

*Manston* 

*Welcome to the meeting.*

We will begin at 6:00pm.

Please mute your  
microphone.



# Key Staff



Alex Finn

*Reception Class  
Teacher*

*Monday-Thursday*



Danielle Roberts  
*Learning Support  
Assistant*



Kay Goddard

*Reception Class  
Teacher*

*Thursday-Friday*



Justyna Długosz-  
Potoniec  
*Learning Support  
Assistant*



James Clay  
Head Teacher



John Spinks  
Deputy Head



Suzanne Roxby  
SENDCo



Amanda Milner  
School Business Manager



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*



**Mrs Broadley**

*Extended Services Manager*

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



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# Dates

- Home visits - Wednesday 28<sup>th</sup> and Thursday 29<sup>th</sup> June 2023
- Nursery handovers - underway
- Stay and play - Wednesday 5<sup>th</sup> July  
15:30 / 16:00 (split by surname initial)
- School summer fair - Friday 7<sup>th</sup> July

If you would like to join our school PTA, please email us  
and we will pass this on to them.

# Dates

## ***Training Days 2023-2024***

- Monday 4th September 2023
- Friday 27th October 2023
- Friday 9th February 2024
- Monday 22nd July 2024
- Tuesday 23rd July 2024

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>

# Communication

- School communicates through email, text messages and sometimes, paper letters.
- Each Friday, a weekly newsletter comes home via email 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 contacts receive any general text and/or email 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)
  - [manstonprimary@scholarpacksupport.com](mailto:manstonprimary@scholarpacksupport.com)



# Data collection

- ▶ You will receive a copy of this form on the home visit - please complete it in as much detail as possible.
- ▶ Once complete, please return this form to school as soon as possible.
- ▶ If you need any assistance in completing the form, please contact the school office.

**Manston Primary School  
Data Capture Form**

Manston Primary School, Main Office, Manston Primary School, Denny Road, Leeds, LS15 8SD - Telephone: 01132645445 - Email: manston.primary@manston.leeds.sch.uk

Please complete the form below for our records and return it to the school office as soon as possible. This data is essential for your child's welfare in school and will be kept confidential. Thank you in advance for completing this form in as much detail as possible. If you are unsure how to fill in part of this form please contact the school office for assistance.

**Student Details**

**First Name**   
Note: Full given name, not shortened or familiar versions.

**Surname**   
Note: Full legal surname.

**Middle Name(s)**   
Note: In full, not shortened or familiar versions

**Preferred First Name**   
Note: Preferred first name of this child to be used in school

**Preferred Surname**   
Note: Preferred surname of this child to be used in school

**Date of Birth**   
DD/MM/YYYY, example: 31/01/2006

**Gender** ☐ Male ☐ Female  
Please mark the correct box with an X:

**Ethnicity**

**Nationality**

# 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

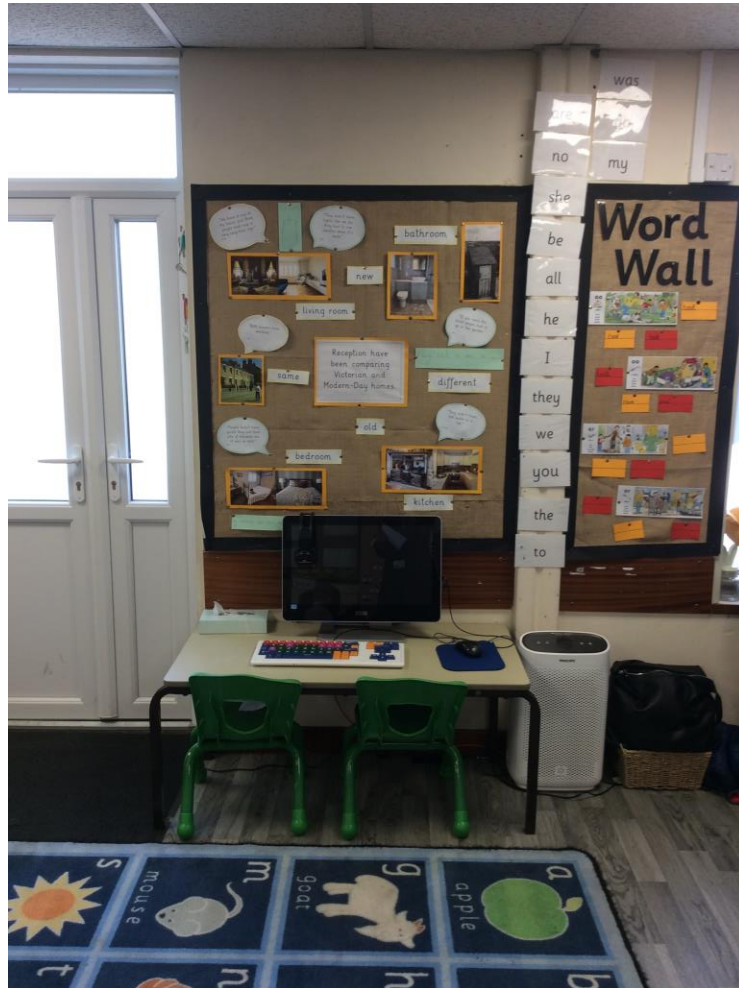
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School will:	Parents and Carers will:	Pupils will:
<ul style="list-style-type: none"> <li>• treat all pupils, parents and carers, visitors and staff members with kindness and respect</li> <li>• provide a safe and happy environment where all children 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>

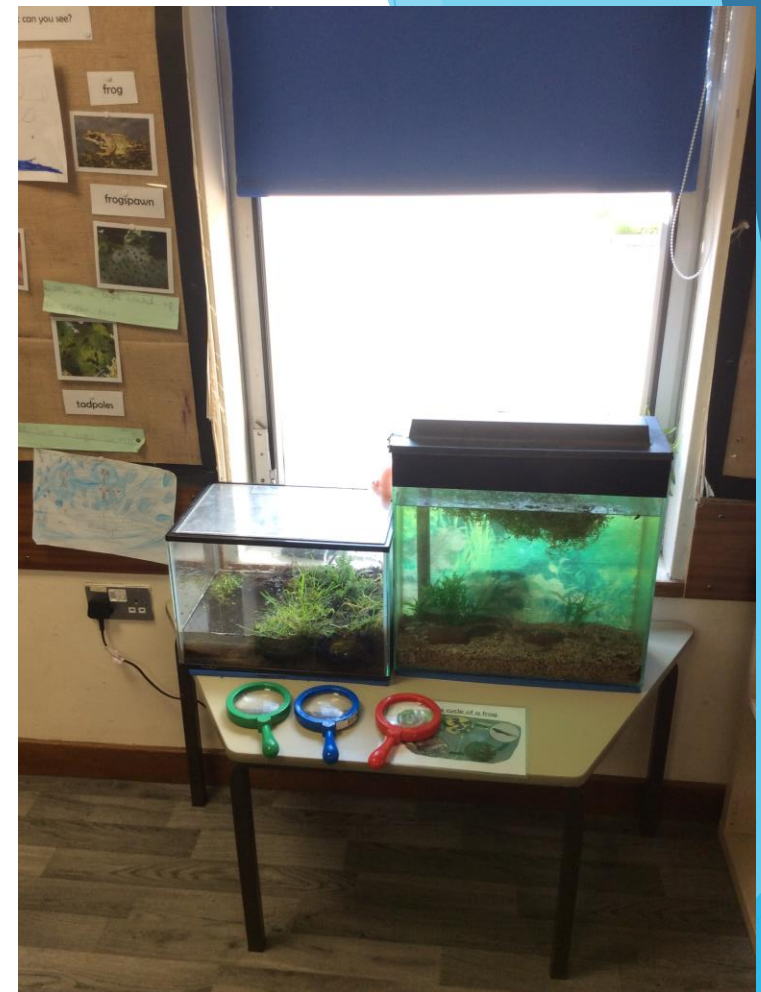
\*British Values at Manston Primary: Democracy, The rule of law, Individual liberty and Mutual respect for all faiths and beliefs

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# Reception Classroom













# Outdoor Area





# Outdoor Area



# Timetable

- ▶ 8.45am: Self check in / register / sharing news
- ▶ 9.00am: Phonics
- ▶ 9.15: 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](mailto:info@uniwears.co.uk)

More details can be found via the below link:

<https://www.manstonprimary.co.uk/uniform/>



# 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 - Confirmed in email in July 2023)
  - ▶ Black or grey PE shorts
  - or
  - ▶ Black or grey jogging bottoms or leggings
  - ▶ Navy hooded top with logo

# What will your child need?

- ▶ A named 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 begins in Year 1 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.





# 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



- ▶ Dianne 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 forms.
- ▶ 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 website](#) and are updated termly.
- ▶ They are delicious!

# 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 2023/24 are currently being reviewed. Current prices are as below:
  - ▶ BC £4.50
  - ▶ ASC £9.00
- ▶ Please speak to or email Mrs Broadley to request a place.
- ▶ [ExtendedSchool@manston.leeds.sch.uk](mailto: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 are currently in the process of swapping providers, so further details about set-up and how payments will be made will be sent in due course.





# Learning Links

- ▶ We will be provided picture books to read that are the starting point for pupil learning and will 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 [online video](#) shows 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](mailto:manston.primary@manston.leeds.sch.uk)

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