

Manston★

Welcome to the meeting.

We will begin at 5:00pm. Please
mute your microphone.

Please add the following emails to your contacts,
so that emails come straight to your inbox:

- manston.primary@manston.leeds.sch.uk
- no-reply@mail.arbor-education.com



Key Staff



Olivia Evans
*Reception Class
Teacher*
Monday-Wednesday



Kay Goddard
*Reception Class
Teacher*
Thursday-Friday



Danielle Roberts
*Learning Support
Assistant*



Rahel Khorshed
*Learning Support
Assistant*



Jill Oddy
*Learning Support
Assistant*



James Clay
Head Teacher



John Spinks
Deputy Head



Alex Finn
Assistant Head



Sharon Pritchard
School Business Manager



Elisabeth Porter
SENDCo



Kirsty Thorpe
Safeguarding and Welfare
Officer

SAFEGUARDING CHILDREN

If you are worried about something and need to speak to an adult we have special staff you can speak to in school.

The designated safeguarding lead professionals at Manston Primary are:



Mr Clay

Headteacher



Miss Thorpe

Safeguarding Welfare Officer



Mrs Joul

Learning Mentor



Mr Spinks

Deputy Headteacher



Mrs Broadley

Extended Services Manager

Out of school you could speak to a trusted adult or contact ChildLine.



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Dates

Stay and Play Session: Tuesday 02/07/26 15:30

A stay and play session for you and your child to visit their new classroom.

- Pupils with the surname initials A to H should attend from 15:30-16:00.
- Pupils with surname initials from I to Z need to arrive for 16:00. Please bring your child to the main entrance of the school to sign in on the day.

Home Visits: Tuesday 07/07/26 and Wednesday 08/07/26

Home visits will be conducted on the days above. Details of home visits have been sent out already; please get in touch if you cannot attend the date and time allocated - we have accommodated requests as best as we can.

Dates

Training Days 2026-2027

- Tuesday 1st September 2026
- Friday 23rd October 2026
- Friday 27th November 2026
- Monday 4th January 2027
- Friday 12th February 2027

Please note the last day of the Summer term is Thursday, 22nd July 2027

Manston Primary follows the Leeds City Council school holidays.

Full details of these can be found below and on their website:

<https://www.leeds.gov.uk/schools-and-education/school-holidays-and-term-dates>

Attendance

School follow Leeds and national attendance guidance and processes.

This means:

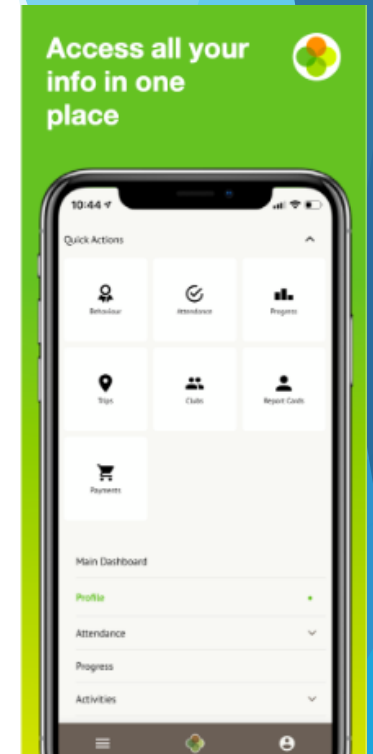
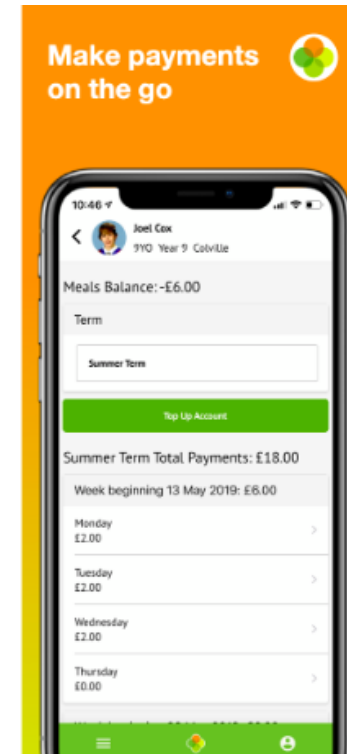
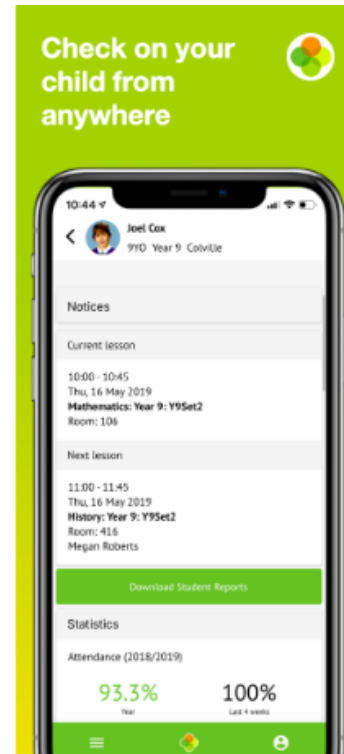
- Registers are taken each morning and afternoon – 2 sessions each day.
- Children are of legal compulsory school age the term after their 5th birthday
- Reasons for absence are needed each day.
- Term-time holidays will result in an unauthorised absence for compulsory school-aged children.
- Term-time holidays will result in school submitting a penalty notice fine request to LCC for school-age children. This is a national policy for all schools - our school does not get this money.
- Pupils can attend school if they are on medications – we consult Public Health Agency's Guidance on Infection Control for Schools.
- Full policy and one-page guide can be found on our website.

Communication

- School communicates through email, Arbor app messages, occasional text messages and sometimes paper letters.
- Each Friday, a weekly newsletter comes home via email with details of what is going on in school.
- Class teachers will also email to share specific information and updates.
- Please add the following emails to your contacts, so that emails come straight to your inbox:
 - manston.primary@manston.leeds.sch.uk
 - no-reply@mail.arbor-education.com

Data collection

- ▶ Please complete data collection using the Arbor App as soon as possible. Thanks to many of you who have already done this!
- ▶ If you need any assistance in using this App and updating your information, please contact the school office.



Home School Agreement

- Alongside other information coming home will be a home school agreement.
- This document sets out school's expectations of staff, pupils and parents and carers.
- Please read this document carefully as it applies to everyone at our school.

Manston Primary Home-School Agreement

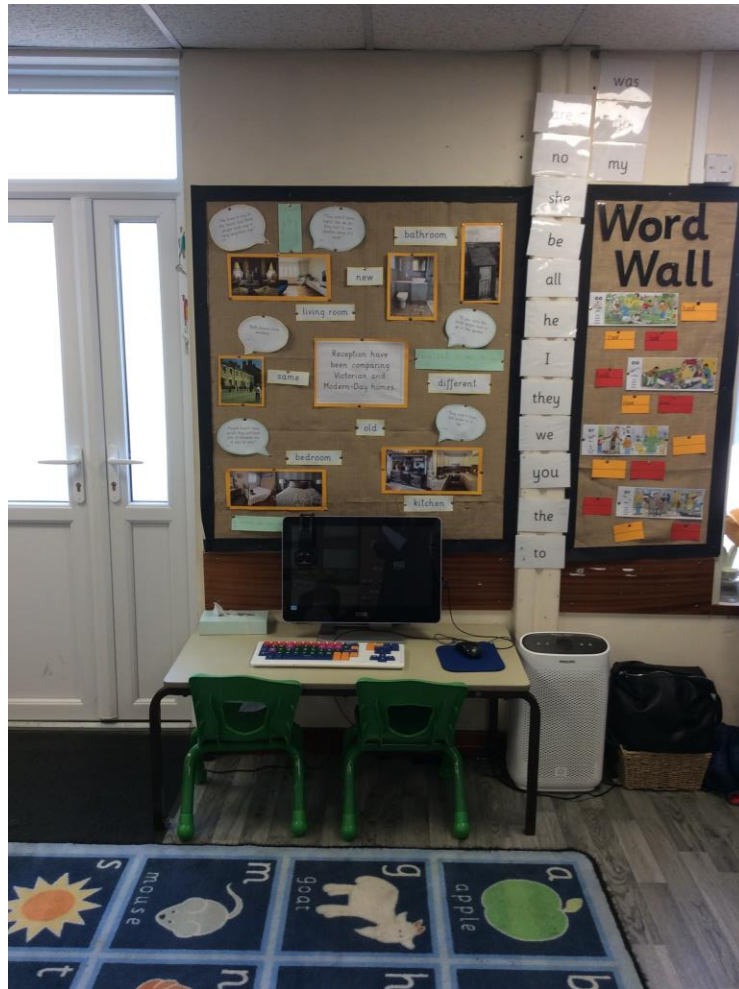
Manston

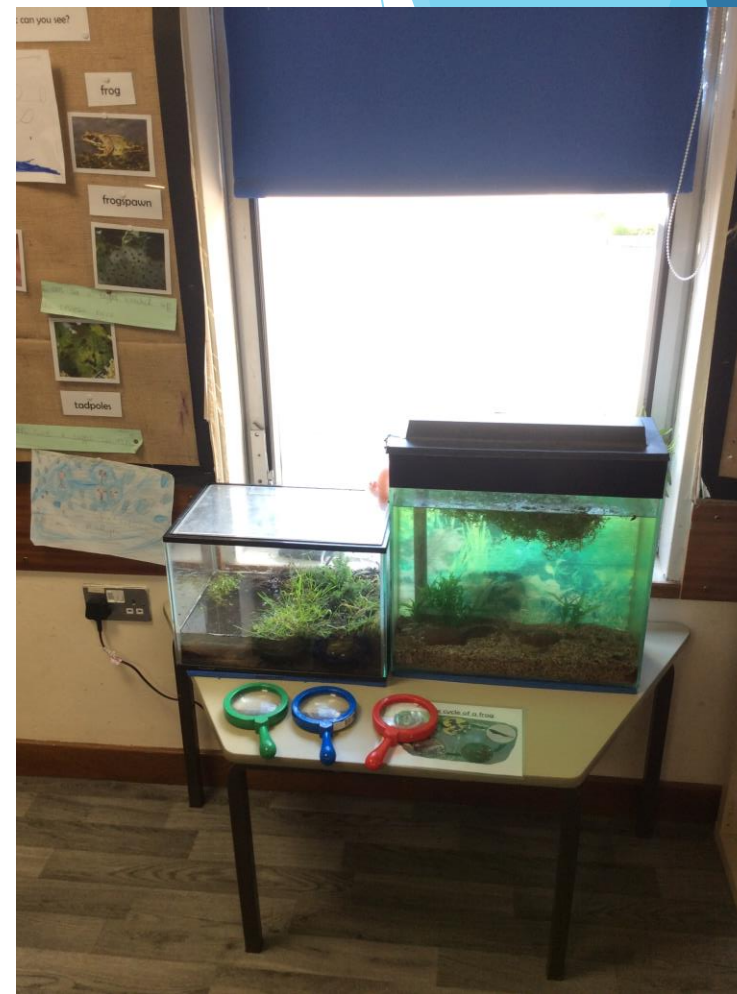
School will:	Parents and Carers will:	Pupils will:
• treat all pupils, parents and carers, visitors and staff members with kindness and respect • provide a safe and happy environment where all children are valued, respected, and listened to • provide excellent teaching and an engaging curriculum to meet the needs of all children • teach your child to respect and uphold British values* • provide as much support as we can to help your child meet their full potential • provide opportunities for your child to practise what they have learnt in school at home • regularly share the progress of your child, through books being sent home, online reporting, regular parent consultation meetings • support your child to develop a moral and ethical compass for life enabling them to grow up to be the best person they can be • achieve high standards of behaviour by providing opportunities for children to act restoratively to develop positive social relationships, promote self-worth and develop a sense of responsibility • respect the confidentiality of information regarding each child • communicate in an open and clear way • provide information to you about our school, including relevant policies, meetings, and events by keeping our website up-to-date, emailing a weekly bulletin and updating an annual calendar of events at regular intervals.	• treat all pupils, parents and carers, visitors and staff members with kindness and respect • make sure my child attends school regularly and arrives at school on time wearing school uniform (or PE kit on the appropriate day) • report any absences to school and keep us updated regarding pupil's health • support pupils to complete home learning successfully • keep school updated of family contact details • let the school know of any concerns or worries that may be affecting my child's learning, behaviour or ability to do home learning, as this can then be resolved quickly • support Manston Primary's values and vision by encouraging my child to develop a positive attitude, to take risks in learning and try their best in all they do • support the school's restorative behaviour policy by speaking with my child about issues and how to resolve them appropriately • attend meetings with my child's teacher and other staff • put in place any agreed actions or measures • support and work with the school to ensure that the restorative behaviour policy of the school is maintained • respect the confidentiality of each child • communicate with school in an open and clear way • regularly read information on the weekly newsletter, website, and the online calendar so that I am aware of important details, relevant policies, meetings, events, and information about my child.	• follow our school rules: ○ We have kind hands and feet ○ We do as we are asked ○ We treat everyone with kindness and respect ○ We always do our best • come to school regularly and on time • wear school uniform (or PE kit on appropriate days), be tidy in appearance and hygienic • uphold British values • accept responsibility for the things that I do • be responsible for my school and home learning • take good care of the building, equipment, and school grounds • remember to bring reading books, homework, and letters to school as needed • reflect on my behaviour and learning and learn from all experiences • follow the acceptable use policy when using technology • tell a member of staff if I am worried or unhappy

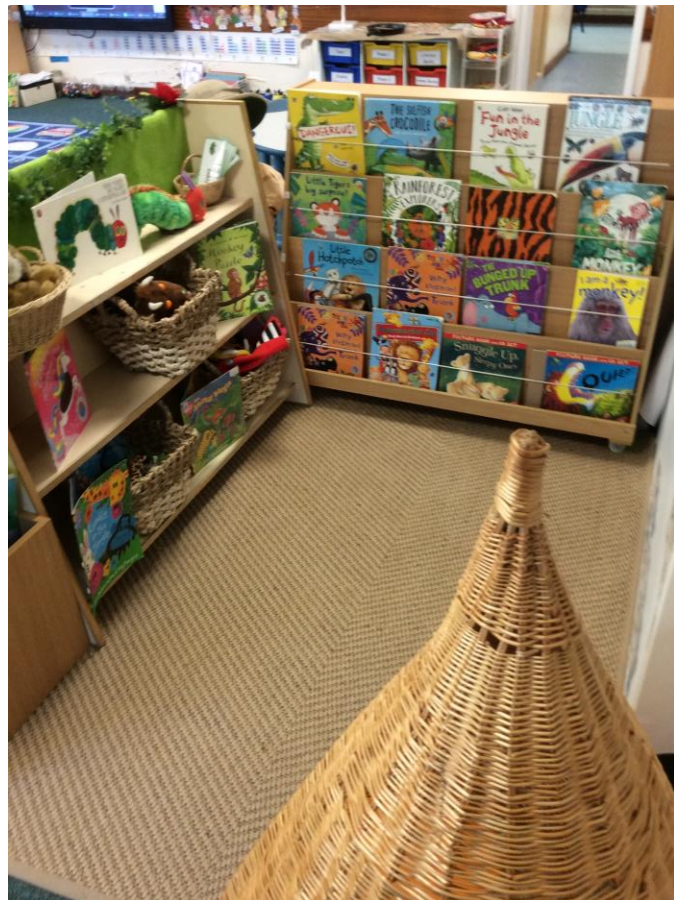
*British Values at Manston Primary: Democracy, The rule of law, Individual liberty and Mutual respect for all faiths and beliefs

Manston

Reception Classroom



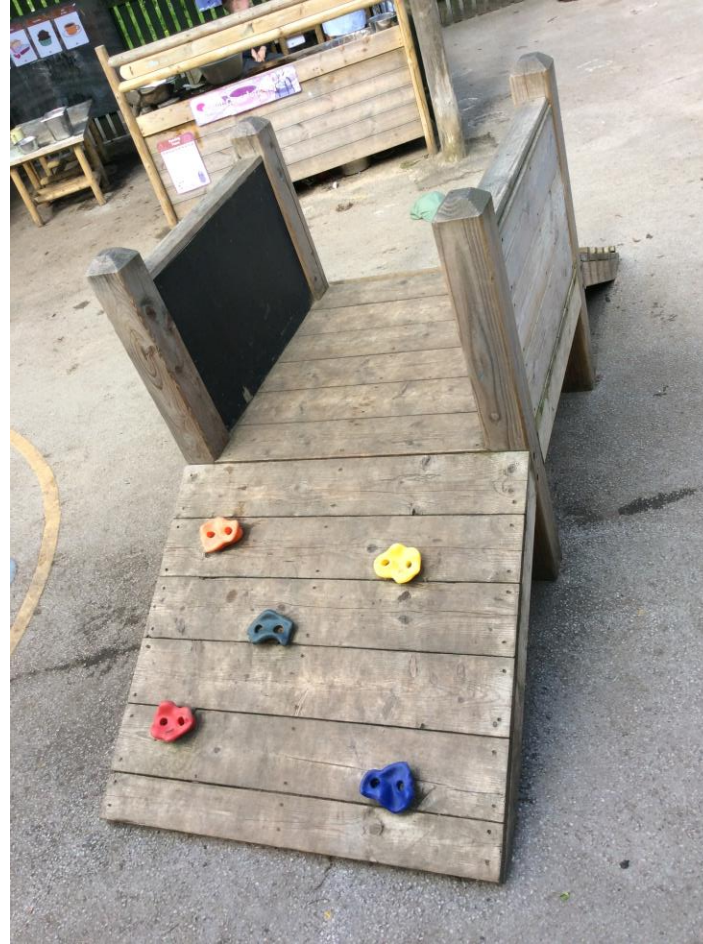




Outdoor Area



Outdoor Area



Timetable

- ▶ 8.45am: Self check in / register / sharing news
- ▶ 9.00am: Phonics
- ▶ 9.15am: Choosing in provision / Phonics groups / snack
- ▶ 11.00am: Maths
- ▶ 11.45am: Dinner
- ▶ 12.45pm: Sounds and words session
- ▶ 12.55pm: English
- ▶ 1.15pm: Choosing in provision
- ▶ 2.30pm: Topic
- ▶ 3.00pm: Story
- ▶ 3.15pm: Home time

Tapestry

- ▶ Tapestry is an online Learning Journal where we regularly observe and assess children through play-based activities.
- ▶ At a later date, you will be sent an email to create an account.
- ▶ You can look at your child's learning journal, as well as being able to contribute to it by posting photos of activities you have done at home.
- ▶ Children love to share their news in school using Tapestry!

School Uniform

► School uniform is supplied by Uniwears in Harehills.

371 Harehills Ln, Leeds LS9 6AP, UK

<https://www.uniwears.co.uk/>

0113 235 1256

info@uniwears.co.uk

More details can be found via the below link:

[Uniform Webpage](#)

Uniform



- ▶ Navy school jumper (with or without logo)
- ▶ Navy school cardigan (with or without logo)
- ▶ White polo shirt or shirt
- ▶ Grey school trousers/skirt
- ▶ Grey school dress
- ▶ Blue checked school summer dress
- ▶ Grey school shorts
- ▶ Black shoes or trainers that children can fasten independently e.g. Velcro
- ▶ Long hair must be tied up / no extreme hair styles
- ▶ PE Kit
 - ▶ Coloured t-shirt (Linked to teams used for PE etc - already sent in home visit email)
 - ▶ Black or grey PE shorts
 - or
 - ▶ Black or grey jogging bottoms or leggings
 - ▶ Navy hooded top with logo

What will your child need?

- ▶ A water bottle,
- ▶ Wellington boots,
- ▶ Waterproof coat,
- ▶ A spare change of clothes, including pants and socks,
- ▶ A book bag,
- ▶ They will receive a reading book and record which will need to be in school daily,
- ▶ Homework books will go out on a Thursday and will need to be returned by the following Wednesday,
- ▶ Your child will receive free fruit daily, and
- ▶ All children in Reception will receive free milk. Once your child turns 5 and you would like them to have milk in school, you will have to pay for this (unless they qualify for a free school meal). You will receive more information about this at a later date.

REMEMBER TO LABEL ALL BELONGINGS



Is your child registered for SCHOOL MILK?

Child
UNDER 5

Every child under the age of five is entitled to free school milk. Simply register your child online.



Child
OVER 5

Every child over the age of five is entitled to milk at a subsidised cost of around £20 per term. Register your child and pay online.

Children in receipt of benefits-based free school meals are eligible for free school milk. Speak to the school for further information.

Free milk for under 5s is funded by the Department of Health and milk for over 5s is subsidised by DEFRA.

REGISTER YOUR CHILD TODAY

Register online
www.coolmilk.com



Need help?
Send us a message
at www.coolmilk.com/contact
or give us a call on 0800 321 3248



FIND US ON SOCIAL MEDIA - SEARCH COOLMILKSCHEME

Manston

Floppy's Phonics

- ▶ School uses Floppy's phonics to teach early reading.
- ▶ This will be taught in school with linked books being sent home to read and re-read over a week.
- ▶ School has invested in new reading books and continue to work towards making every child a capable and confident reader.
- ▶ Home phonic activities and reading will be huge support to your child's learning in this area.



Meet Dianne, our school cook



- ▶ Mrs Denbigh and her team prepare a range of meals for pupils and cater for all dietary requirements. Please make sure these are clearly recorded on the data collection via Arbor.
- ▶ Pupils order their choice for their lunch each day. Typically, there are 3 or 4 choices each day - menus can be seen on the school website.

School Dinners

- ▶ Reception and KS1 (Years 1 and 2) dinners are free to all pupils - this is known as a universal free school meal.
- ▶ Your child will get to choose from different options each day. Menus are uploaded onto the [school food details](#) and are updated termly.

Free School Meals

- ▶ Free school meals is a confusing subject. The table below shows the difference between the two types of free school meal.

Universal Free School Meal	Free School Meal
All pupils in Reception, Year 1 and Year 2 receive a free school meal known as a Universal Free School Meal	Some pupils will qualify for a free school meal*
From Year 3, pupils would need to pay for a school meal	They will receive a free school meal throughout their time at school
School receives no additional funding	School receives additional funding for each free school meal pupil registered

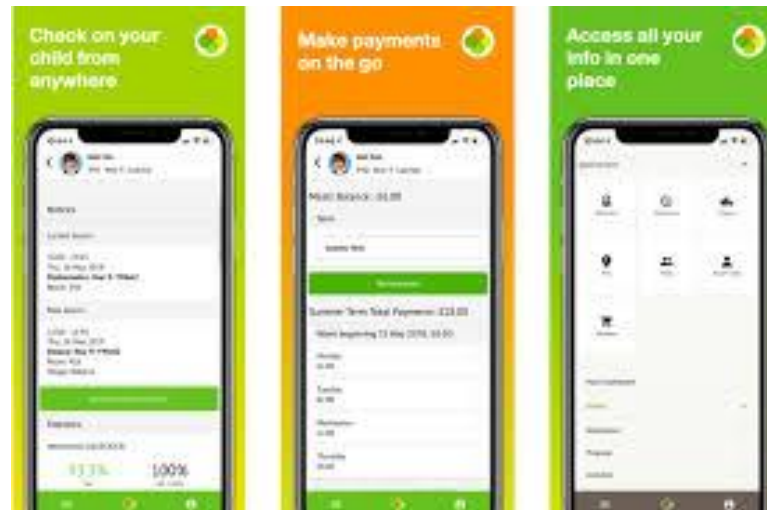
- ▶ *If you are unsure if your child qualifies for a free school meal, please contact school to discuss this. Details of eligibility will be included in a future email from school.

Extended Schools

- ▶ At Manston, we run a successful breakfast club and after-school club, where pupils are well cared for, provided with a healthy breakfast/snack and play games or complete activities before the start of the school day.
- ▶ Prices for 2026/27 are as below:
 - ▶ BC £5.75
 - ▶ ASC £11.00
 - ▶ Please speak to or email Mrs Broadley to request a place.
- ▶ ExtendedSchool@manston.leeds.sch.uk
- ▶ More information can be seen on the school website

Online Payments

- ▶ We are a cashless school, so payments for all dinners, clubs, trips and milk are paid online.
- ▶ We use Arbor for payments, this is built into the APP. Help pages for setting up payments on Arbor can be found [here](#).



£

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Learning Links

- ▶ We will be provided picture books to read that are the starting point for pupil learning, these follow on to our Floppy's Phonic scheme.
- ▶ Each child will have a home phonics booklet.
- ▶ We will be creating each pupil a Bug Club reading account that will allow you to access online books and activities.
- ▶ This [school reading page](#) contains lots of information and top tips. It also has a video of Mrs Finn going through some key sounds. This video could help you support your child starting to learn their initial letter sounds.
- ▶ Setting out toys (provision) at home. This is something that works well to encourage learning through play through a variety of different toys or activities each morning for your child.

We look forward to welcoming
you and your child to Manston
Primary School.

Any questions?

Please email

manston.primary@manston.leeds.sch.uk

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