



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
Website: www.radleyprimary.uk

Dear Parent,

We look forward to welcoming your child into Key Stage 1 at Radley Primary School. Your child will be taught in Cherwell class, which is a mixed Year 1 and Year 2 class and forms our Key Stage 1.

The teaching arrangements in Cherwell class are as follows:

I will be teaching on Monday, Wednesday and Friday. I am also the school's Deputy Head and Special Educational Needs Co-ordinator (SENCo).

Mrs Helen McConaghy will teach your child on Tuesdays and Mr Mark Wolstenholme on Thursdays, together with Ignite Sports and Mrs Thomas.

Mrs McClean is the Teaching Assistant supporting Cherwell class.

I hope this handbook will be a useful introduction to life in Cherwell class for your child. Please also use our school website (address above) to check for current news, events and information.

We look forward very much to working with you, to make your child's progress across Key Stage 1 a happy and successful one.

With best wishes,

Julie Ilsley

Term Dates

2021/2022

Autumn Term

Wednesday 1st September
Thursday 2nd September
Friday 3rd September
Thursday 21st October
Friday 22nd 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)

25th to 29th October

Half Term Holiday

Monday 1st November
Friday 17th December

Back to school
End of Autumn Term (1.30pm)

Spring Term

Tuesday 4th January
Thursday 17th February
Friday 18th February

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

21st to 25th February

Half Term Holiday

Monday 28th February
Friday 8th April

Back to school
End of Spring Term (1.30pm)

Summer Term

Monday 25th April
Monday 2nd May
Friday 27th May

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

30th May to 3rd June

Half Term Holiday

Monday 6th June
Tuesday 7th June
Wednesday 8th June
Thursday 21st July

Staff Training Day (School closed)
Queen's Platinum Jubilee (School closed)
Back to school
End of Summer Term (1.30pm)

Whole School Staff

Headteacher		Mrs Claire Thomas
Foundation Unit	Year R Windrush N1 & N2 Nursery	Miss Caroline Luckraft
Cherwell Class	Key Stage One Years 1 & 2	Mrs Julie Ilsley/ Mrs Helen McConaghy/ Mr Mark Wolstenholme
Isis Class	Lower Key Stage 2 / Years 3 & 4	Mr Mark Wolstenholme/ Mrs Anne Quigley
Thames Class	Upper Key Stage 2 / Years 5 & 6	Mrs Heather Sparks
Administrator/Finance Officer		Mrs Jackie Crook
Teaching Assistants		Mrs Sarah Bates Mrs Nicci Goddard Mrs Georgina Holt Mrs Sophie Johnson Mrs Tina McClean Miss Vicky O'Connor Mrs Sonya Paige
Cleaners		Mrs Elaine Coles Mrs Alison Morbey

The School Governors

Chair of Governors/Parent	Mr Gareth Mulcahy
Staff Governor/Head	Mrs Claire Thomas
Staff Governor/Teacher	Mr Mark Wolstenholme
Foundation Governors	Mrs Sue Sowden Rev Rob Glenny
Parent Governor	Mrs Miriam Sheridan
Co-opted Governors	Dr Ellie Ott Mr Dan Pullen Mrs Clare Sandford Mr Tim Stead Mrs Hannah Brierley
LA Governor	Mr Dominic Scott

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 am
Doors open	8.50 am
Read, Write Inc. Session	9.05 – 9.25 am
Break Time	10.30 – 10.45 am
Lunchtime	11.55am – 12.55 pm
Cherwell Home Time	3.10 pm

We have a Breakfast Club in school that operates from 8am each morning, at an additional charge. Please see page 19 for further details.

In the morning, your child should come into school by the Office entrance, and this door will be opened at 8.50 am. Children should go straight into their cloakroom area from this time. Please wait by the gate adjacent to Thames classroom with your child.

Please do not leave your child unattended without an adult in charge of them, before a member of staff has opened the door to let the children in.

The member of staff at the door each morning to greet your child is also able to take any messages you might have. These will be relayed to the teacher straight away each morning. If you have any other urgent issues please ring or email the school office **before lunchtime**, Mrs Crook will be happy to help.

Children arriving after 8.55 am should report to the Office 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 front of the school, by the black gate, at the front 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.

Caring for Your Child

Medicine in School

Inhalers

Should your child have an asthma inhaler, we can ensure this is taken. You will need to bring the inhaler in the original box and give to the school office. Please make sure the inhaler is in date and has your child's name on, and complete the relevant 'Medicine in School' form.

Antibiotics

If your child is taking antibiotics, 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'.

On-going Medical Conditions

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

Attendance

If your child is ill, then please telephone or email the school office **before 9.30am** on the morning of their first day's absence with details of their illness.

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 in term time could hinder academic attainment as, if a child misses two weeks each year for holidays, they will miss over 6 months education whilst 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. 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

We are keen to encourage children to get used to and enjoy coming to school by sustainable means. These can include walking, cycling, scooting or coming by bus.

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 school's Special Educational Needs Co-ordinator (SENCo). Please do get in touch with any questions.

School Routines

Communication

Once a month a school newsletter is sent out to all parents via email. Paper copies are available on request from the school office. Letters from the Headteacher and the class teacher are also sent out to parents via email.

Our school website has copies of all recent newsletters and the calendar section details forthcoming events. In addition, there are individual class pages which you may find useful.

If you need to pass on a message to your child's class teacher, you can leave a message with the staff member on duty when you drop off your child at the beginning of each day, or email the school office, before lunchtime.

If you need a longer, more private opportunity to speak with Mrs Ilsley then do make an appointment. 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

Corona virus restrictions permitting we are planning to hold Parents Evenings in October and in early March. Parents will be asked to sign up for a convenient appointment. 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.

Emergency Contact Details - 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 and login using the 'Sims ParentApp' or login through a web browser at <https://www.sims-parent.co.uk>

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

Food in School

Drinks

We believe that eating healthily and being active plays a vital role in our pupils' mental and physical development whilst at school.

If you would like to your child to have school milk, at a subsidised price, please visit the Cool Milk website www.coolmilk.com to register your details.

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 or at snack time, although they may include these with their lunch boxes.

Children are asked to bring a water bottle into school every day in order for them to drink water on a regular basis throughout 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 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 and water; and discourage snacks that are high in sugar or artificial flavourings. Sweets are not allowed in school.

School Dinners / Packed Lunches

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 The registers are printed out every Friday morning ready for the following week therefore all meals need to be **booked at least one week in advance on the preceding Thursday**. Unfortunately we are unable to provide a school dinner for your child if it has not been booked before Friday morning each week.

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 speak to your child's teacher or to the Headteacher.

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.

Helping your Child

Reading

The coloured book band system begun in Windrush continues in Cherwell. Your child will read books of increasing difficulty with an adult in school. There are numerous opportunities for children to read throughout the day, for example in guided reading sessions and in literacy lessons. This means children don't 'miss out', if they do not read individually with an adult each day.

The children will have a reading diary where you can make comments about the reading you do at home with your child. Adults in school can then respond in the same book and this lets us know how often children are reading.

How to help with reading at home

Talking about reading is very important so, if your child is sometimes reluctant to read aloud, discussing a book will help develop their reading skills. Concentrate on enjoyment and 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 beginning reading, asking questions like: 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, notice interesting pictures or words with your child and ask them to make predictions about what they think might happen.
- 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 words your child may not completely understand.
- If your child brings home a book they have read before, ask for a summary before reading it again and discussing the book at a deeper level this time.
- As your child progresses, talk about authors, characters, settings, plots and what 'type' of book it is, 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 interact with the text at either a basic or complex level, eg 'a word beginning with s' or ...word(s) that shows the character is angry.'
- If your child reads silently ask them 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, for example, they have to be read every time they go through their bedroom door.

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

Evidence shows that high quality talk leads to high quality literacy. The ability to speak and listen is fundamental to a child's language and social development. Talk is an essential tool throughout the curriculum, as it underpins learning and thinking, forming 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 other children in 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 1 until the Spring Term (January).

Year Two children have weekly spellings to learn and topic tasks that ties in with the current theme to complete. In addition to this there is a weekly maths task which provides the opportunity to practise what we have learnt through the week. Homework is given out on a Friday and expected back at school on the following Friday.

One popular way to learn spellings is the *Look-Say-Cover-Write-Check* routine, then to write the spelling into a sentence (using continuous cursive handwriting style to encourage pace, accuracy and fluency.) Details about how to use this method are sent out at the beginning of each term. 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

Please see the separate leaflets on: Help your child with Reading, Writing, Handwriting and Maths.

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

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.

School Uniform

Uniform:

- Royal blue school sweatshirt or cardigan
- White polo shirt
- Grey skirt or trousers
- Black shoes
- Grey/white plain socks or tights
- Outdoor shoes

In summer:

- Short grey trousers
- White short-sleeved polo shirt
- Royal blue and white checked dress
- White/grey ankle socks
- Sandals (white / brown, without heels)
- Sun hat

PE Kit

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

- Black trainers
- Blue logo PE polo shirt
- Black shorts
- Black jogging bottoms
- Blue logo hoody

PE sessions are timetabled but children need their full PE kits in school every day. **Trainers** are needed for playtimes **every day** as well as for outside PE sessions. If your child has pierced ears they should come to school without earrings on PE days, or bring plasters to cover the studs during PE.

You can order school uniform directly from our supplier 'School Trends'. There are no minimum order quantities and uniform will be delivered directly to your chosen address for only £2.99. Delivery times are 14 days, but during busy months (June, July, August and September) delivery can take up to 21 days.

To order school uniform

Please follow the link www.schooltrends.co.uk then search for our school on the homepage or find the school uniform link on our school web-site.

1. Enter our school postcode (OX14 3QF) into the "School postcode" box
2. Click the "FIND MY SCHOOL" button
3. Click on 'Radley CE Primary School' to go through to the ordering page.

Ordering information including sizes, delivery information and the returns procedure is also available online. Please note that prices may change.

Book bags and PE bags are available 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. These should be removed, or covered with a plaster, during PE.

Shoes and Coats

Children should have a pair of trainers to change into for break and lunchtimes. PE trainers are acceptable for this purpose. This is to prevent the classroom carpets from becoming muddy. All shoes and trainers should be named. Children should also have a named coat in school every day, as we go outside in all weathers.

Hair Bands

Children are encouraged to wear hair bands to keep long hair away from their face.

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 accidentally 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 very much hope you will be able to support events in helping or attending.

Key Stage One Curriculum

Children who are in Year 1 and Year 2 follow the Key Stage One Curriculum, and sequences of lessons are planned and delivered creatively.

The following subjects are covered:

- English
- Mathematics
- Science
- Computing
- History
- Geography
- Art and Design
- Design and Technology
- 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

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 outdoor classroom.

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.

Your child will continue to have the opportunity to take part in outdoor activities during the year. At the times when your child is taking part in these activities, depending on the weather they will need to have a sun hat and wellies in school, as well as their coat.

Phonics Screening

In the Summer of Year 1, all children are assessed in their reading ability. This screening will help to inform the end of year teacher assessment.

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.

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.

Breakfast Club Information

The Breakfast Club runs from 8am, and takes place in the school hall. Children go straight from the Breakfast Club to their classes. Breakfast is part of the Club, and a breakfast of toast, cereals and a drink is provided.

The cost for each Breakfast Club session is £4.50 – with this charge remaining at £4.50 should a child come in part way through a session. There are various activities on offer at the Breakfast Club – construction toys, lego, board games etc.

It is possible for your child to attend the Breakfast Club each morning, or on separate days during the week. If you wish your child to attend the Breakfast Club you will need to book and pay online using the new School Money system. **You will need to book at least 24 hours in advance.**

If you are interested in your child attending the Breakfast Club, please contact the school office first to see if a place is available. We will then add your child to our Breakfast Club register.

On arrival children attending the Breakfast Club should access the club by going round the side of the school to the hall door at the back of school, where they will be welcomed one of our two staff members running the Breakfast Club - Vicky O'Connor or Tina McClean.

Pupil Premium and Free School Meals

If your child is eligible for ‘free school meals’ and you register them for this, the school will receive extra funding called ‘pupil premium’. We use this extra money to improve the educational provision and resources at the school.

What is pupil premium funding?

Pupil premium funding from the government is given to schools to help pupils reach their full potential, regardless of their background or financial situation. It's provided for pupils who:

- Are registered for free school meals
- Have been registered for free school meals at any point in the past 6 years
- Are, or have been, in care
- Have parents in the armed forces

At Radley CE Primary School, we get an extra £1,345 for every eligible pupil who is registered for free school meals. This extra money could make a real difference to the quality of education we offer.

For example, we've previously used pupil premium funding for:

- Educational provision/resources
- Academic interventions

Is my child eligible for free school meals?

Your child might be eligible if you access:

- Income Support
- Income-based Jobseeker's Allowance
- Child Tax Credit Only (with income up to £16,190) with no element of Working Tax Credit
- National Asylum Seekers Support
- Guaranteed Element of the State Pension Credit
- Employment and Support Allowance (income related)
- Universal Credit (income dependent)

Universal Infant Free School Meals

Currently, pupils in Reception, Year 1 and Year 2 are entitled to a free school meal thanks to a different government funding scheme known as universal infant free school meals (UIFSM). UIFSM is different from a child being eligible for free school meals and the pupil premium.

If your child is in Reception, Year 1 or Year 2 and is eligible for free school meals according to the criteria, please still let us know (even though your child will be receiving a free school meal under the UIFSM scheme), as this will allow the school to receive the extra pupil premium funding.

If you're eligible, but want your child to have packed lunches, please still let us know of your eligibility, because the school will receive the funding which can support your child in other ways. Thank you.

How do I register?

You only need to register once at the school. To register, please contact Mrs Jackie Crook in the school office.

More information

For more information about pupil premium go to our website, which contains details of how the pupil premium has been spent in the past academic year and how it will be spent this year.

If you have any questions or specific concerns, please contact Mrs Jackie Crook in the school office on 01235 520814 or email office@radleyprimary.uk