



Meet the teacher

September 2025

Staffing

Year 1

2025-26

Manston 



Mrs Lucy Millington
Class Teacher /
Assistant Head
Teacher



Mrs Michelle
Barrett
Learning
Support



Mrs Rebecca
Pearce
Learning
Support

Child protection Staff

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.



Welcoming new staff

2025-26



**Mrs Elisabeth
Porter - SENDCo**



**Mr Oliver Tumilty-
Behaviour and Inclusion
Office**



**Mrs Raheal Khorshed –
Reception LSA**

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 11:55.

Timetable

	8:50-9	9-9:30	9:30-10:15	10:15-10:30	10:30-11:10	11:10-11:55	11:55-12:55	1-2	2-3	3-3:15	
M	Register and Early Bird	School assembly	<u>Maths</u>	Break time	Phonics	Handwriting and English	Lunch time	12:55-1:15 - Show and Tell	Science Seasonal Changes	Story time	
T		Class assembly <u>Maths</u>			Phonics	Handwriting and English		1:15 Music* Charanga	PE* Fundamentals		RE Why are festivals important in the community?
W		Singing assembly	<u>Maths</u>		Phonics	Handwriting and English		PE* Team Building	ICT/Phonics activities* (alternate) Mouse Skills		
Th		Key Stage assembly 9:10 - 9:30	<u>Maths</u>		Phonics	Handwriting and English		History Homes from the Past	Art Make Your Mark: drawing, painting and mixed media		
F		<u>Maths</u>			Phonics	Handwriting and English		PSHE Family and Relationships	Celebration assembly		

Weekly Events

Manston 

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

Please note that for PE earrings (studs only) need to be removed once the ears have been pierced for 6 weeks. 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.

Phonics: This is taught each day with a focus on reading and the application of learned phonics sounds to aid with spelling as well as reading and writing sentences. There will be ongoing phonics intervention sessions with the LSAs in class as well as reading. Please try and read with your child daily – if only for 10 minutes. This will support what we are doing in class as well as promoting a love of reading.

English: This is taught each day. We will be focusing on letter formation/handwriting, application of phonics and sentence structure. Our first piece of writing is “captions” linked to our story The Proudest Blue. We will also look at an acrostic poem this half term. In Autumn 2, our text will be Traction Man is Here where we will look at writing a short letter from Traction Man to his accident prone owner!

Maths: This is taught each day. This half-term we begin with place value and number. Maths is still very practical as we introduce some more formal methods. Word problems are also included to improve problem solving and reasoning.

1	CHAPTER 1 Numbers to 10	>	2	CHAPTER 2 Number Bonds	>	3	CHAPTER 3 Addition within 10	>
4	CHAPTER 4 Subtraction within 10	>	5	CHAPTER 5 Positions	>	6	CHAPTER 6 Numbers to 20	>
7	CHAPTER 7 Addition and Subtraction within 20	>	8	CHAPTER 8 Shapes and Patterns	>	9	CHAPTER 9 Height and Length	>

Topics this half term (Autumn 1).

Science: Seasons

History: Houses/homes past and present

RE: Special books and stories

PSHE: Family and relationships

Art/DT: Make your mark – use a range of mediums to create different types of marks.

Computing: Computing systems and networks: Improving mouse skills

Music: Charanga Music Specialist

PE: Fundamentals and team building

Homework

Manston 

Year 1

- Reading book – please sign in the reading record to say you have done so. In class we have a visual of how many times the children have read which lead to prizes!
- Weekly handwriting and maths tasks will be sent home on Fridays. There might also be an additional task linked to one of our topics.

Your NumBots and Bug Club logins are at the front of your homework book. Please regularly log onto these.

Over the course of Year 1, we will be teaching several topics which include the RSE (Relationships and Sex Education) aspect of the PSHE curriculum. Following a recent review, we have moved to an accredited scheme called 'Kapow' for our PSHE curriculum, which we find to be clear, age-appropriate and matched to the Department for Education (DfE) statutory guidance for RSE.

Here is a brief overview of the RSE topics covered in Year 1:

Families and relationships:

- Exploring how families can be different.
- Characteristics and impact of positive friendships.
- Learning that issues can be overcome.
- People show feelings differently.
- Issues around stereotyping.

Safety and the changing body:

- Learning how to respond to adults in different situations.
- Distinguishing appropriate and inappropriate physical contact.

Health and wellbeing:

- Exploring personal qualities.
- Strategies to manage feelings.

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:

- Abbey House Museum (Autumn 2) – History
- Local Area walk and picnic in the park – Summer term
- Library visit – Cross Gates - TBC
- KS1 Homework Reward

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 – will be confirmed in an email in July 2024 and on home visits)
 - ▶ Black or grey PE shorts
 - or
 - ▶ Black or grey jogging bottoms or leggings
 - ▶ Navy hooded top with logo

Uniform

Manston 

- 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 (Tuesday and Wednesday).
- **Please ensure that all items of clothing have your child's name in!**

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

- 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

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
- Homework (due Thursday)
- Reading book

Pupils do not need:

- Pencil cases
- Toys or games

- 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)



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.

Frequently Asked Questions

- What is the Phonics Screening Check and how can I support my child?
- How is learning in Year 1 different from Reception?
- What does Maths learning look like in Year 1?
- How can I support my child with their learning at home?

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

Class teacher email: lucy.millington@manston.leeds.sch.uk

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