



Radley Primary School

Striving for excellence, in a vibrant, caring community

Isis Class

Key Stage 2 Year 3 and Year 4

Jesus said, I come to give life - life in all its fullness

John 10:10



Radley CE Primary School & Foundation Stage Unit

Telephone: 01235 520814
Email: office@radleyprimary.uk
Web: www.radleyprimary.uk
Headteacher: Mrs Claire Thomas BA(Hons) MEd

Church Road
Radley
Abingdon
Oxfordshire
OX14 3QF

Dear Parent,

We look forward to welcoming your child into Isis Class in Key Stage Two as a Year 3 or Year 4 child in September 2023.

I am the class teacher and 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 July 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,

Abigail Reynolds

Striving for excellence, in a vibrant, caring community

OUR VISION STATEMENT

Jesus said, I come to give life - life in all its fullness

John 10:10

We aim for every child to achieve success to the best of their abilities in a welcoming hub of learning, providing a vibrant wealth of opportunities.

Christian values, principles and standards lie at the heart of our education, summarised in our over-arching values of ***Relationships, Resilience*** and ***Respect***.

AIMS

Our school will be a place where every child is valued and their individuality and achievements celebrated.

All children regardless of differences in race, gender and faith will be respected, and encouraged to become responsible global citizens.

Children will be encouraged to develop positive reflective attitudes that lead to high personal and academic standards.

Our positive approach to behaviour will ensure that all children are given the opportunity to work and play in an enabling, safe environment.

An atmosphere of openness, trust and **respect** will be encouraged between the children, their parents and the wider school community to foster good **relationships** and to the benefit of the children's education.

We aim to create a stimulating, learning environment that nurtures curiosity, **resilience**, enthusiasm, awareness and industry.

Term Dates

2023/2024

Autumn Term 2023

Friday 1st September	Staff Training Day (School closed)
Monday 4th September	Staff Training Day (School closed)
Tuesday 5th September	Autumn Term begins
Friday 6th October	Staff Training Day (School closed)
Friday 20th October	End of Half Term (Normal time)

23rd to 27th October *Half Term Holiday*

Monday 30th October	Back to school
Wednesday 20th December	End of Autumn Term (1.30pm)

Spring Term 2024

Monday 8th January	Staff Training Day (School closed)
Tuesday 9th January	Spring Term begins
Friday 9th February	End of Half Term (Normal time)

12th to 16th February *Half Term Holiday*

Monday 19th February	Back to school
Thursday 28th March	End of Spring Term (1.30pm)

Summer Term 2024

Monday 15th April	Summer Term begins
Monday 6th May	Bank Holiday: School closed
Friday 24th May	End of Half Term (Normal time)

27th to 31st May *Half Term Holiday*

Monday 3rd June	Staff Training Day (School closed)
Tuesday 4th June	Back to school
Wednesday 24th July	End of Summer Term (1.30pm)

Our School Staff

Headteacher	Mrs Claire Thomas
Deputy Head	Miss Jess Peiro
School Business Manager	Mrs Jackie Crook
Foundation Stage Reception	Miss Caroline Luckraft
Nursery	Miss Beth Healy Mrs Julie Price (Early Years Practitioner) Miss Millie Spires (Early Years Practitioner)
Year 1	Mrs Julie Ilsley & Mrs Helen McConaghy
Year 2 & 3	Mrs Jess Peiro & Mrs Sophie Johnson
Years 3 & 4	Miss Abigail Reynolds
Years 5 & 6	Mr Mark Wolstenholme & Mrs Anne Quigley
Teaching Assistants	Mrs Vikki Cavaliere Mrs Louise Clogher Mrs Vicky Dobson Mrs Nicci Goddard Mrs Sarah Langman Mrs Tina McClean Miss Vicky O'Connor Miss Grace Smith
Afterschool Club Leader Afterschool Club Play Worker	Mr Ollie Kearney Miss Sarah Smith

Our School Governors

Chair of Governors/Parent	Mr Gareth Mulcahy
Deputy Chair/LA Governor	Mrs Jillian Ashton
Staff Governor/Head	Mrs Claire Thomas
Staff Governor/Teacher	Mr Mark Wolstenholme
Foundation Governors	Rev Rob Glenny
Parent Governors	Mrs Catharine Blagrove
Co-opted Governors	Mr Dan Pullen Mrs Clare Sandford Mr Tim Stead Mrs Hannah Brierley

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.

Safeguarding Children Statement

All staff at Radley CE Primary School and Foundation Stage Unit are committed to the safety, welfare and well-being of all our pupils. We take our responsibilities towards the safeguarding of all the children in our care as paramount in the work we do.

You are very welcome to our school as a volunteer, and we recognise the important opportunities that children have when we are able to share the expertise and willingness of members of our community.

The designated person for Child Protection in this school is **Mrs Claire Thomas**, the Headteacher. **Mrs Julie Ilsley** and **Mrs Heather Sparks** are the deputy Designated Leads for Safeguarding. The Governor responsible for Safeguarding Children is **Mr Dan Pullen** and his contact details are available from the office. Our Safeguarding Children Policy and Procedures are available from the Headteacher.

The School Day

Breakfast Club (additional charge)	8.00am
Doors open	8.45am
Break Time	10.30 – 10.45 am
Lunchtime	12.00 – 1.00 pm
Home Time	3.15 pm

In the morning, please take your child to the playground at the rear of the building. 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 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, please collect your child from the playground at the rear of the building.

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. If first aid is given, your child will receive an accident form. Please check in book bags each day to make sure these are seen. 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.

Emergency Contact Details

Please ensure that you inform the school office if any of your details change, so that we can contact you in an emergency. Thank you.

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, after their fifth birthday. 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.

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 your child's teacher, 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

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.

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 (trainers)

In summer:

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

PE Kit

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

- 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 in case of timetable changes. **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. Delivery times are 14 days, however during busy months (June, July, August) delivery can take up to 21 days.

To order school uniform

Please follow the link schooltrends.co.uk/pages/find-my-school then search for our school on the homepage.

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 are also available from School Trends.

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

Children who are in Year 3 and Year 4 follow the Key Stage Two 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)
- Spanish (MFL)

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.

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.

KS2 Statutory Assessments

Multiplication Tables Check

In the Summer of Year 4, all children are assessed in their ability to quickly recall their times tables. This screening will help to inform the end of year teacher assessment and help to identify if your child needs additional support in maths.

Key Stage Two Intention, Implementation and Impact

Intent

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.

Implementation

The National Curriculum for Key Stage Two will be used to plan activities into an exciting and engaging topic form.

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.

Assessments and tracking will be used to record progress and will be used as the basis for a report at the end of the Year 3 and Year 4.

Formal parent/teacher consultations will take place in the autumn and spring terms. Informal meetings are encouraged as and when the need arises.

Impact

At the end of the children's time in Isis Class they will be resilient and independent learners with a range of skills to ensure that they are able to continue their exciting, enjoyable, and challenging journey. This is strengthened and supported by the partnership between your child, you and the school.

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.

Helping your child

Reading

Reading in class will help children to develop the range of skills needed to decode and understand all sorts of texts. Comprehension (understanding what has been read) is crucial and through whole-class and small-group work, children are given the opportunity to discuss what they have read.

The individual reading book band system used in Cherwell continues into Isis, until children are independent readers, when they will be supported in choosing suitable books to borrow from the school library. 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 practice online
- Homework "menu" including a choice of tasks linked to our curriculum topics. At the end of the term or half term, we ask children to bring in their work for a sharing session in class.

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.

Food in School

Drinks

Water is available for children to drink throughout the school day. Children should bring a water 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; this is available to order directly from Cool Milk via their website: www.coolmilk.com

Mid-Morning Snack

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, 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.

Dinners

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 do 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.

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 go to the main reception where you can ring the bell for attention. You will be welcomed by one of our staff members running the Breakfast Club – Claire Choroba, Vicky O'Connor or Vicky Dobson.

Afterschool Club Information

We are delighted to announce that as from September 2022 we are able to offer an After School Club for the academic Year 2022-2023. The club will run from straight after school until 6pm. Children will be collected from classes by our After School Club staff each day, a snack will be offered from a choice of toast, rice cakes, breadsticks, fruit and yogurt. The club provides high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

Due to Ofsted regulations, it is only possible to offer places to children in Reception to Year 6 (not Nursery).

To ensure the correct staff ratios for the club, your child's place will be booked for the term or beyond. Ad-hoc sessions maybe available if there are spaces,

however long-term bookings will always take precedence. Please complete the booking form, available from the school office, indicating which days you would like to book a place.

There is a fixed rate charge of £15 per session paid for via School Money. You can pay monthly or termly in advance. Childcare vouchers are acceptable, if you wish to pay this way, please contact the school office. Please note that any missed sessions will be charged for.

Travelling to School

We actively encourage our pupils and staff to walk, scoot or cycle to school as they:

- keep us fit and healthy
- help our pupils develop road safety skills which will keep them safe as they travel further afield and more independently
- help keep our local air clean, and our streets free from congestion
- are life skills that everyone should be able to benefit from

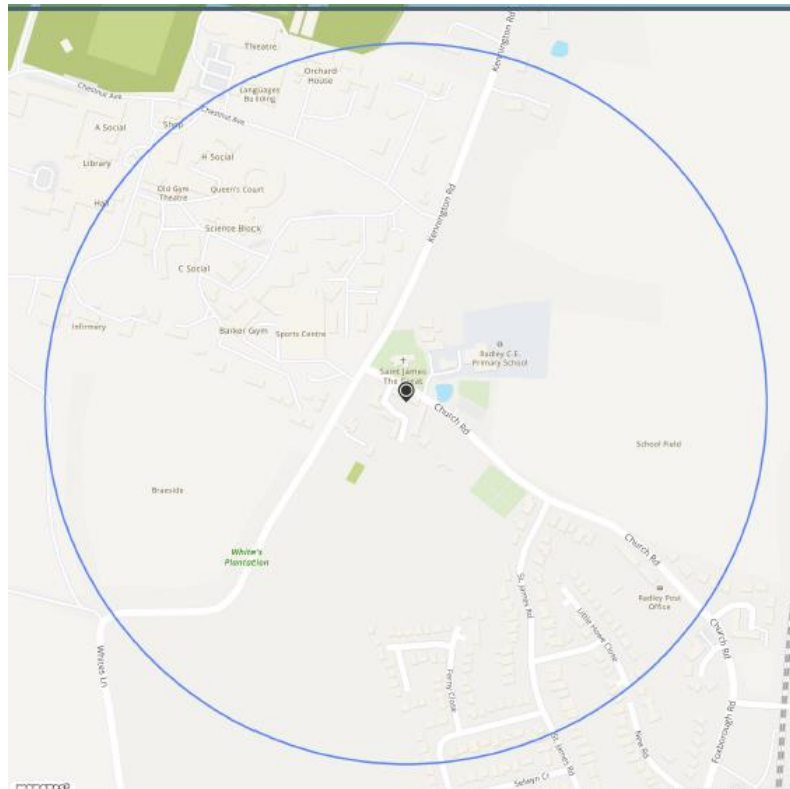
What we ask of parents

- Please encourage your child(ren) to walk, scoot or cycle to school whenever possible
- Ensure your child(ren) walk or ride sensibly and safely on the way to and from school, and to push bikes and scooters on school grounds and in the car park.
- Ensure that bicycles and scooters are roadworthy and properly maintained. If in doubt consult a qualified mechanic
- Providing your child(ren) with a helmet
- Ensure your child(ren) can be seen by fitting lights to their bike by supplying them with high-visibility clothing
- Ensure you have appropriate insurance cover for your child(ren)'s bicycle or scooter as the school is not liable for any loss or damage to cycles or scooters on the premises or being used on the way to or from school
- If you travel by bus, can you get off the bus at least two stops early and walk the last part of the journey?

We understand that sometimes there is no alternative to driving to school.

- Where a car must be used we ask parents to drive only part of the way, and drop their child(ren) off away from the school so that some of the journey can be walked or scooted
- We have a 5 / 10 minute walk zone we ask parents to park outside of the walk zone or at Radley College Sports Centre.

- If you do have to drive your child(ren) and stop in the near vicinity please do so legally, safely and with respect for our neighbours and local residents



It is not acceptable to park or wait on double yellow lines, on the school zigzags or across residential driveways for any period of time.

Please note that the decision on whether a child is competent to cycle or scoot to school is for the parent(s) or carer(s) to make. The school has no liability for any consequences arising from this decision.

What we ask of children

- Ask your parents if you can walk, scoot or cycle to school
- Behave in a way that shows you and the school in the best light whether walking, scooting, cycling or using public transport
- Ride or walk courteously, sensibly and safely on the way to and from school
- Push bikes and scooters in the car park and on school grounds
- Check that your bike or scooter is roadworthy and properly maintained
- Wear a helmet
- Make sure you can be seen by using lights in the dark or bad weather and by wearing high-visibility clothing

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 £1,385 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:

- Personalised enrichment opportunities
- Staff Training

Is my child eligible for free school meals?

Your child might be eligible if you access:

- Income Support
- Income-based Jobseeker's Allowance or Income-related 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)

Your child might also be eligible if you're in a household with no recourse to public funds (NRPF), subject to a maximum income threshold. This is for children of:

- Zambrano and Chen carers (non-EEA nationals caring for a British citizen residing in the UK)
- British National (Overseas) passport holders
- Spousal visa, work visa, or student visa holders
- Those with no immigration status
- Families with a right to remain in the UK under Article 8 of the European Convention of Human Rights
- Families receiving support under Section 17 of the Children Act 1989 who are subject to a no recourse to public funds restriction
- Certain failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999

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). You shouldn't confuse UIFSM with 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 above, you should still register because we'll receive the extra pupil premium funding.

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

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

FoRPS (Friends)

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 directly for further information friendsofrps@outlook.com