



**Radley Primary School**  
A Church of England School

Key Stage Two

Isis

# Welcome



**Radley CE Primary School**  
**Church Road**  
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We look forward to welcoming your child into Key Stage Two at Radley Primary School. I hope this handbook will be a useful introduction to life in Isis class for your child. Please do also use our school website (address above) to check for current news, events and information.

We believe that education is a partnership between home and school, with teachers, children and parents working together in an atmosphere of mutual respect.

We want to make the children's continued progress across Key Stage Two a happy and successful one.

The children will have an opportunity to meet with their new class teacher on our transition morning planned for June. This will provide them with an opportunity to spend time in their new classroom and with their new classmates.

At the Induction Meeting in June parents and carers will have an opportunity to meet their child's new teacher and Teaching Assistant. Mrs Jackie Bratley and Mrs Mandy Dyer are the teachers in Isis and Mrs Claire Burton the Teaching Assistant. We hope that this will be a good opportunity for you to ask questions.

I look forward to welcoming you; and to beginning the process that will help to ensure a happy, successful transition to Key Stage Two.

Grace Slater  
Headteacher

# Term Dates

2017/2018

## **Autumn Term**

Monday 4th September  
Tuesday 5th September  
Wednesday 6th September  
Thursday 19th October  
Friday 20th October

Staff Training Day (School closed)  
Staff Training Day (School closed)  
Autumn Term begins  
End of Half Term (3.00pm)  
Staff Training Day (School closed)

*23rd to 27th October*

*Half Term Holiday*

Monday 30th October  
**Tuesday 19th December**

Back to school  
**End of Autumn Term (1.30pm)**

## **Spring Term**

Thursday 4th January  
Thursday 8th February  
Friday 9th February

Spring Term begins  
End of Half Term (3.00pm)  
Staff Training Day (School closed)

*12th to 16th February*

*Half Term Holiday*

Monday 19th February  
**Thursday 29th March**

Back to school  
**End of Spring Term (1.30pm)**

## **Summer Term**

Monday 16th April  
Monday 7th May  
Friday 25th May

Summer Term begins  
Bank Holiday: School closed  
End of Half Term (3.00pm)

*28th May to 1st June*

*Half Term Holiday*

Monday 4th June  
Tuesday 5th June  
**Wednesday 25th July**

Staff Training Day (School closed)  
Back to school  
**End of Summer Term (1.30pm)**

# Whole School Staff

Headteacher		Mrs Grace Slater
Foundation Unit	Year R Windrush N1 & N2 Nursery	Miss Caroline Luckraft
Cherwell Class	Key Stage One Years 1 & 2	Mrs Julie Ilsley
Isis Class	Lower Key Stage 2 / Years 3 & 4	Mrs Jackie Bratley/ Mrs Mandy Dyer
Thames Class	Upper Key Stage 2 / Years 5 & 6	Mrs Heather Sparks/ Mrs Anne Quigley/ Miss Rosemary O'Reilly
Administrator/Finance Officer		Mrs Jackie Crook
Website Administrator		Mrs Anne-Marie Carslaw
Bursar		Mrs Theresa Turner
Teaching Assistants		Mrs Jude Yates Mrs Claire Burton Mrs Tina McClean Mrs Linzi Neal-Smith Mrs Sonya Paige Miss Alison Grimes Mrs Alison Arnold
Lunchtime Supervisors		Mrs Jude Yates Mrs Claire Burton Mrs Alison Arnold
Cleaners		Mrs Elaine Coles Mrs Alison Morbey

# The School Governors

<b>Chair of Governors/Co-opted</b>	Mr Dan Pullen
<b>Parent Governor/Co-opted</b>	Mr Nick Sharland
<b>Parent Governors</b>	Mrs Thalia Teasdale Mr Nick Wright
<b>Staff Governor/Head</b>	Mrs Grace Slater
<b>Staff Governor/Teacher</b>	Mrs Julie Ilsley
<b>Foundation Governors</b>	Mrs Sue Sowden <b>Vacancy</b>
<b>Co-opted Governors</b>	Mr Andrew Ashton Mrs Charlotte Mitchell Mrs Elaine Walton
<b>LA Governor</b>	Mr Peter Stead

Please ask at the school office if you need the contact details for any of the School Governors, or to see the minutes of the most recent Governing Body meeting.

# The School Day

Breakfast Club (Additional charge)	8.00 am
Doors open	8.45 am
Registration	8.55 am
Break time	10.30 am - 11.45 am
Lunchtime	12 noon—12.55 pm
Isis & Thames home time	3.10 pm

As of September 2017, we will have a Breakfast Club in school. This will operate between 8.00am and 8.45am each morning.

In the morning, the children's entrance door will be opened at 8.45am. Children should go straight into their cloakrooms areas from this time. Please do not leave your child unattended without an adult in charge of them before the teacher has opened the doors to let the children in.

In order to maintain and develop children's independence parents should not use the Children's Entrance. A member of staff will be on duty each morning to greet the children and to take any messages. These will be relayed to the teachers concerned straight away each morning. If you have any other urgent issues please use the office where Mrs Crook will be happy to help.

Children arriving after 8.55 should report to the Main Entrance where they will be taken to their classroom. Children arriving after 9.20 am are marked as late as this is the official time we close our registers each day.

At the end of the day you will collect your child from the Children's Entrance where they come in.

## Coffee Morning

In the September of the Autumn term we will be offering a coffee morning. This will give you the opportunity to meet and chat with other parents and share experiences in your own and your child's life.

# Caring for Your Child

## Medicine in School

If your child needs medication during the day we can administer it, but you will need to take the medicine to the school office and complete a consent form. If your child is taking antibiotics, then these should be given outside the school day. Please remember that if your child is ill, they should not be in school and that their absence will be authorised as 'illness'.

We can also ensure that your child takes his or her inhaler, when appropriate. You will need to send a labelled inhaler in a bag. Please make sure the inhaler is in date.

If your child has an ongoing medical condition, please do arrange to speak to the class teacher about this and appropriate care and treatment.

## First Aid

Many members of staff are First Aid trained and this includes Paediatric Emergency Aid. We will deal with minor injuries and administer first aid as necessary.

We will always advise you of a bumped head during the school day. In the event of a more serious accident, or your child being taken ill, we would contact you straight away and so ask that the contact details we hold for you in school are up to date.

If your child is ill, then please telephone the school on the morning of their first day's absence with details of their illness. We advise that in cases of tummy bug, that children are well for 24 hours before returning to school to prevent the spread of the virus.

## Birthdays

As a school we are committed to promoting healthy lifestyles, and would ask that you do not send sweets, chocolate or cake on your child's birthday.

## Attendance

Pupils from statutory school age attend school for a maximum of 190 days in each academic year. Full attendance is very important for your child's progress. The Local Authority expects all parents and carers to ensure their child attends school whenever possible. Absence due to holidays taken during term time could hinder academic attainment. If a child misses two weeks every year for holidays then they will miss more than six months education during the time they are of statutory school age.

The Headteacher is unable to grant any leave of absence during term time unless there are **exceptional circumstances**. Parents/carers should apply in writing to the Headteacher prior to the leave of absence for the period in question, to be followed by a meeting. The Headteacher will determine the number of days a child can be away from school, **if** the leave is granted. Parents/carers who remove their children from school without authorisation, or who do not return their child to school on the agreed date following an authorised period of leave of absence, may face a Penalty Notice Warning which could lead to a fine or prosecution.

## Walk to School

At Radley Primary School, we are keen to encourage children to get used to and enjoy coming to school by sustainable means. This can include walking, cycling, scooting or coming by bus. Even car sharing is more sustainable than a single child being driven to school alone.

## Child Protection

The Headteacher is the designated and trained member of staff with responsibility for Safeguarding. Mrs Julie Ilsley is the deputy Designated Lead for Safeguarding. Any other member of staff will also liaise with the Headteacher with any query. We take our responsibility for safeguarding children very seriously, and our Safeguarding Children Policy is available from the school office. Mrs Sue Sowden is the governor with responsibility for Safeguarding and her details can be obtained from the office.

# School Routines

## **Communication**

We always ask the children to put letters into their school bag. Please check every night, although we endeavour to hand out letters on a Friday.

If you wish to speak to your child's teacher, you will see him or her at end of each day. If you only need to pass on a short message, then this can be done when you drop off or collect your child. If you need a longer, more private opportunity to speak with Mrs Bratley or Mrs Dyer, then do make an arrangement to see them at a mutually convenient time. This can be done via the office if you do not drop your child off, as we would always wish to meet parents as soon as they have a question rather than letting an issue 'develop'.

## **Parents Consultation Evenings**

These are held in October and in early March. Parents are asked to sign up for a convenient appointment on the sheets in Reception. We offer 10 minute slots initially so that all parents can be seen.

If you would like to arrange a time outside the slots given, please speak to your child's teacher about this. We cannot guarantee many additional slots, but will always do our best.

## **Parents in School**

Parents and members of the school community are always welcome to come into school to help on a regular or occasional planned basis in the classroom. For example, listening to children read, cooking, mounting art work, coaching sports etc. Do talk to your child's teacher if you are able to help in any way.

Parents are invited to attend special occasions at school including the class productions. Our Celebration Day is held every year in July.

# Food in School

## Drinks

Water is available for children to drink throughout the school day. Children should bring a plastic bottle into the classroom and keep this for occasional water breaks. We do ask that the children are not drinking while an adult is talking to them. Squash or fruit juice is not allowed during lesson times.

Milk is available for purchase for children's snack; the same forms are used for children across the school and are available from the office.

## Snacks

Fruit is available for purchase as a mid morning snack. We are a Healthy School and so encourage all snacks to contribute to this ethos. We encourage fruit, muesli bars and water; and discourage snacks that are high in sugar or artificial flavourings. Chocolate bars and sweets are not allowed in school.

The School Council will be working hard with children, staff and parents to promote our healthy lifestyles throughout 2017/2018 and we hope you will support this initiative through providing suitable food for your children in school.

## School Dinners

School dinners are available each day at a cost of £2.20. Payment forms for school dinners are sent out to parents monthly. All dinners need to be paid for in advance. Please return the form with payment (cheques only) stating the number of meals required for the month to the school office. Cheques should be made payable to 'Oxfordshire County Council'

As a school we ask you to commit to healthy options for your child's packed lunches and snacks.

All children are supervised in the dining hall and are encouraged to eat as much as they are comfortable with. If you are concerned about any aspect of school food, please do speak to your child's teacher or to the Headteacher.

# Helping your Child

## Reading

Children read in a small group in Guided Reading sessions. This takes place with an adult and focuses on the range of reading skills needed to de-code and understand all sorts of texts. It also helps all children to develop their critical thinking skills. Comprehension (understanding what has been read) is crucial and talking about what has been shared is just as important as being able to read complex words. Children have a guided reading session every week.

The individual reading book band system used in Cherwell continues into Isis, until children are independent readers. The children will have a reading diary and this will be the place for making comments about the reading you do at home with your child. Adults in school can then respond in the same book. Not all children will be heard weekly on a 1:1 basis.

## Homework

In September all children in Isis class will be given a Homework Book, which will go between home and school each week. Please see below for an outline of the homework expectations for a typical week.

### Isis

- Reading to parents, book talk
- Spellings to learn including a weekly test
- Times tables and mental maths activities
- Maths related to the current maths teaching
- Additional science, topic or literacy tasks

## Trips and Visits

Throughout the year, we plan trips and visits to enhance the curriculum and to broaden the children's experiences. We will ask parents for a voluntary contribution towards the cost of such outings, although we do subsidise trips from the school budget. We are very grateful for parental support on such visits, to supervise a group of children and to become fully involved in the learning that is planned.

## **Residential Visits**

We offer all children in Key Stage Two the opportunity to go on residential visits. In Isis, this is an overnight visit which takes place once every two years, and we have used the Hill End site near Farmoor. Children gain an enormous amount of confidence and enjoyment from these visits and staff see children develop before their eyes!

## **Swimming**

All children in Key Stage Two go swimming at the Radley College pool for a ten week stretch. Children are assessed and taught in ability groups with no child expected to swim in water deeper than they are comfortable with. No charge is made for swimming, and we walk across to the pool.

## **PE**

PE will take place twice a week, although PE kits should remain in school all the time. This is to cater for sudden changes in the timetable, the weather, or the curriculum.

## **Music**

Alongside class music sessions there is an opportunity for children to receive small group instrumental tuition. There is a charge for these lessons which are organised by the County Music Service.

# School Uniform

**Girls:** Royal blue school sweatshirt or cardigan  
White polo shirt  
Grey skirt or trousers  
Black shoes, grey/white plain socks or tights

**In summer:** Royal blue and white checked dress  
White ankle socks, sun hat  
Sandals

**Boys:** Royal blue school sweatshirt  
White polo shirt  
Grey trousers  
Black shoes  
Grey socks

**In summer:** Short grey trousers  
White short-sleeved polo shirt  
Sun hat

School sweatshirts, polo shirts and PE polo shirts with school badge are available to order online from School Trends [www.schooltrends.co.uk](http://www.schooltrends.co.uk) or from the School Office. Please make cheques with your order payable to **Radley Primary School**.

We also have a selection of good quality second-hand uniform; please contact the school office if you are interested.

## PE Kit

For PE and games, **all** children should have in school a named PE bag (available from School Office £4.50) containing:

Black trainers  
Blue Logo PE Polo shirt  
Black shorts  
Black Jogging bottoms  
Blue Logo PE Hoody

**All children** should have a pair of trainers for outside sporting activities all year round. All children must wear suitable clothing and footwear when using the playground climbing equipment. The PE indoor apparatus can only be used by children with bare feet.

## **Jewellery**

Children with pierced ears are allowed to wear small studs or sleepers in school. County Health and Safety regulations insist they are removed for physical activities. No child is allowed to wear any earrings while swimming. Teachers are not able to remove earrings for children. If a child cannot remove their own earrings, then they should not wear them to school on a swimming day. For all other physical activities, children may remove their own studs or bring in plasters to cover them. These rules are for the children's own safety. Hair needs to be tied up for PE. Please ensure that your child has a hair band in school. No other jewellery should be worn in school, and make up including nail varnish is not permitted.

## **Shoes**

Children should have a pair of outdoor shoes to change into for lunchtimes. PE trainers are acceptable for this purpose. This is to prevent the classroom carpets from becoming muddy. Outdoor shoes are stored in the cloakroom areas outside the classroom and shoes should be named.

## **Hair Bands**

If girls wish to wear a hair band to keep long hair away from the face, please ensure that this is blue and plain.

## **Lost Property**

It is much easier for staff to return sweatshirts and other items of clothing if they are named. If you choose to write on the label, please check after washing that the name is still visible. We have a Lost Property store and display all the items at different times through the year. Please do come and ask if an item has gone missing as it may have been taken home by another child.

## **Friends of Radley Primary School & FSU**

We are very fortunate to receive fundraising and volunteer support from the Friends of Radley Primary School. Throughout the year there are events and activities for children and families and we hope that you will be able to support us in helping or attending such events.

Please do look out for information on this through the year, or contact Kelly Greenslade, the Chair of the Friends for further information.

# Key Stage Two Curriculum

In Key Stage Two the National Curriculum is followed and covers the subjects below:

- English
- Mathematics
- Science
- ICT
- History
- Modern Foreign Languages
- Geography
- Art and Design
- Music
- Physical Education (PE)

Personal, Social and Health Education (PSHE) and Religious Education (RE) are also taught.

Details of our termly topics are all available on the school website.

## Assessment

Children in Years 3 and 4 are assessed throughout the year. However, we believe that judging a child's achievements can never be done on the basis of one test result and we use a range of information when assessing the progress a child has made.

## Extra Curricular Activities

We believe that children will benefit from the range of activities they experience within the school day and the school offers a range of extra curricular activities.

# Key Stage Two at Radley Primary School

## **Aims**

Our aim at Radley CE Primary School is to develop the full potential of every child academically, creatively, socially, and physically, whatever their ability, in a caring, Christian environment.

We endeavour to work co-operatively with parents and carers to make sure that information is shared for the benefit of the children in our care.

We aim to play an active part in our parish and to serve the community of Radley, and beyond, well.

## **Guidelines**

- ✓ Teacher assessment will be on-going and children's learning will be monitored through observations and discussion. Their achievements will be recorded throughout the year.
- ✓ Communication between the teacher and parents will be frequent and useful. Informal meetings as the need arises are encouraged.
- ✓ Children who are identified as needing extra support or who are identified as gifted and talented in a specific area will be put on the Special Needs/Gifted and Talented Registers. Parents will be notified and be involved with these procedures.
- ✓ Outside agencies (School Nurse, Speech Therapist, Educational Psychologist etc.) will be involved with teachers and parents when necessary.

## **Equal Opportunities**

All children will be included irrespective of their race, culture or religion, home language, family background, special educational needs, disability, gender or ability. All children will receive an education suited to the needs of the individual.

## **Special Educational Needs (SEN)**

Mrs Julie Ilsley is the SEN Co-ordinator. Please do get in touch with any questions.

## School Policies

You are welcome to see any of our school policies in hard copy at the school office. Many of them are to be found on our website. If you have a complaint, please contact us as soon as possible so that we can discuss the issue with you. Our complaints procedure is on the school's website, although we hope that you would come to speak to your child's teacher or the Headteacher in the event of any concern.