



Meet the teacher

September 2025

Staffing

Year 5 2025-26

Manston 



Miss Olivia Galbraith
Class Teacher



Mr Karl Delahaye
Learning Support



Miss Kelly Turnbull
Learning Support (Tuesday
& Wednesday)



Mrs Jane Wiles
HLTA
(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

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.



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 year 5 is at 10.40
- Lunch time for year 5 is at 12.20

Timetable

Manston 

Day	Lesson 1	Break	Lesson 2 / 3	Lunch	Lesson 4	Lesson 5
Monday	Assembly/English		Maths / Guided Reading		PE	Music
Tuesday	Maths / Class Assembly		Guided Reading / English		Science	PSHE
Wednesday	Singing assembly/Maths		English / Guided Reading		French/RE	PE
Thursday	Maths / KS2 Assembly		English / Guided Reading		History / Geography	Computing
Friday	Maths / Guided Reading		English		Art/DT	Achievement Assembly

Weekly Events

Day	Event	
Monday	PE (wear kit)	TTRS Homework Set / Due
Tuesday		Reading Homework Due
Wednesday	PE (wear kit)	TTRS Club @ Lunch time
Thursday		Maths Homework Due
Friday		SPAG Homework Due Paper Homework Set

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. 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: mystery stories, non-chronological reports, myths and legend. We are expecting that most of the children reach age related expectations in English skills and we will be supporting and giving work to help with this.

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. Sustained reading and skimming and scanning for information are important skills, which can be practiced at home by **reading for at least 10 minutes each night.**

Maths: This is taught each day. This half-term we begin with number; specifically, place value, addition/ subtraction, multiplication and division skills. We will also have an investigations and 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 work.

You can help by supporting your child to learn and remember addition/subtraction bonds, any times tables they do not know and 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: Forces & Earth and Space

Geography: Greece – Would I rather be in Greece or England?

History: Ancient Greece – What have we learnt from the Ancient Greeks?

RE: Judaism – How and why are Jewish festivals celebrated today? Hinduism – What do Hindu people believe about God?

PSHE: Families and Relationships & Health and Wellbeing

Art: Painting & Mixed Media

DT: Cooking and nutrition

Computing: Computing Systems and Networks & Online Safety

Music: Livin' On A Prayer – Bon Jovi (Charanga scheme of work)

PE: Outdoor adventurous, which will include orienteering and Real PE which gives lots of opportunities to practise and enhance skills. We will also be playing Danish Longball.

PE days are Monday & Wednesday.

Relationships and Sex Education

Over the course of Year 5, 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 5:

Families and relationships:

- Developing an understanding of families, including marriage, of what to do if someone feels unsafe in their family.
- Issues can strengthen a friendship.
- Exploring the impact of bullying and what influences a bully's behaviour.
- Learning to appreciate our attributes.

Safety and the changing body:

- Exploring the emotional and physical changes of puberty, including menstruation.
- Learning about online safety, influence.
- Strategies to overcome potential dangers.

A further email will be sent to parents this week with more information, including links to vocabulary and supporting information to parents.

Homework

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.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 TT Rock 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

Manston 

TTRS homework will be set every Monday and due in for the following Monday.
Children will complete 20 minutes of set practice but are welcome to complete more.
Failure to complete 20 minutes will result in missed breaktime – inline with the school policy.

Paper Homework Booklets

Last year we introduced homework booklets. This means that children are given all of their homework on a Friday to complete for the following week. This was instead of sheets being given and children having one night to complete them as we understand that people have other commitments.

All tasks will be given on a Friday and will be expected back into school on the allocated day. If children fail to return their homework, they will miss a portion of their breaktime that day – inline with the school's policy.

Monday: TTRS Due

Tuesday: Reading Comprehension Due

Thursday: Maths Task Due

Friday: SPAG Task Due

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:

- **Ancient Greek Day – December – date TBC**
 - **Residential Trip to Bewerley Park**
 - **WW1 Trip – Spring**
- **Historical Association visit in school**
 - **Whitby - July**

School Uniform

▶ Branded 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

More details can be found via the below link:

[Uniform Webpage](#)

Manston → ★

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

Manston 

- 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

- 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"> • 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
- 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.

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

Class teacher email: olivia.galbraith@manston.leeds.sch.uk

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

