



Meet the teacher

September 2024

Staffing

Year 3 2024-25

Manston★



Mr Everatt
Class Teacher



Miss Fallon
Learning
Support



Mrs Joul
HLTA &
French-
Monday



Mrs Cartwright-
Swimming & RE
Tuesday PM

Child protection Staff

Manston

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 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 10.15
- Lunch time for this class is at 12.15 (11:55 on Tuesday due to swimming)
- KS2 have 'Golden Time' on a Friday afternoon which is an additional playtime.

Timetable

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Day	Lesson 1	Break	Lesson 2	Lunch	Lesson 3	Lesson 4
Monday	Assembly/ Guided Reading		Maths / English		PE	French
Tuesday	Maths		English / Guided Reading		Swimming	RE
Wednesday	Singing assembly/ Guided Reading		Maths / English		ICT	History / Geography
Thursday	Maths		Guided Reading / English		Science	PSHE / Music
Friday	Maths		English / Guided Reading		Art/DT	Assembly

Weekly Events

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Day	Event	
Monday	PE (wear kit)	
Tuesday	Swimming (wear PE kit with swimwear underneath)	
Wednesday		
Thursday		Homework set / Homework due
Friday		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.

English:

This is taught each day. We will be focusing on extending the children's understanding and application of spelling, grammar and punctuation so they can use this to write for different purposes. There will also be a daily guided reading lesson. We will be studying the fiction book 'While I am sleeping' and a non-fiction book all about the world's most extreme environments.

Although the children have learnt to read or are more confident at reading, it is still vitally important to talk to them about their reading and share books and stories together. Sustained reading and looking for key information in the text are vital skills for when they progress through school which can be practiced at home by **reading for at least 10 minutes each night**. If your child is not yet confident in reading, it is vital that they regularly read at home.

Maths:

This is taught each day. This half-term we begin with number; specifically, place value covering numbers up to 1000. We will be learning how to compose and decompose numbers, compare, order and look for patterns. We will also regularly include 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 maths.

You can help by supporting your child to learn and remember their addition and subtraction bonds, times table facts and by sharing with them real-life applications of maths e.g. reading gas/electricity meters, looking at phone bills, weighing out ingredients for recipes.

Topics this term.

Science: Rocks, soils and fossils. What is below us?

History: Stone Age to Iron Age.

RE: Judaism and spirituality

PSHE: Drug, alcohol and tobacco safety.

Art/DT: Textiles: Design a cushion

Computing: Computing systems and networks.

Music: Studying and performing the song 'Let your spirit fly'.

PE: Swimming and team games. PE will be on Monday pm and swimming on Tuesday pm.

Homework

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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.
- Phonics or extra maths from boosters may be also set for groups or individuals.

For Autumn Term, Year 3 will be completing 1 hour of homework per week to ease the transition into KS2. The extra .5 will be introduced in the Spring term.

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:
- Skelton Grange - Stone Age
- Library Visit
- Leeds City Museum - Ancient Egypt

Uniform

- 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
- 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 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



no-reply@mail.arbor-education.com on behalf of Manston Primary School <manston.primary@manston.leeds.sch.uk>

Home School Agreement

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Manston Primary 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

School will:	Parents and Carers will:	Pupils will:
<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• follow our school rules:<ul style="list-style-type: none">○ 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
- Reading book

Pupils do not need:

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

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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)



Manston

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
- You can do this by emailing the school office or updating details on the Arbor App.



Frequently Asked Questions

What happens on a swimming day?

The children will go for an early lunch so that they are ready to leave school at 1pm. We will sensibly walk from school to John Smeaton in pairs. The children will then arrive at swimming and quickly get changed for a 30 minute session in the pool. There will be different groups in the pool working with an instructor and/or adult. These will be decided later in the term by the swimming instructors and may also change through the year depending on assessments and progress. After the lesson, the children will get changed and walk back to school. This is done within a time limit as the changing rooms need access and there will be a lesson before home time in school. If your child struggles to independently get changed, practising at home with a timer is a great way to support them.

What happens if my child does not bring in their homework?

Homework is part of our school policy and is part of the home school agreement previously mentioned. Getting your child into a routine of doing homework will not only recap previous learning but will also prepare them for when they progress up school and homework is increased. The odd missed homework for important circumstances is understandable however regular missed or late homework will result in your child missing their golden time and you may need to attend a meeting with myself and senior leadership to discuss next steps.

When do you do relationship and sex education?

Year 3 currently do not teach relationship and sex education. If this changes, a letter will be sent to parents first with details of what will be taught.

Any Questions?

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

Class teacher email: alastair.everatt@manston.leeds.sch.uk

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