



Meet the teacher

September 2025

Year 6 - Mr. Spinks

Staffing

Year 6 2025-26

Manston 



Mr John Spinks

**Class Teacher /
Deputy Head**



Mrs Tifa Hall

**Learning
Support**



**Mrs Maisy
Dutton-Waugh
Class Teacher
Wednesday**



Mrs An Joul

**Class Teacher
Tuesday**

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

Two new Key staff



**Mr Oliver
Tumilty**

**Behaviour &
Inclusion Officer**



**Mrs Elisabeth
Porter**

SENDCo

Daily timings

- School starts at 8:50 am every day.
- Classroom doors will be open from 8:45 and pupils are invited to come straight inside.
- School ends at 3:15 pm every day

- Break time for this class is at 10:40
- Lunch time for this class is at 12:20

Break Times and Lunch Times

- Most pupils will eat their lunch in the hall.
- Year 6 & 5 Pupils eating a packed lunch will do this in the Year 6 classroom.
- Lunch times are staggered so that our younger pupils eat first and then go out to play while our older pupils eat.
- Break times are also staggered, pupils in Years 1-3 and 4-6 will be having playtime at the same time each day.

Timetable

Year 6 - Timetable 2025-2026

	8:50 - 9:10	9:10 - 9:30	9:30 - 9:40	9:40 - 10:20	10:20 - 10:30	10:30 - 10:40	10:40 - 11:00	11:00 - 11:25	11:25 - 12:20	12:20 - 13:20	13:20 - 13:45	13:45 - 14:10	14:10 - 14:30	14:30 - 15:05	15:05 - 15:15	
MONDAY	Check-in, Register, Lunches, Early Bird Task, Mark Homework	Assembly		Maths			Break Time	Reading	English	Lunch Time	Art and/or PSHE	Computing		PE	Class Novel	
TUESDAY				Maths	Assembly	Class Novel		Reading	English		French, RE & DT					
WEDNESDAY		Singing Assembly	Maths					Spelling	English		Science	PE	Science			
THURSDAY				Maths		Key Stage Assembly		Reading	English		Geography / History		Art and/or PSHE	Class Novel		
FRIDAY			Maths Arithmetic			Novel		Spelling	English		Music (ukuleles)	Golden Time	Assembly	Class Novel		

Tuesday afternoons with Mrs. Joul

Wednesdays all day with Mrs Dutton-Waugh

Weekly Events

Manston 

Day	Event	
Monday	Booster maths groups are on Mondays from 3.15 to 4.30. The booster group for maths started on 8th September	Homework set
Tuesday		Homework set
Wednesday	PE (wear kit)	Homework set
Thursday	PE (wear kit)	Homework set
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 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.

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

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.

•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 TTrack 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.**

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 comprehension-style questions in Year 6 too. The text types that we are focusing on this term are: poetry, non-chronological reports, recounts and adventure stories. 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 ready for high school, which can be practiced at home by **reading for at least 10 minutes each night**. It does work! Ask last year's class!

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.

We will also have a mental maths target this half term which will be: multiplying and dividing any number by 10, 100, 1000.

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: Human bodily systems. Living things and their habitats.

Geography: Brazil - would you rather live in Brazil or Britain?

History: What was South America like in the past- who were the Maya?

RE: Sikhism and how we celebrate special occasions.

PSHE: Respect.

Art: Drawing and painting - mountainous scenery.

Computing: Online safety. Computer systems and coding.

Music: Ukuleles.

PE: Orienteering and netball

Possible trips and events

We are very hopeful that we will be able to support learning with a range of exciting trips, visits and activities this year. Under consideration are:

- A trip to Tropical World.
- A trip to Armley Mills.
- Residential to Bewerley Park.
- Taking part in Bikeability.
- Preparing for high school.
- A trip to Whitby.

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

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 (worn on PE days)
 - ▶ Team coloured t-shirt
 - ▶ Black or grey PE shorts
 - ▶ or
 - ▶ Black or grey jogging bottoms or leggings
 - ▶ Navy hooded top



Home School Agreement

- This 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.
- If you would like a paper copy of this, please let me know.

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

Internet Safety

We are committed to promoting internet safety and safe use of social media. We teach this in school but ask for parental support in this matter.

For further information, please refer to the 'Online Safety' section of the school website, under the parents tab.



Social Media Age Restrictions

Under 13
(with parental consent)



13 +



16+



17+

18+



18

(13 with parental permission)



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.

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

Frequently Asked Questions

When can I apply for a place at High School Year 7?

The application process is available from 1st August 2025 to 31 October 2025 for Year 6 children.

How do I apply for a place?

You can apply online by going to www.leeds.gov.uk/admissions and searching for secondary admissions. If you need assistance with the application you can call 0113 2224414 or email startingsecondary@leeds.gov.uk

When are SATs?

SATs this year are the week of the 11th May so PLEASE do not book a holiday during this time as it is really important that your child is able to take the tests.

How can I help my child prepare for SATs and high school?

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 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 summer term, starting after SATs. 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.

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: john.spinks@manston.leeds.sch.uk

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