



Meet the teacher

September 2025

Staffing

Year 3 2025-26



Miss Lucy Racster
Class Teacher
Except Thursdays



Miss Emma Fallon
Learning Support
all week



Mrs Dutton-Waugh
Teaching Thursday
mornings



Mrs Jane Wiles
Learning support
Thursdays



Mrs An Joul
Teaching Thursday
afternoons
HLTA - Wed ams



**Mrs Karen
Cartwright**
Teaching Tuesday
afternoons

Manston 

Welcoming new staff

2025-26

Manston 



**Mrs Elisabeth
Porter -
SENDCo**



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



**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

Manston

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 this class is at 10.15
- Lunch time for this class is at 12.15 (12 on Tuesdays)

Timetable

Mon	8.50 – 9.15 Early task	9.15 Assembly (Lexia)	Maths	Morning Break	Maths	English	GR Int	Lunch time	1.15 – 1.45 Music	1.45 – 3.15 Science	
Tues KC-pm	EB	Maths	Y3 Assem. (Lex)		GR	Spelling	English		Swimming	PSHE	
Wed	EB	9.15 Assembly (Lexia)	Maths		Maths	English	GR		1.20 – 2.10 Computing	2.10 – 3.15 Humanities	
Thu MDW AJ	Hw	9.05 Assembly	English		EB	Maths	Maths		French	RE	PE
Fri	x tables	Maths	Maths		GR (Lexia)	Spelling	English		Art/DT	2.10 – 2.30 Reward play	2.30 – 3.15 Assembly

Weekly Events

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Day	Event	
Monday		
Tuesday	Swimming (wear kit)	
Wednesday		
Thursday	PE (wear kit)	Homework due
Friday	Achievement assembly	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. We will be focusing on extending the children's understanding and application of spelling, grammar and punctuation so they can use this to write for different purposes. There will also be a Guided Reading session 4 times a week. The text types that we are focusing on this term are: diaries, adverts, setting descriptions and non-chronological reports. 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 have learnt to read or are gaining confidence with their reading, it is still vitally important to talk to them about their reading and share books and stories together. Sustained reading and looking for key information in the text are vital skills for when they progress through school which can be practiced at home by **reading for at least 10 minutes each night**. If your child is not yet confident in reading, it is vital that they regularly read at home.

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 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, eg. Counting money, weighing out ingredients for recipes, telling the time.

Topics this term.

Science: Rocks, fossils and soil; Light

Geography: Settlements

History: Stone Age to Iron Age

RE: How do Jews use stories to remember God's Covenant?

PSHE: Families and Relationships; Health and Wellbeing

Art: Cave painting

DT: Pneumatic Toys

Computing: Online safety; Networks; Programming

Music: Recorders

PE: Swimming and Golf.

Relationship and Sex Education

Over the course of Year 3, 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 3:

Families and relationships:

- How to resolve relationship problems.
- Effective listening skills and about non-verbal communication.
- Looking at the impact of bullying and what action can be taken.
- Exploring trust and who to trust and that stereotyping can exist.

Safety and the changing body:

- Be a responsible digital citizen.
- Cyberbullying, identifying unsafe digital content.
- Influences and making independent choices.

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

Homework

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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.

For Autumn Term, Year 3 will be completing 1 hour of homework per week to ease the transition into KS2. The extra .5 will be introduced in the Spring term.

- 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 ensure they are confident with 2,5 and 10 times tables and to start learning other times tables, starting with 4s and 8s. 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:
- Harewood House activity day - confirmed
- Stone Age trip to Skelton Grange
- City Museum in Summer for Egyptians

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

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

- 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



Manston Primary 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

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 when it is finished - it can be brought in earlier than the due date to be kept in class.
- School reading book
- On swimming days: swimwear under their PE kits, a towel, underwear, a spare large bag that will fit in their clothing and coats, goggles if needed.

Pupils do not need:

- Pencil cases
- Toys or games

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)



Manston 

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

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What happens on a swimming day?

The children will go for an early lunch so that they are ready to leave school at 1pm. We will sensibly walk from school to John Smeaton in pairs. The children will then arrive at swimming and quickly get changed for a 30 minute session in the pool. There will be different groups in the pool working with an instructor and/or adult. These will be decided later in the term by the swimming instructors and may also change through the year depending on assessments and progress. After the lesson, the children will get changed and walk back to school. This is done within a time limit as the changing rooms need access and there will be a lesson before home time in school. If your child struggles to independently get changed, practising at home with a timer is a great way to support them.

What happens if my child does not bring in their homework?

Homework is part of our school policy and is part of the home school agreement previously mentioned. Getting your child into a routine of doing homework will not only recap previous learning but will also prepare them for when they progress up school and homework is increased. The odd missed homework for important circumstances is understandable however regular missed or late homework will result in your child missing their reward play and you may need to attend a meeting with myself and senior leadership to discuss next steps.

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: lucy.racster@manston.leeds.sch.uk

Queries about swimming: karen.cartwright@manston.leeds.sch.uk

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