car transport unless you have been issued with a car pass by the school. This requirement is set in the planning conditions and terms of the school's Transport Committee. It also aligns with our commitment to be as environmentally aware and compliant as possible.

Extensive changes to the local road and pathways infrastructure is underway and this will ensure the safety of all students intending to walk or cycle to the school.

I look forward to our meeting on 27th June when hopefully we will be able to resolve any remaining queries or concerns you may have.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tony Smith', written in a cursive style.

Tony Smith
Founding Headteacher