



# Meet the teacher

September 2025

# Staffing

Year 4 2025-26

*Manston* 



**Mrs Meah**  
**Class Teacher**  
**Mon-Thurs am**



**Mrs Dutton-Waugh**  
**Class Teacher**  
**Thurs and Fri**



**Mrs Smith-**  
**Learning Support**  
**Mon-Thurs**



**Mrs Wiles-**  
**Learning Support-**  
**Tues**



**Mrs Joul-**  
**Learning Support** **Fri**



**Mrs Cartwright-**  
**HLTA- Wed PM**

# Welcoming new staff

2025-26



**Mr Elisabeth  
Porter -  
SENDCo**



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



**Mrs Rahel 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.



Manston

# 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 10.40
- Lunch time for this class is at 12.15

# Timetable

*Manston* 

Day	Lesson 1	Break	Lesson 2	Lunch	Lesson 3	Lesson 4
Monday	Assembly/Maths		English/GR		Computing	Music
Tuesday	Class assembly/Maths		English/GR		Art/DT	Humanities
Wednesday	Singing assembly/Maths		English GR		PE-Swimming	RE
Thursday	KS2 assembly/Maths		English/GR		Science	PE
Friday	Maths / GR		English		French/PSHE	Assembly

# Weekly Events

*Manston* 

Day	Event	
Monday	Paper homework due	
Tuesday	Online TTRS homework set/reset day	Homework set
Wednesday	PE (Swimming wear kit under PE kit)	
Thursday	PE (wear kit)	
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 un-aided 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. Over the year there will be continued focus on grammar, writing skills, spelling and extended writing. We will do guided reading each day. The text types that we are focusing on this term are: poetry, recounts and narrative story telling.

- Performance poetry – riddles, acrostic and humorous
- “The Hodgeheg” by Dick King-Smith – work based around this book
- “Christophe’s Story” by Nicki Cornwell – work based around this book
- Poetry – Haiku
- Guided Reading, Y4 Comprehension (Pearson Active Learn – online access to texts at home available)
- Spelling & Grammar work

Although the children are older and have learnt to read, it is still vitally important to talk to them about their reading and share books and stories together. This helps them develop their skills and a love of reading.

**Maths:** This is taught each day. This half-term we begin with number; specifically, place value and addition/ subtraction.

- Maths No Problem!
- Early Bird Maths / intervention groups.

## 7 Chapters

1	CHAPTER 1 Numbers to 10 000	>	2	CHAPTER 2 Addition and Subtraction within 10 000	>	3	CHAPTER 3 Multiplication and Division	>
4	CHAPTER 4 Further Multiplication and Division	>	5	CHAPTER 5 Graphs	>	6	CHAPTER 6 Fractions	>
7	CHAPTER 7 Time	>						

# Topics this term.

Science: 1. Habitats. 2. Electricity.

Geography: 1. *How can we use maps and photos to identify local changes over time?*

2. *Where would you settle in Ancient England?*

RE: How do ancient stories influence modern celebrations? (Following Leeds SOW)

PSHE: 1. Families and relationships. 2. Health and wellbeing

Art: John Atkinson Grimshaw. Using old photos of Leeds to sketch. Using cameras and sketches to record our environment.

DT: Structures- Pavilions

Computing: **Computer networks and systems, Collaborative learning / Online safety lesson 1**

Music: Charanga musical notation, singing.

PE: Swimming each week. 1. Ball skills, movement/using apparatus and skipping skills

2. Agility, Balance and Coordination.

# Relationship and Sex Education

Over the course of Year 4, 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. This email is to keep you fully informed about the content of the lessons which will be taught.

Here is a brief overview of the RSE topics covered in Year 4:

## Families and relationships:

- Learning that families are varied and differences must be respected.
- Understanding physical and emotional boundaries in friendships.
- The roles of bully, victim and bystander.
- How behaviour affects others.
- Appropriate manners and bereavement.

## Health and wellbeing:

- Developing emotional maturity.
- Learning that we experience a range of emotions and are responsible for these.
- Appreciating the emotions of others.

## Safety and the changing body:

- Building awareness of online safety and benefits and risks of sharing information online.
- Difference between private and public.
- Age restrictions.
- Physical and emotional changes in puberty (including menstruation in girls).

# Homework

Manston 

## Reception

- Parents and carers are encouraged to share books together with a reading book sent home to be read daily.
- Maths work may also be sent home once a week.
- Home phonics packs for daily practice

## Years 1 and 2

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

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

## 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
- Pupils who do not complete homework will be given time/help to do this the following playtime.

## Year 6

- 30 minutes four times a week, Regular weekly schedule with continued emphasis on English and maths, but also ranging widely over the curriculum. Set Monday to Thursday and due in the following day.
- Pupils who do not complete homework will be given time/help to do this the following playtime.

•The websites below will also give you further helpful information:

•<http://www.nparenttoolkit.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:
- A trip to Harewood House for our science and geog topics
- Trip to Leeds City Museum and surroundings linked with Geography
- Taking part in cycle sense
- Local area walk
- Roman or Viking day linked with our history topic

# 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:

[Uniform Webpage](#)

# 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
- 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 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

## ***What is the MTC?***

*The MTC is an on-screen check (test) consisting of 25 times tables questions. Your child will answer 3 practice questions before moving on to the official check and will then have 6 seconds to answer each question. On average, the check should take no longer than 5 minutes to complete.*

<https://www.gov.uk/government/collections/multiplication-tables-check>

The purpose of the check is to determine whether pupils can fluently recall their times tables up to 12, which is essential for future success in mathematics. The test is compulsory for all Y4 children in England. **It takes place in June.**

## ***When do you teach relationship and sex education (RSE)?***

This is taught in the summer term, in July. A letter will be sent to parents beforehand, confirming details of what will be taught.

In Y4 the focus is on how our bodies change as we become adults. We feel it is really important that children are given clear teaching of this topic rather than hearing it inaccurately from their peers.

# 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
- Any medication / information is up to date
- 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: [kerri.meah@manston.leeds.sch.uk](mailto:kerri.meah@manston.leeds.sch.uk)  
[maisy.dutton@manston.leeds.sch.uk](mailto:maisy.dutton@manston.leeds.sch.uk)

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