



Meet the teacher

September 2026

Staffing

Year 5 2025-26

Manston★



**Miss Olivia
Galbraith
Class Teacher**



**Mr Karl Delahaye
Learning Support**



**Mrs Jane Wiles
Learning Support**

Inclusion Staff

2026-27



Elisabeth Porter
SENDCo



Kirsty Thorpe
Safeguarding and Welfare
Officer

Inclusion Staff

2026-27



**Miss Nevill-
Behaviour and Inclusion Officer**



**Mrs Joul -
Learning Mentor**

Child Protection Staff

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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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Daily timings

- School starts at 08:50 am every day
- Classroom doors will be open from 08:45 and pupils are invited to come straight inside
- School ends at 03:15 pm every day
- Break time for this class is at 10:55
- Lunch time for this class is at 12:25

Timetable

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	8:45 - 9:10	9:10 - 9:30	9:30 - 10:30	10:30 - 10:55	10:55 - 11:10	11:10 - 11:25	11:25 - 12:25	12:25 - 13:25	13:25 - 14:15	14:15 - 15:05	15:05 - 15:15
Mon	Reg	Head Assembly (9:00)	MATHS	Guided Reading	Playtime	Handwriting	English	Lunch	PE	PSHE / Art	
Tues	Register & Early Bird	Class Assembly	MATHS	Guided Reading		Handwriting	English		French	PE	RE
Weds	Register & Early Bird	Singing Assembly	MATHS	Spelling		Handwriting	English		Science	PSHE / Art	Story
Thurs	Register & Early Bird	Whole School Assembly	MATHS	Guided Reading		Handwriting	English		History	Computing	Story
Fri	Register & Spell Task	Spelling	MATHS	Guided Reading		Handwriting	English		Music	Golden Time	Achieve Assembly

Weekly Events

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Day	Event	
Monday	PE (wear kit)	TTRS DUE TTRS SET
Tuesday	PE (wear kit)	Reading Homework due
Wednesday		Maths Homework due
Thursday		SPaG Homework due
Friday		Paper Homework Set Achievement assembly

Please note that for PE earrings (studs only) need to be removed once the ears have been pierced for 6 months. If your child cannot do this unaided please send them in without earrings on PE days. Pupils with newly pierced ears will be required to tape up their ears during PE lessons for safety reasons.

Topics this term.

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English: This is taught each day. Over the year there will be continued focus on grammar, writing skills, spelling and extended writing. We will do guided reading each day. The text types that we are focusing on this term are: mystery narratives, non-chronological reports, and myths and legends. We are expecting that most of the children reach age related expectations in English skills and we will be supporting and giving work to help with this.

Although the children are older and have learnt to read, it is still vitally important to talk to them about their reading and share books and stories together. Sustained reading and skimming and scanning for information are important skills, which can be practiced at home by **reading for just 10 minutes each night.**

Maths: This is taught each day. This half-term we begin with number; decimal numbers, length, negative numbers. We will also have an investigations and problem solving which require the children to think, question, reason and apply skills they have learnt. We aim to make them all confident and logical in their approach to work.

We will also have a mental maths target this half term which will be- multiplying and dividing any number by 10, 100, 1000.

You can help by supporting your child to learn and remember addition/subtraction bonds, any times tables they do not know and sharing with them real-life applications of maths eg reading gas/electricity meters, looking at phone bills, weighing out ingredients for recipes.

Topics this term.

Science: Forces, Earth and Space

Geography: Fairtrade Fortnight, The United States – What are the similarities and differences between my region and the Western United States?

History: Black History Month and Ancient Greece

RE: The United States – What are the similarities and differences between my region and the Western United States?

PSHE: My Healthy Self: How can I support my mind and body as I grow?

Art: Space Art

Computing: Online safety. Computing systems and networks: Search engines

Music: following Charanga on-line music resource planning (Living on A Prayer)

PE: Danish Longball and Outdoor adventurous, which will include orienteering and Real PE which gives lots of opportunities to practice and enhance skills. PE will be on Monday pm and Tuesday pm.

Homework

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Reception

- Parents and carers are encouraged to share books together with a reading book sent home to be read daily.
- Maths work may also be sent home once a week.
- Home phonics packs for daily practice

Years 1 and 2

1 hour per week which will include Reading, Spelling/ Phonics, other English and Maths work / topic work

Reading at home 4 or 5 times a week for 10/15 minutes

Years 3, 4 and 5

- 1.5 hours per week which will include Reading, Spelling, other English and Maths work with occasional tasks in other subjects
- Reading at home which may include online reading activities
- Pupils who do not complete homework will be given time/help to do this the following playtime.

Year 6

- 30 minutes four times a week, Regular weekly schedule with continued emphasis on English and maths, but also ranging widely over the curriculum. Set Monday to Thursday and due in the following day.
- Pupils who do not complete homework will be given time/help to do this the following playtime.

• The websites below will also give you further helpful information:

• <http://www.nnparenttoolkit.org.uk/information-for-parents/> (Maths)

• <http://www.theschoolrun.com/> (Maths, Literacy and other primary subjects)

- It is **REALLY IMPORTANT** for children to learn any times tables they still aren't confident about- we are still subscribing to TTrock stars and children should access this at least twice a week at home. They also need to be able to tell the time accurately using digital and analogue clocks, as this is a life skill.

Possible trips and events

- Hopefully, we will be able to go on trips and take part in lots of exciting activities this year. These could include:
- Ancient Greek Day later in the Autumn Term
- Royal Armouries as part of our WW1 topic in spring.
- Residential to Bewerley park!
- Whitby - as part of our Coasts topic in the summer

School Uniform

- ▶ School uniform is supplied by Uniwears

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)
 - ▶ Black or grey PE shorts
 - or
 - ▶ Black or grey jogging bottoms or leggings
 - ▶ Navy hooded top with logo

Communication

- School communicates through email, text messages and sometimes paper letters.
- Each Friday, a weekly newsletter comes home with details of all that is going on in school.
- Class teachers will also email to share specific information and updates.
- School can list 2 numbers as priority one contacts so that both parents receive any general text messages sent.
- 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



Home School Agreement

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- Copies of this will have been sent home previously, if you would like another copy I am happy to provide if requested.
- This agreement applies to all pupils, parents and staff at Manston Primary

Manston Primary Home-School Agreement

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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 • 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

Equipment

Each day children will need to bring:

- A named water bottle
- Named coats, hats, gloves suitable to the weather
- Homework

Pupils do not need:

- Pencil cases
- Toys or games
- Fidgets
- School staff will not spend time looking for items that are not named.

Attendance.

- Our pupils have excellent attendance, and this is something we want to keep improving.
- If your child is absent, please ring, email or speak with a member of staff in the office to let them know the details of the absence.
- Please be reminded that **school cannot authorise holidays in term** time and any applications for exceptional leave must be made by filling in a form from the office.
- School starts at 08:50 am each day and finishes at 3:15pm
- Further details including our full policy can be found on our school website.

New National Penalty Notice Framework (unauthorised school absence)



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The following changes will come into force for Penalty Notice Fines
from 19th August 2024 across the whole of England

- Schools **MUST** consider a penalty notice for 10 unauthorised sessions (usually 5 school days) within a rolling 10 school week period of time (these sessions do not have to be consecutive and can be made up of any unauthorised absences and can span different terms and school years).
- Penalty Notices are issued per parent, per child (For example, if there are 3 children in a family, each parent may receive 3 separate penalty notices).

National Penalty Notice Framework (offences in a three year rolling period)

First Offence	Second Offence	Third Offence (or any further offences within 3 years)
The first penalty notice will be issued at £160 per parent if paid within 28 days (this will be reduced to £80 if paid within 21 days)	The second penalty notice will be issued at £160 per parent if paid within 28 days (this will not be reduced)	A penalty notice will not be issued, and the case will be considered for potential legal action. This can result in a criminal record and fines of up to £1,000 plus costs.

Data Checking

Please check/update the details we hold for your child to ensure we have:

- At least 2 emergency contacts
- Current emails/ addresses
- Up to date medical information
- Any medication / information is up to date
- You can do this by emailing the school office or updating details on the Arbor App.



Any Questions?

School Email: manston.primary@manston.leeds.sch.uk

Class teacher email: olivia.galbraith@manston.leeds.sch.uk

Do not hesitate to get in touch if you have any questions or need some support.