



# Meet the teacher

September 2024

# Staffing

## Reception 2024-25

*Manston*★



**Miss Evans**

Class teacher

Monday – Wednesday



**Mrs Goddard**

Class teacher

Thursday – Friday



**Mrs Roberts**

Learning Support  
Assistant



**Mrs Dlugosz-Potoniec**

Learning Support  
Assistant

# 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*



**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 8:50am every day
- Classroom doors will be open from 8:45am and pupils are invited to come straight inside
- School ends at 3:15pm every day
- Lunch time for this class is at 11:45am

# School Rules

- We do as we are asked
- We treat everyone with kindness and respect
  - We keep our hands and feet to ourselves
  - We always do our best

# Timetable

	8.50-9.05	9.05 – 10.00	9.30 – 11.00	11.05 – 11.35	11.45 – 12.45	12.45 – 1.15	1.15-2.30	2.30-2.50	2.50-3.15
<u>Monday</u>	Register  Self-Check in  News	Phonics	Choosing in provision  (Rotating phonics groups)  Snack	Maths	Lunch	English Sounds and words session	Choosing in provision	Circle Time  PSHE/RE	Favourite 5 reading  Home Time
<u>Tuesday</u>	Register  Self-Check in  News	Phonics	Choosing in provision  (Rotating phonics groups)  Snack	Maths		English Sounds and words session	PE		Favourite 5 reading  Home Time
<u>Wednesday</u>	Register  Self-Check in  News	Phonics	Choosing in provision  (Rotating phonics groups)  Snack	Maths		English Sounds and words session	History/ Geography		Favourite 5 reading  Home Time
<u>Thursday</u>	Register  Self-Check in  News	Phonics	Choosing in provision  (Rotating phonics groups)  Snack	Maths		Science			Favourite 5 reading  Home Time
<u>Friday</u>	Register  Self-Check in  News	Phonics consolidation	Choosing in provision  (Rotating phonics groups)  Snack	Maths		Music/Art	Choosing in provision	Assembly (from Spring term)	Favourite 5 reading  Home Time

# Weekly Events

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Day	Event	
Monday		
Tuesday	PE (wear kit)	
Wednesday		
Thursday		
Friday		

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

English/ Topic: All about me, traditional fairy tales, space/aliens, festivals & celebrations

Maths: Mastering Number, Numbers 1-10 with Numberblocks/ Patterns/ Shape

Phonics: Floppy's Phonics





# 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.
- Please bring in reading bag/books to school daily.
- Maths, English or Topic homework may also be sent home weekly/fortnightly.
- Two phonics sheets to complete each week.

# Possible trips and events

- Some exciting trips or events this year could include:
- Baby chicks or frogs in school
- Visitors such as the police, firefighters, school cook etc
- Local park visit
- Swithens Farm in Summer term
- Celebration afternoon in July

# Uniform

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- Branded school uniform can be purchased from - *Uniwears*.  
[https://www.uniwears.co.uk/products/manston-primary-school-sweatshirt?\\_pos=3&\\_sid=7b719498d&\\_ss=r&variant=47855109734745](https://www.uniwears.co.uk/products/manston-primary-school-sweatshirt?_pos=3&_sid=7b719498d&_ss=r&variant=47855109734745)
- Non branded dark blue versions of jumpers and cardigans are also fine for children to wear.
- Pupils need to wear PE kit on their PE days including those that go swimming

# Uniform

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- ▶ 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 (worn on PE days)
  - ▶ Team coloured t-shirt
  - ▶ Black or grey PE shorts
  - ▶ or
  - ▶ Black or grey jogging bottoms or leggings
  - ▶ Navy hooded top with logo



# Communication

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- School communicates through email, text messages and sometimes paper letters.
- Each Friday, a weekly newsletter is emailed out 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](mailto:manston.primary@manston.leeds.sch.uk)
  - [no-reply@mail.arbor-education.com](mailto:no-reply@mail.arbor-education.com)
  - [olivia.evans@manston.leeds.sch.uk](mailto:olivia.evans@manston.leeds.sch.uk)
  - [kay.goddard@manston.leeds.sch.uk](mailto:kay.goddard@manston.leeds.sch.uk)



# Home School Agreement

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- An updated copy of this, including an online safety pupil user agreement has come home recently.
- Please review this at home with your child.
- 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:
<ul style="list-style-type: none"><li>• treat all pupils, parents and carers, visitors and staff members with kindness and respect</li><li>• provide a safe and happy environment where all children are valued, respected, and listened to</li><li>• provide excellent teaching and an engaging curriculum to meet the needs of all children</li><li>• teach your child to respect and uphold British values*</li><li>• provide as much support as we can to help your child meet their full potential</li><li>• provide opportunities for your child to practise what they have learnt in school at home</li><li>• regularly share the progress of your child, through books being sent home, online reporting, regular parent consultation meetings</li><li>• 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</li><li>• 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</li><li>• respect the confidentiality of information regarding each child</li><li>• communicate in an open and clear way</li><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• treat all pupils, parents and carers, visitors and staff members with kindness and respect</li><li>• make sure my child attends school regularly and arrives at school on time wearing school uniform (or PE kit on the appropriate day)</li><li>• report any absences to school and keep us updated regarding pupil's health</li><li>• support pupils to complete home learning successfully</li><li>• keep school updated of family contact details</li><li>• 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</li><li>• 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</li><li>• support the school's restorative behaviour policy by speaking with my child about issues and how to resolve them appropriately</li><li>• attend meetings with my child's teacher and other staff</li><li>• put in place any agreed actions or measures</li><li>• support and work with the school to ensure that the restorative behaviour policy of the school is maintained</li><li>• respect the confidentiality of each child</li><li>• communicate with school in an open and clear way</li><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• follow our school rules:<ul style="list-style-type: none"><li>○ We have kind hands and feet</li><li>○ We do as we are asked</li><li>○ We treat everyone with kindness and respect</li><li>○ We always do our best</li></ul></li><li>• come to school regularly and on time</li><li>• wear school uniform (or PE kit on appropriate days), be tidy in appearance and hygienic</li><li>• uphold British values</li><li>• accept responsibility for the things that I do</li><li>• be responsible for my school and home learning</li><li>• take good care of the building, equipment, and school grounds</li><li>• remember to bring reading books, homework, and letters to school as needed</li><li>• reflect on my behaviour and learning and learn from all experiences</li><li>• tell a member of staff if I am worried or unhappy</li></ul>

\*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
- Any completed homework
- Reading book and reading record

Pupils do not need:

- Pencil cases
- Toys or games

Please ensure all uniform and other items of clothes/belongings are named. 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.
- Please note that new legislation about term time holidays came into force in August 2024.



# New National Penalty Notice Framework

## (unauthorised school absence)



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**The following changes will come into force for Penalty Notice Fines from 19<sup>th</sup> 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)**

<b>First Offence</b>	<b>Second Offence</b>	<b>Third Offence</b> <b>(or any further offences within 3 years)</b>
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
- 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](mailto:manston.primary@manston.leeds.sch.uk)

Class teacher emails: [olivia.evans@manston.leeds.sch.uk](mailto:olivia.evans@manston.leeds.sch.uk)  
[kay.goddard@manston.leeds.sch.uk](mailto:kay.goddard@manston.leeds.sch.uk)

Olivia Evans is class teacher Monday - Wednesday,  
Kay Goddard is class teacher on Thursday and Fridays.

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