



# Meet the teacher

September 2025

# Staffing

Year 2 - 2023-24



**Mrs Jennings**  
Teacher



**Mrs Dutton-  
Waugh**  
Teacher on  
Monday PM



**Mrs Lamb**  
LSA Monday,  
Tuesday,  
Thursday &  
Friday



**Miss Oddy**  
LSA Wednesday

# Welcoming new staff

2025-26



**Mr Elisabeth  
Porter -  
SENDCo**



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



**Mrs Raheal Khorshed -  
Reception LSA**

# 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*



**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 8:50 am every day
- Classroom doors will be open from 08:45 and pupils are invited to come straight inside
- School ends at 3:15 pm every day
  
- Break times for this class are at 10:15am and between 2/2:30pm
- Lunch time for this class is at 11:55am

# Timetable

	9:00	9:00-9:10	9.30-10.15		10:30-11:45		1:00-1:20	1:20-2:05		2:20-3:05	3:05-3:15			
Monday	Register	Maths mastery	Assembly 9:10-9:30	Maths	Break 10:15-10:30	Writing	Reading	Lunch 11:55-12:55	Phonics	Science	Break 2:00-2:15	Art/DT/Music		
Tuesday		Class assembly	Writing			Maths	Reading		Phonics	MDW PPA cover Computing		MDW PPA cover PE	Story home time	
Wednesday		Maths mastery	Singing 9:10-9:30	Maths		Writing	Reading		Phonics	Geography		PSHE/RE	Story home time	
Thursday		KS1 Assembly	Writing			Maths	Reading		Phonics	Computing (Skill practise, Numbots/Bug Club)		Pick ups	Art/DT/Music	Story home time
Friday		Maths mastery	Maths			Writing	Reading		Phonics	PE		Assembly 2:30		

# Weekly Events

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

## Phonics:

This is taught daily for the Autumn term, focusing on reading one day and writing the next. There will be ongoing phonic interventions for children who did not pass the PSC in year 1 and daily reading. Please try to read with your child for 5-10 minutes each day as this will support what we are doing in class and promote a love of reading.

## English:

This is taught each day. Over the year there will be a continued focus on grammar, writing skills, spelling, and reading. We will learn a new text each half term that we will imitate, innovate and invent our own stories, letters, diaries, and reports. The text types that we are focusing on this term are; retelling a story, non-fiction (letter writing)

We expect most of the children to reach age-related expectations in English skills.

# Topics this term.

## Maths:

This is taught each day. This half-term we begin with number; specifically numbers to 100, place value and addition/subtraction.

Activities in maths lessons will require the children to think, question and apply skills they have. We aim to make them all confident and logical in their approach to work.

We expect most of the children to reach age-related expectations in Maths skills.

1

CHAPTER 1  
Numbers to 100



2

CHAPTER 2  
Addition and Subtraction



3

CHAPTER 3  
Multiplication of 2, 5 and 10



4

CHAPTER 4  
Multiplication and Division of 2, 5 and 10



5

CHAPTER 5  
Length



6

CHAPTER 6  
Mass



7

CHAPTER 7  
Temperature



8

CHAPTER 8  
Pictograms



# Topics this term.

Science: Habitats

Geography: Oceans and Continents, Antarctica

History: Ernest Shackleton, Black History (Black History month in October)

RE: How can we make good choices?

PSHE: Mental health, wellbeing and friendships

Art: Colour mixing, primary and secondary colours, painting

Computing: Online Safety, learning about computer skills, and numbots practice

Music: Charanga online music resource, learn to play recorder

PE: Practising and enhancing basic skills, teambuilding

(PE will be on Tuesday pm and Friday pm - wear PE kit to school)

# Homework

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## Years 1 and 2

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

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

**You should have all been provided with TTRS and Bug Club log ins. If you have not got this, or need it again, please let me know and I can sort asap!**

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)

Children need 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.

# Homework

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Homework will consist mainly of spelling practice, reading, an English task and a Maths task. Additional homework may be set to do some extra Numbots practise.

Homework may increase each term as children get more used to the routine of completing it.

Children should read for pleasure for at least 5-10 minutes each night.

You can support your child by reading with them, showing an interest in their work and encouraging them to complete any set tasks punctually.

We expect all children to have a go at homework that is set. We will discuss tasks before they go home but if your child is uncertain, please feel free to explain it or re-direct them back to us for some help.

Completed homework that is handed in on time earns children 5 team points.

# *Year 2: How is this covered in Kapow Primary's PSHE and RSE lessons?*

Strands within the Kapow Primary scheme will explore the following topics and concepts:

Families and relationships:

- Learning that families are composed of different people who offer each other care and support.
- How other people show their feelings and how to respond.
- Looking at conventions of manners and developing an understanding of self-respect.

Safety and the changing body:

- Introduction to online safety.
- Distinguishing secrets from surprises.
- Naming body parts and looking at the concept of privacy.

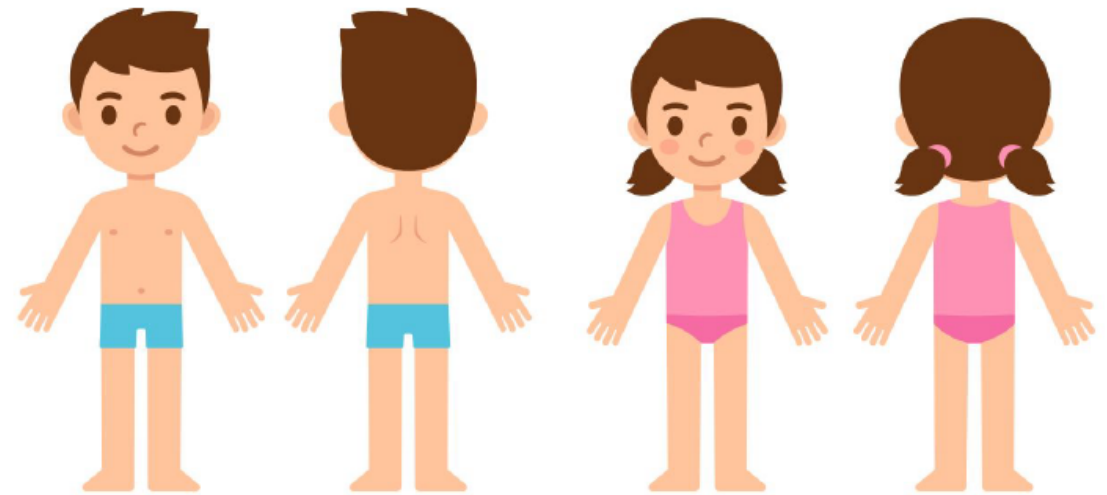
# How is my child taught about puberty and human reproduction?

Each year group will be taught at an appropriate level for their age and developmental stage, building on the previous years' learning.

Children aged 6-7 will:

- Learn about 'boys' and girls' bodies.
- Scientific names for body parts.
- Understand that private parts are private.

All lessons are taught using the correct, scientific terminology, child-friendly language and diagrams.



Head      Neck      Hand      Arm      Leg      Foot      Eye  
Ear      Nose      Mouth      Back      Penis      Vulva

In Year 2 the appropriate areas are covered in the following lessons:

- To begin to understand that some friendships might make us feel unhappy and how to deal with this.
- To develop an understanding of stereotypes and how these might affect job/career choices.
- To begin to understand the difference between secrets and surprises.
- To begin to understand the concept of privacy and the correct vocabulary for body parts.
- To understand safe and unsafe touches.

## 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:

- Local area walk
  - Skelton Grange
  - Ponderosa zoo
- 
- KS1 Reward for holiday homework - TBC.

# 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](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.
- A reminder of school uniform is included on weekly newsletters
- **It is helpful if jumpers, coats, etc. are named to reduce the likelihood of these items getting lost.**

# 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

# 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](mailto:manston.primary@manston.leeds.sch.uk)
  - [no-reply@mail.arbor-education.com](mailto:no-reply@mail.arbor-education.com)

# Home School Agreement

- 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

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
- Homework (due by Thursdays)
- 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. No work will be provided if you take children out during term time.
- School starts at 8:50 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)



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)

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

## **When are SATs?**

**SATs for Year 2 will no longer take place but children will still be formally assessed to track their progress. This will take place in July.**

Please try to avoid booking a holiday during term time as it is important that your child does not fall behind on their learning.

## **How can I help my child prepare for assessments?**

Encourage and support them to complete homework.

Encourage them to take responsibility for themselves and their belongings: PE kit, homework, letters etc

Support them in learning times tables and number bonds.

Be interested in what they are reading and talk with them about the books.

## **When do you do relationship and sex education?**

This is done in the spring term, starting in January. A letter will be sent to parents first with details of what will be taught. We feel it is really important that children are given clear teaching of this topic rather than hearing it inaccurately from their peers.

# Restorative Behaviour

## Restorative Practices Philosophy Statement

Effective Restorative Practices foster awareness of how others have been affected by inappropriate behaviour. This is done by actively engaging participants in a process which separates the deed from the doer and rejects the act not the actor, allowing participants to make amends for the harm caused. Restorative Practices acknowledges the intrinsic worth of the person and their potential contribution to the school community.

## Restorative Practices framework will:

- Improve behaviour and attitudes
- Provide explicit tools within a defined framework to challenge unacceptable behaviour, resolve conflict and repair harm
- Improve relationships, establish rights, accountabilities and responsibilities to the community
- Provide a safe, philosophical basis for staff, pupils and parents to share ideas and discuss issues

# 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.



**Manston Primary School  
Data Capture Form**

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Manston Primary School, Main Office, Manston Primary School, Dennil 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.

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**Student Details**

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

**Ethnicity**

**Nationality**

# Any Questions?

School Email: [manston.primary@manston.leeds.sch.uk](mailto:manston.primary@manston.leeds.sch.uk)

Class teacher email: [glenda.jennings@manston.leeds.sch.uk](mailto:glenda.jennings@manston.leeds.sch.uk)

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