



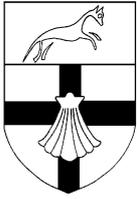
**Radley Primary School**  
A Church of England School

Key Stage One

**Cherwell**



# Welcome



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

Telephone: 01235 520814  
Email: [office@radleyprimary.uk](mailto:office@radleyprimary.uk)  
Website: [www.radley-pri.oxon.sch.uk](http://www.radley-pri.oxon.sch.uk)

We look forward to welcoming your child into Key Stage One at Radley Primary School. I hope this handbook will be a useful introduction to life in Cherwell 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 progression into Key Stage One a happy one.

Our transition programme for children leaving Windrush and entering Cherwell class has already begun.

Parents are invited to an induction meeting in July each year to introduce the Key Stage One class teacher Mrs Julie Ilsley and the Teaching Assistant, Mrs Tina McClean. 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 One.

Grace Slater  
Headteacher

# Term Dates

2018/2019

## **Autumn Term**

Tuesday 4th September  
Wednesday 5th September  
Thursday 6th September  
Thursday 18th October  
Friday 19th 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)

*22nd to 26th October*

*Half Term Holiday*

Monday 29th October  
**Friday 21st December**

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

## **Spring Term**

Monday 7th January  
Thursday 14th February  
Friday 15th February

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

*18th to 22nd February*

*Half Term Holiday*

Monday 25th February  
**Friday 5<sup>th</sup> April**

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

## **Summer Term**

Tuesday 23rd April  
Monday 6th May  
Friday 24th May

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

*27th to 31st May*

*Half Term Holiday*

Monday 3rd June  
Tuesday 4th June  
**Wednesday 24th 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	Mrs Heather Sparks/ 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 Rev Rob Glenny
<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
Read, Write Inc. Session	9.05 – 9.25 am
Break Time	10.30 am – 10.45 am
Lunchtime	12 noon - 12.55 pm
Cherwell Home Time	3.05 pm

We have a Breakfast Club in school that operates between 8.00am and 8.45am each morning, at an additional charge. If you would like your child to attend the Breakfast Club, please **book and pay in advance** using School Money, our online booking and payment system.

In the morning, the children's entrance door will be opened at 8.45am. Children should go straight into their cloakroom 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.

After the first two weeks (see overleaf), 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 black gate at the end of the school building.

*Please could you support the staff by reminding your child that they must stay behind the gate/fence until they can see their adult.  
Thank you.*

## **Goodbyes**

We aim to support all children and parents in separating at the beginning of the day, and we recognise that children develop in confidence at different rates. We foster care and consideration of parent, child and teacher.

## **Your child will learn confidence from you**

## **Autumn Term Year One Children**

For the month of September you are welcome to bring your child to the cloakroom area, help them to find their peg and where to put their lunch box. After two weeks we would like to encourage the children to be independent and come in on their own. Although it is hard, if your child is crying, have the courage to leave. We will take great care to ensure your child is happy and following years of observations most children develop confidence quicker if their carer is not around. They understand that you trust us to care for them. We will always ring you if there is a problem or to simply let you know that your child has settled.

## **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 of this important milestone 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, then 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 or if first aid has been administered 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.

## **Sims ParentApp**

'Sims ParentApp' allows parents to update their own emergency details via the app. Sims is the main data base used in school and is a secure site. Parents can download 'Sims ParentApp' and login or login through a web browser at <https://parent.sims.co.uk>

Please ensure that your details are up to date so that we can contact you in an emergency. Thank you.

## **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. We participate in Walk to School Week each October and May. The school has set up the Footsteps programme to teach young children about road safety issues and we hope that our travel plan initiatives will go from strength to strength.

## **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.

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

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

# 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. Newsletters are sent via email to reduce paper. If you would like a paper copy, please ask Mrs Crook in the school office.

Each child will also be given a red home/school diary which you can write any questions for the class teacher. If this is the case, then please draw your note to the teacher's attention in the morning.

If you need to pass on a short message to your child's class teacher, you can leave a message with the teacher on duty at the entrance door when you drop off your child at the beginning of each day or via the school office.

If you need a longer, more private opportunity to speak with Mrs Ilsley then do make an appointment at your convenience. This can be done via the office if you do not drop your child off. 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 ten 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 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 Christmas play. Our Celebration Day is held every year in July.

# Food in School

## **Drinks**

Oxfordshire County Council provides a daily carton of milk free for four year olds. This ceases at the child's fifth birthday.

If you would like to continue with milk after this time please contact the school office for a form to complete.

If you do not wish your child to have 'school milk' then they may have water at snack time and throughout the day. We do not allow the children to drink squash or fruit juice during the lesson times, although they may include these with their lunch boxes.

Children are required to bring a water bottle into school every day in order for them to drink water on a regular basis through the day.

## **Snacks**

Oxfordshire County Council provides free fruit and vegetables for all children in Year one and Year two. These are distributed at playtime in the morning and make up a healthy snack for the children mid morning.

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 are not allowed in school.

## **School Dinners**

School dinners for Reception, Year One and Year Two children are currently government funded and therefore free of charge.

If you would like your child to have a school dinner you will need to pre-order their meals online using School Money [www.eduspot.co.uk](http://www.eduspot.co.uk) All dinners must be booked at least one week in advance by midnight on the preceding Thursday.

School Money is an online booking and payment system. Please see the separate letter from School Money for more information.

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

The coloured book band system begun in Windrush continues in Cherwell. Your child will read books of increasing difficulty and complexity with an adult in school frequently in Year One. There are numerous opportunities for children to read throughout the day in Cherwell class for example in guided reading sessions and in literacy lessons. They do not miss out if they have not read individually with an adult that day.

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. This is very important as it lets us know how often children are reading.

## How to help with reading at home

Remember that talking about reading is very important, so if your child is sometimes reluctant to read aloud, discussing a book will also help to develop reading skills.

- Concentrate on enjoyment and grasping the meaning rather than absolute accuracy.
- Keep reading time relaxed, comfortable and pleasurable, in a quiet corner, with the television turned off.
- Talk about the cover and read the title before rushing your child into the text, asking questions, such as: what do you think it will be about; what sort of book is it; have you read one like this before?
- Look through the book, noticing interesting pictures and words and making predictions.
- Try not to correct too quickly. If your child makes an error suggest having another go, searching the pictures for a clue, sounding out the first letter or reading on before you 'tell' the problem word.
- If your child is really struggling, take over the reading yourself and let the teacher know.
- Remember to discuss any unfamiliar words that your child may not completely understand the meaning of.
- When your child brings home a book that has been read before ask for a summary before reading it again, then discuss the book at a deeper level than last time.
- As your child progresses, talk about authors, characters, settings, genres and plots or what new information has been learnt.
- Your child could try making up questions about what they have read for you, or a quiz for another family member.

- Try an 'I Spy' game based on a page of your child's book as a way of helping them to interact with the text at either a basic or complex level, eg '...a word beginning with s' or '...a word(s) that shows the character is angry.'
- If your child reads silently ask her to re-tell the part that has been read and encourage the 'pointing out' of relevant sections in the text.
- Help your child build up their 'sight vocabulary' by making flashcards of common everyday words they get stuck on and sticking them around the house so they have to be read every time they, eg go through their bedroom door.

**Word key rings** also continue in Cherwell and your child may have one of these in their book bags to practise at home.

The **Read Write Inc** programme is delivered 5 times a week where your child will practise spelling skills and learn new combinations of sounds (phonemes) and how to write these sounds (graphemes).

## **Strictly Come Speaking and Listening**

It is evident that high quality talk leads to high quality literacy. The ability to speak and listen is fundamental to pupils' language and social development. It is an essential tool for all areas of the curriculum, as talk underpins learning and thinking and in turn, forms the basis for reading and writing.

The aim of Strictly Come Speaking and Listening is to encourage every child to bring in something that is of value to them and talk about it clearly to a small group. Ideas might include a photograph album, a souvenir from a holiday or something that they have made. The group will then have an opportunity to ask questions to find out further information. From this, the group will feed back what they have learned to the rest of the class. There will be a timetable well in advance to show when your child's session is.

## Home Learning Tasks

Our **Home Learning Policy** for younger children reflects the fact that they will have worked very hard all day at school and need a rest at home! It also indicates our awareness that children can often lead very busy 'social lives' and playing outside or going to clubs and groups is valuable; lots of school work at home can mean unwanted rushing and pressure.

Other than reading with your child at home as often as possible, learning weekly Read, Write Inc. spellings and practising the key ring words, we do not give homework to children in Year One until the Spring Term (January).

Year Two children have weekly spellings to learn and a topic or mathematical task that ties in with the current theme to complete. Homework is given out on a Friday and expected back at school on the following Wednesday.

One popular way to learn spellings is the *Look-Say-Cover-Write-Check* routine, then to write them into sentences (using continuous cursive handwriting style to encourage pace, accuracy and fluency.) Another suggestion for learning spellings over a week could be:

Day 1 - read through them with you and copy them out twice

Day 2 - spell them out loud at bath time

Day 3 - read them and write a sentence for each one

Day 4 - spell them out loud over your cornflakes or toast

Day 5 - a straightforward written test. To make it more of a challenge, why not try to beat the egg timer? Or try to beat a parent!

***You will have noticed that all this homework involves an adult helper in some way or other. This is very deliberate, as children learn so much more and better when they have someone to talk to, explain to, be challenged by and be supported by.  
Thank you for your support***

If you would like further ideas on activities to do with your child, please see our website.

## Trips and Visits

Through 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.

# School Uniform

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

**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  
Outdoor shoes – PE trainers are acceptable

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

## 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 hoody

PE sessions are timetabled but children do need their full PE kits in school every day. If your child has their ears pierced they need to either come to school without them on these days or bring plasters to cover the studs. **Trainers** are needed at school for playtimes **everyday** and these are also used for outside PE sessions.

School sweatshirts, polo shirts and PE hoodies all with the school badge on are available to order online using School Money. Items that have been paid for can be collected from the school office.

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

## **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.

## **Shoes and Coats**

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. Children should also have a coat in school every day as we go outside in all weathers.

## **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 Charlotte Elkin, the Chair of the Friends for further information.

# Key Stage One Curriculum

Children who are in Year One and Year Two at school follow the Key Stage One Curriculum and sequences of lessons are planned and delivered creatively.

The following subjects are covered:

- English
- Mathematics
- Science
- ICT
- History
- 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.

## **Outdoors**

Children need to continue to explore and play outdoors.

We believe that all of the curriculum can be taught using the outdoors and so we endeavour to use it as much as possible in our delivery of the curriculum. Cherwell class have their own access to an outdoor play area and to the new outdoor classroom.

Depending on the weather, your child will need a coat, a sun hat and wellies (we will send a separate note about wellies).

PE will take place outdoors whenever possible, and so trainers are an important part of the PE kit. We would like your help in enabling the children to use the outdoor environment at all times.

## **Forest School**

Forest School is the name for an approach to educating children in the outdoor environment. It has a strong emphasis on raising children's self-esteem and independence. An integral part of Forest school is that children experience the outdoors in all weathers (except in high winds and thunder storms). Children in Cherwell class will take part in Forest School one afternoon each week, led by a trained Forest School Leaders. Sessions will alternate on a half termly basis throughout the year, between Year 1 and Year 2.

## **Extra Curricular Activities**

The school offers a range of extra curricular activities. We believe that children at the start of their school life will benefit from the range of activities they experience within the school day and so extra curricular clubs begin from Year One.

## **Swimming**

From the summer of Year Two, children at Radley Primary School participate in swimming lessons at the Radley College pool. Lessons take place on a Monday afternoon for ten weeks. The school employs two very experienced swimming teachers and the children benefit enormously from being in a small group with two teachers. The Year One pupils remain in school whilst the Year Two children are swimming and share the session with the Windrush children who will join them in September.

## **SATs**

In the summer of Year Two, all children are assessed against National Standards.

Pupils will not be tested in a formal sense as teachers build a picture of what each child can do. They may be asked to complete a booklet in reading comprehension, spelling, punctuation and grammar, or maths and this will verify or confirm the teacher's judgements. The school is moderated by the Local Authority to ensure that the judgements reached are in line with national expectations and results are then published on our website.

## **Phonics Screening**

In the Summer of Year One, all children are assessed in their reading ability. This screening will help to inform the end of year teacher assessment.

# Key Stage One 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.

## **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.
- ✓ Where children are identified as needing extra support parents will be involved. Full discussion with families will take place around any procedures the school might suggest, such as placing their child on the Special Needs Register.
- ✓ 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. Key Stage One children will receive an education suited to the needs of the individual.

## 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. We look forward to working with you and your child.