

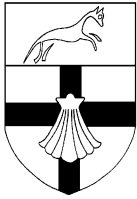


Radley Primary School
A Church of England School

Key Stage Two

Isis

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 Two as a Year 3 child in September 2020.

Your child's teachers will be Mr Mark Wolstenholme from Monday to Wednesday and Mrs Anne Quigley on Thursdays and Fridays. There is also a Teaching Assistant supporting the class.

We want to make your child's progress across Key Stage Two a happy and successful time, and will be holding a meeting in early September to discuss specific ways in which you can support your child in their new class

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.

With best wishes,

Grace Slater
Headteacher

Term Dates

2020/2021

Autumn Term

Tuesday 1st September
Wednesday 2nd September
Thursday 3rd September
Thursday 22nd October
Friday 23rd 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)

26th to 30th October

Half Term Holiday

Monday 2nd November
Friday 18th December

Back to school
End of Autumn Term (1.30pm)

Spring Term

Monday 4th January
Thursday 11th February
Friday 12th February

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

15th to 19th February

Half Term Holiday

Monday 22nd February
Wednesday 31st March

Back to school
End of Spring Term (1.30pm)

Summer Term

Monday 19th April
Monday 3rd May
Friday 28th May

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

31st May to 4th June

Half Term Holiday

Monday 7th June
Tuesday 8th June
Thursday 22nd 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/ 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 Georgina Holt Mrs Tina McClean Mrs Nicci Goddard Mrs Sonya Paige Miss Alison Grimes Miss Vicky O'Connor Mrs Louise O'Neill
Cleaners		Mrs Elaine Coles Mrs Alison Morbey

The School Governors

Chair of Governors/Co-opted	Mr Dan Pullen
Parent Governors	Mr Gareth Mulcahy Mr Nick Wright (Vice Chair)
Staff Governor/Head	Mrs Grace Slater
Staff Governor/Teacher	Mrs Julie Ilsley
Foundation Governors	Mrs Sue Sowden Rev Rob Glenny
Co-opted Governors	Mr Mike Barrett Dr Ellie Ott
LA Governor	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 am
Doors open	8.50 am
Break time	10.30 am – 11.45 am
Lunchtime	12.00 —1.00 pm
Isis home time	3.05 pm

We have a Breakfast Club in school that operates from 8am each morning, at an additional charge. Please see page 17 for further details.

In the morning, your child should come into school by the Office entrance, and this door will be opened at 8.50am. Children should go straight into their cloakrooms areas from this time. Please wait in a socially distanced queue by the gate adjacent to Thames classroom with your child, should you arrive before 8.50am. Please do not leave your child unattended without an adult in charge of them, before a member of staff has opened the doors to let the children in.

Due to the corona pandemic, we ask that parents do not enter the school building, and the headteacher or a member of staff will be on duty each morning to greet the children and take any messages. These will be relayed to the teachers concerned 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 8.50 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.

When you meet your child at the end of the day we ask you to observe social distancing, should you be waiting. 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 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 photos and individual class pages which you may find useful.

If you need to pass on a short message to your child's class teacher, you can leave a message with the staff member on duty at the entrance door 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 a teacher then do make an appointment at your convenience. This can be done by telephone or by email to the school office before lunchtime. We would always wish to meet parents as soon as they have a question rather than letting an issue 'develop'.

Parent Consultation Evenings

Corona virus restrictions permitting we are planning to hold parents evening 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.

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://parent.sims.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

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 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; this is available to order directly from Cool Milk via their website: www.coolmilk.com

Snacks

Fruit is available for purchase as a mid-morning snack. We are a Healthy School and encourage all snacks to contribute to this ethos. We encourage fruit, vegetables, breadsticks, crackers and water; and discourage snacks that are high in sugar or artificial flavourings. We ask that crisps and cereal bars are not brought into school as snacks. Chocolate bars and sweets are not allowed in school.

The School Council will be working hard with children, staff and parents to promote healthy lifestyles throughout 2020/2021 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 £2.40 (as from September 2020). 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 All dinners need to be booked and paid for at least one week in advance by midnight on the preceding Thursday.

If your child is entitled to free school meals you will still need to book online using School Money at least one week in advance by midnight on the preceding Thursday. You will be able to choose your child's meals for the week and will not be charged.

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.

Birthdays

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

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 children 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

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 your uniform will be delivered directly to your chosen address for only £2.99. Delivery times are 14 days, however 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

Other ordering information including sizes, delivery information and returns procedure are also available online. Please note that prices may change.

Book bags and PE bags will continue to be 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. 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 as staff are not able to remove earrings for children. Long Hair needs to be tied up for PE. Please ensure 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 shoe racks outside the classroom and shoes should be named.

Hair Bands

Children are permitted to wear a hair band to keep long hair away from the 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 ask if an item has gone missing as it may have been taken home accidentally by another child.

Key Stage Two Curriculum

In Key Stage Two the National Curriculum is followed and covers the subjects below. Details of our termly topics are all available on the school website.

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

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

Assessment

Children 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 use a range of information when assessing the progress of your child.

PE

PE takes place twice each week, but your child's PE kit 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 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. In the academic year 2020/2021 both Year 3 and Year 4 children will take part in whole class sessions of 40 minutes with a specialist teacher, if corona virus restrictions permit.

In the years after the children have participated in the VIP scheme they have the opportunity to receive small group instrumental tuition. There is a charge for these lessons which are organised by the County Music Service.

Trips and Visits

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

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.

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. All 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, although we hope that you would come to speak to your child's teacher or the Headteacher in the event of any concern.

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 the Friends for further information.

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.

During the current corona pandemic we are required to operate the Breakfast Club slightly differently, in order to be in line with government policy. This means that whilst the Club can take place in the hall for all the children, your child will sit with children from their own class 'bubble' to eat their breakfast, and will be able to play only with children from their own 'bubble'. This will be reviewed as soon as government policy changes, but following this guidance means we are able to operate the Breakfast Club.

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 - Alison Grimes or Vicky O'Connor.

Pupil Premium and Free School Meals

If your child is eligible for 'free school meals' and you register them for this, we'll 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 £1,320 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 or Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit, provided you have an annual net earned income not exceeding £7,400 (£616.67 per month)

Does my child have to eat the free school meals?

No. Pupils who are registered for free school meals don't have to eat them. If you're eligible but you want your child to have packed lunches you should still register because the school will receive the funding which can support your child in other ways.

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