

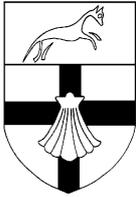


Radley Primary School
A Church of England School

Key Stage Two

Thames

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 would like to welcome your child into Thames class this September. I am the teacher in Thames, and there is a supporting Teaching Assistant.

We want to make your child's continued progress across Key Stage Two a happy and successful one, 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 Thames class for your child. Please do also use our school website (address above) to check for current news, events and information.

With best wishes,

Heather Sparks
Thames Class Teacher

Term Dates

2021/2022

Autumn Term

Wednesday 1st September	Staff Training Day (School closed)
Thursday 2nd September	Staff Training Day (School closed)
Friday 3rd September	Autumn Term begins
Thursday 21st October	End of Half Term (3.00pm)
Friday 22nd October	Staff Training Day (School closed)

25th to 29th October *Half Term Holiday*

Monday 1st November	Back to school
Friday 17th December	End of Autumn Term (1.30pm)

Spring Term

Tuesday 4th January	Spring Term begins
Thursday 17th February	End of Half Term (3.00pm)
Friday 18th February	Staff Training Day (School closed)

21st to 25th February *Half Term Holiday*

Monday 28th February	Back to school
Friday 8th April	End of Spring Term (1.30pm)

Summer Term

Monday 25th April	Summer Term begins
Monday 2nd May	Bank Holiday: School closed
Friday 27th May	End of Half Term (3.00pm)

30th May to 3rd June *Half Term Holiday*

Monday 6th June	Staff Training Day (School closed)
Tuesday 7 th June	Queen's Platinum Jubilee (School closed)
Wednesday 8th June	Back to school
Thursday 21st July	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	8.45 am
Break time	10:50 am – 11:05 am
Lunchtime	12:40 pm – 1:40 pm
Thames 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 16 for further details.

In the morning, the children's entrance door, by Thames class, will be opened at 8.45 am. 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 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 8.50 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 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.

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

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.

As children in Thames class are older, parents can choose to allow their child to travel to and from school independently. Children should not arrive earlier than the start of the school day as there will be no adult supervision until 8:45. A permission letter will be sent home to fill in for each family.

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

Child Protection

The Headteacher is the designated and trained member of staff with responsibility for Safeguarding.

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 Sparks 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

Water is available for children to drink throughout the school day. Children should bring a plastic bottle into the classroom and keep this for occasional water breaks. We do ask that the children are not drinking while an adult is talking to them. Squash or fruit juice is not allowed during lesson times.

Milk is available for purchase for children's snack; 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 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.

The School Council will be working hard with children, staff and parents to promote our healthy lifestyles throughout 2021/2022 and we hope you will support this initiative through providing suitable food for your children in school.

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.

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 would 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 all children to develop their critical thinking skills. Comprehension (understanding what has been read) is crucial and talking about what has been shared is just as important as being able to read complex words. Children have a guided reading session every week.

Homework

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

Thames

- Daily reading, book talk (to be recorded in diary) 20 minutes
- Spellings to learn including a weekly test (10 minutes daily)
- Times tables (10 minutes daily)
- Maths related to the current maths teaching (20-30 minutes weekly)
- Additional science, topic or literacy tasks (20-30 minutes weekly)
- Resources online – Education City, DK Times Tables, Type Club
- To record their efforts in their Homework Diary

Up to 30 minutes per day in Y6

Trips and Visits

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

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.

Water Bottles

It is essential for children to have their **own** water bottle at school each day. Please provide your child with a leak proof water bottle with their name on that they can bring to school each day.

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.

Key Stage Two Curriculum

In Key Stage Two the National Curriculum is followed and covers the subjects below:

- 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), Relationships Education and Religious Education (RE) are also taught.

Details of our termly topics are all available on the school website.

SATs

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

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

PE

PE will take place twice a week, although PE kits should remain in school all the time. This is to cater for sudden changes in the timetable, the weather, or the curriculum.

Swimming

All children in Thames class go swimming at the Radley College pool for a ten week stretch. Children are assessed and taught in ability groups with no child expected to swim in water deeper than they are comfortable with. No charge is made for swimming, and we walk across to the pool.

Music

Alongside class music sessions there is an opportunity for children to receive small group instrumental tuition. There is a charge for these lessons which are organised by the County Music Service.

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 their needs as an 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.

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

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.

Transition to Secondary School

Fitzharrys School
Northcourt Road
Abingdon
Oxon
OX14 1NP

01235 520698

John Mason School
Wootton Road
Abingdon
Oxon
OX14 1JB

01235 524664

Larkmead School
Faringdon Road
Abingdon
Oxon
OX14 1RF

01235 520141

Matthew Arnold School
Arnolds Way
Cumnor
Oxford
Oxon
OX2 9JE

01865 862232

Abingdon School
Park Road
Abingdon
Oxon
OX14 1DE

01235 521563

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

01235 520173

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

01235 524658

Didcot Girls School
Manor Crescent
Didcot
Oxon
OX11 7AJ

01235 812092

St. Birinus School
Mereland Road
Didcot
Oxon
OX11 8AZ

01235 814444

LA Admissions Team

County Hall
New Road
Oxford
OX1 1ND

01865 815175