



Radley Primary School
A Church of England School

Key Stage Two

Thames

Welcome



Radley CE Primary School
Church Road
Radley
Abingdon
Oxfordshire
OX14 3QF

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Email: office.3238@radley-pri.oxon.sch.uk

Website: www.radley-pri.oxon.sch.uk

We look forward to welcoming your child into Thames class in September. I hope this handbook will be a useful introduction to life in Thames 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.

Miss Hannah Elsom is the teacher in Thames and Mrs Jude Yates is the Teaching Assistant. If you have any questions you would like to ask, please make an appointment to speak with Miss Elsom via the school office.

I look forward to welcoming you; and to beginning the process that will help to ensure a happy, successful transition into Thames class.

Grace Slater
Headteacher

Term Dates

2016/2017

Autumn Term

Thursday 1st September
Friday 2nd September
Monday 5th September
Thursday 20th October
Friday 21st 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)

24th to 28th October

Half Term Holiday

Monday 31st October
Friday 16th December

Back to school
End of Autumn Term (1.30pm)

Spring Term

Tuesday 3rd January
Friday 10th February

Spring Term begins
End of Half Term (3.00pm)

13th to 17th February

Half Term Holiday

Monday 20th February
Friday 7th April

Back to school
End of Spring Term (1.30pm)

Summer Term

Monday 24th April
Monday 1st May
Thursday 25th May
Friday 26th May

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

29th May to 2nd June

Half Term Holiday

Monday 5th June
Tuesday 6th June
Friday 21st 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 Anne Quigley
Thames Class	Upper Key Stage 2 / Years 5 & 6	Miss Hannah Elsom
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 Mr David Goatley

The School Governors

Chair of Governors/Community	Mr Dan Pullen
Parent Governor/Vice Chair	Mr Nick Sharland
Parent Governors	Mrs Charlotte Mitchell Mrs Thalia Teasdale
Staff Governor/Head	Mrs Grace Slater
Staff Governor/Teacher	Mrs Anne Quigley
Foundation Governors	Rev. Pam McKellen Mrs Sue Sowden
Co-opted Governors	Mr Andrew Ashton Mrs Elaine Walton
Community Governor	Vacancy
LA Governor	Vacancy

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

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

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

We will be offering a coffee morning on **Friday 23rd September, 2016**. This will give you the opportunity to meet and chat with other parents and share experiences.

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 we have Healthy School Status and are committed to children leading healthy lives, we 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.

Children in Thames class are offered Cycling training and this is run by volunteer trained parents and staff. If you are interested in supporting this programme, please let us know and we can arrange for training to take place here at school.

Child Protection

The Headteacher is the designated and trained member of staff with responsibility for Safeguarding. Any other member of staff will liaise with the Headteacher in her absence with any query. We take our responsibility for safeguarding children very seriously and the policy for Safeguarding Children is available on the school website.

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 Miss Elsom, 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 boards outside school. 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 School status throughout 2016/2017 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 £2.10. 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'

Our Healthy School Status means that the children, parents and staff of the school are committed to healthy options for packed lunches, snacks and school meals. We do not allow sweets and discourage crisps and sugary snacks as this impacts on children's ability to learn.

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.

Homework

Please see below for an outline of the homework expectations for a typical week.

Themes

- Daily reading, 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

Up to 30 minutes per day in Y6

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 Trips

We offer all children in Key Stage Two the opportunity to go on residential trips. This year Thames Class visited Yenworthy in north Devon. Children gain an enormous amount of confidence and enjoyment from these trips 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

We are very fortunate to be able to participate every other year in the county music scheme VIP. This is a free Vocal and Instrumental Programme which teaches the whole class an instrument and basic music notation. Children take part in whole class sessions of 40 minutes with a specialist teacher when they are in either Year 3 or Year 4. In the years after the children have participated in the VIP scheme children have the opportunity 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 www.stparent.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 £3.50) 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 break and 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 & FSU. 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 Sarah Smith, 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.

SATs

In May each year, children in Year 6 take their SATs (Standard Assessment Tests). These are in Reading, Maths and Spelling, Punctuation and Grammar. Writing is assessed by the teacher over a period of time. Results are given to parents and secondary schools.

We strive to provide a broad and balanced curriculum that enables the children to develop as individuals and to pursue their interests and talents.

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.

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 their needs as an 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.

Transition to Secondary School

Fitzharrys School
Northcourt Road
Abingdon
Oxon
OX14 1NP

01235 520698

John Mason School
Wootton Road
Abingdon
Oxon
OX14 1JB

01235 524664

Larkmead School
Faringdon Road
Abingdon
Oxon
OX14 1RF

01235 520141

Matthew Arnold School
Arnolds Way
Cumnor
Oxford
Oxon
OX2 9JE

01865 862232

Abingdon School
Park Road
Abingdon
Oxon
OX14 1DE

01235 521563

St Helen and St Katharine
Faringdon Road
Abingdon
Oxon
OX14 1BE

01235 520173

Our Lady's Abingdon School
Radley Road
Abingdon
Oxon
OX14 3PS

01235 524658

LA Admissions Team

County Hall
New Road
Oxford
OX1 1ND

01865 815175