Celebrating the achievement and success of individuals
**Welcome from the Headteacher**

I hope that this handbook gives you as parents the key information that you need at the start of the academic year. We have tried to include the important points, however there is greater detail on our school website [www.speqhamlandprimary.co.uk](http://www.speqhamlandprimary.co.uk).

We want all the children in Speenhamland to achieve the best they can. In order for this to happen there needs to be a partnership between home and school. The aim of this handbook is to identify how we hope to work with you and your child, so that this can be achieved and your child can reach their full potential.

The following are the key themes taken from our School Development Plan, which was created following feedback from staff, parents and pupils. It outlines the key areas of development that will ensure Speenhamland continues to build on the successes of this academic year.

Mrs Emma Parish  
Associate Headteacher
School Development Plan 2017-2018

Excellent Achievement and Outcomes for all

- Ensure progress and achievement for all children, as measured in Phonics Screenings, KS1 and KS2 SATs.

High Performing Classrooms

- More lessons will be high performing
- Embed the use of the ‘Mastery Approach’ to the teaching of Maths
- Children to apply their understanding of spelling and grammar rules in their writing
- Embed a relevant plan for the teaching and learning of RE and PSHE

Resilient and High Performing Students

- Pupils will be proud of their House, and as such will engage in a wider range of events
- More children will be awarded their Ambassadors of Speenhamland
- Cross curricular weeks will enhance learning beyond the core subjects
- Provision will be better for more able, gifted and talented pupils

High Performing Staff

- Develop the role of middle leaders, including subject leaders
- Develop teams which are reflective and self-improving
Key Dates 2017-2018

The term dates for pupils are:

**Autumn Term 2017**
- Term 1: Wednesday 06 September 2017 – Friday 20 October 2017
- Half term: 23 – 27 October 2017
- Term 2: Monday 30 October – Wednesday 20 December 2017

**Spring Term 2018**
- Term 3: Thursday 04 January 2018 – Friday 09 February 2018
- Half term: 12 – 16 February 2018
- Term 4: Monday 19 February 2018 – Thursday 29 March 2018

**Summer Term 2018**
- Term 5: Tuesday 17 April 2018 – Friday 25 May 2018
- Half term: 28 May – 01 June 2018
- Term 6: Monday 04 June 2018 – Friday 20 July 2018

**Staff Training dates are:**
- Monday 04 September 2017
- Tuesday 05 September 2017
- Wednesday 20 December 2017 pm (half-day)
- Wednesday 3 January 2018
- Thursday 29 March 2018 pm (half-day)
- Monday 16th April 2018

**The School Day**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Playtime</th>
<th>Lunchtime Infants</th>
<th>Lunchtime Juniors</th>
<th>Infant pm Playtime</th>
<th>Home Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.55 am</td>
<td>10.30-10.45 am</td>
<td>11.45 am-12.45 pm</td>
<td>12.05 pm-12.50 pm</td>
<td>Flexi-break</td>
<td>3.00 pm</td>
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</table>

School begins at 8.55 am, when children should line up with their class and the teacher will come out to meet them and bring them into school. Before this, a member of the Senior Leadership Team (SLT) is in the playground from 8.40 am. Parents are encouraged to leave junior aged children in the playground from this time. This allows them to develop independence.

Similarly, at the end of the day, at 3 pm, children are dismissed into the playground and once again there is a member of the SLT on the gate. We would ask that when leaving the school site, parents guide their children across the zebra crossing and through the pedestrian gate, rather than crossing the car park or using the large gates. This will help us to keep your children safe.
There is a kiss and drop system for children who are driven to school. We do not have parking for parents on site, however we have an arrangement with Waitrose that means parents may park in their car park before or after school.

**Attendance/Punctuality**

We expect all pupils to aim for 100% attendance. However, we do appreciate that at times, particularly during primary years, they are susceptible to becoming ill. Where this prevents them coming into school, parents should phone into school no later than 9.30am on the first morning of the absence.

Attendance is monitored weekly and where individuals are causing concern, target letters will be sent to parents. As a school, we reserve the right to not authorise absences and as such unauthorised absences will be referred to the Education Welfare Office. They may provide evidence for Fixed Penalty Fines in some instances.

All medical appointments should be made outside of school hours but where this proves impossible the office should be notified.

Where a pupil arrives in school after the morning bell they should register with reception to ensure they are marked as present. In addition, we ask that the late book is filled out.

**Homework**

All children are required to read every night at home. A little often, is more effective than reading for long periods of time less frequently.

In addition, there is Maths and English each week as follows:

- Maths Homework through an online package called ‘Mathletics’. This will link to their learning from within Maths lessons.

- Practice of number bonds or times tables which will be tested weekly in class. This follows a Bronze, Silver, Gold and Platinum scheme. More information on this and Mathletics will follow at the beginning of the Autumn Term.

- English:
  - EYFS: Nelson Handwriting Sheet
  - Y1 and Y2: 5 spellings to be learned each week (Mon to Fri)
  - Y3 and Y4: 8 spellings to be learned each week linked to a spelling rule (Mon to Fri)
  - Y5: 10 spellings to be learned each week linked to a spelling rule (Mon to Fri)
  - Y6: 10 spellings to be learned each week linked to a spelling rule (Mon to Fri)
  - Additional piece of Maths and English linked to class work
**The House System**

On starting at Speenhamland, every pupil will be placed in one of four houses: Azul, Laal, Verde or Zolty. Each house has a House Head, and two House Captains from Year 6. Along with every pupil, every member of staff is also allocated a house. The house system drives the school’s reward system which every pupil contributes to by achieving dragon eggs. The house captains count the dragon eggs on a weekly basis and the winning house is rewarded with an additional session on the adventure playground. At the end of every short term the winning house participates in a house reward.

![Dragon Eggs](image)

**Rewards**

**Dragon Eggs**

Each pupil can obtain dragon eggs throughout the school day to contribute to their house success. Dragon eggs are recorded in the children’s planners as well as by the class teacher and can be awarded for good class and homework together with positive contributions in class. Certificates are issued to the children, Bronze 25 dragon eggs, Silver 50 dragon eggs, Gold 75 dragon eggs and Platinum 100 dragon eggs. Pupils receive these certificates in their team assemblies.

**Golden Dragon Eggs**

Golden Dragon eggs are issued to a class for outstanding behaviour for learning. The class teacher will nominate their class for an award and a member of the Senior Leadership Team will present the class with a Golden Egg. Once ten eggs have been achieved, the whole class will receive a class treat of their choice.

**Ambassadors**

Children are rewarded for representing the school in the wider community. For each different activity they participate in they obtain an Ambassador Stamp. Once they have achieved 6 stamps they achieve Ambassador Status. At the end of each academic year, all those who have been made Ambassadors within the year are rewarded with a celebration event. From September 2018 our Ambassador Badges will be increased to Bronze, Silver and Gold. They will be awarded:

- Bronze 6 stamps
- Silver 10 additional stamps
- Gold 15 additional stamps

**Progress, Attainment and Sportsmanship Bars**
At the end of every Autumn, Spring and Summer terms children are nominated, by their class teacher for Progress, Attainment or Sportsmanship Bars. Their class teacher will record the reason for the bar and the list of children will be displayed in school and acknowledged in the newsletter.

**Behaviour**

Exceptional behaviour is expected from all our pupils at Speenhamland, and is rewarded weekly with Golden Time. On a Friday afternoon, the whole school participate in a club of their choice for 25 minutes. Poor behaviour will not be tolerated at Speenhamland and will be actioned immediately. If a pupil is not behaving they will be reminded of the school expectations.

All children begin the week on a green smiley face. If a child demonstrates unacceptable behaviour they are warned they could move to a yellow face if they continue. If the child settles and works/plays quietly, they will receive praise. If, however they continue to demonstrate unacceptable behaviour they will move to a yellow face.

If a pupil has been moved to a yellow face the class teacher will explain the reason to the child and encourage the child to change their behaviour. If the pupil then settles the class teacher will provide praise and move them back to green face. If the inappropriate behaviour continues then they will move to a red face:

If moved to a red face the pupil will miss their golden time on a Friday. Key stage 1 children can reach red face twice before missing their golden time. If a pupil is moved to a red face the class teacher will clearly explain why and implement the consequence calmly and without fuss.

**Next Step:**

If the pupil, after being moved to a red face, still refuses to comply with the teacher’s request they are then sent to a member of the Senior Leadership Team (SLT). The member of SLT will take the necessary action and this will result in the child missing Golden Time that week. If a more serious action occurs this may result in fixed-term exclusion.

Exclusions may be given for:

- Defiance of a senior member of staff
- Physical aggression to any member of the school community
- Bullying
School Uniform

We expect all our pupils to wear the correct school uniform as it is an important part of our school identity. We would like to foster a feeling of community and identity within our school. It helps our pupils feel part of a team and take a pride in their appearance too.

Our uniform is available to buy through the Trutex shop in Newbury.

It is important that all school uniform items are clearly labelled with your child's name.

Boys Uniform
- White polo shirt
- Navy blue sweatshirt with Speenhamland logo
- Grey tailored trousers/shorts
- White, grey or black socks
- Appropriate black school shoes

Girls Uniform
- White polo shirt
- Navy blue sweatshirt or cardigan with Speenhamland logo
- Grey skirt/pinafore/trousers/shorts
- Blue gingham dress
- Grey or navy tights
- White, grey or black socks
- Appropriate flat black ‘school’ shoes (with an appropriate heel and no boots)
- Plain hairbands in school colours

PE Kit
- Speenhamland white t-shirt with logo or plain white
- Navy shorts (from school office). No cycling shorts/leggings
- Navy skorts (Y5/Y6 girls only - optional)
- Navy jogging bottoms (winter term only - optional)
- Sport hoodies (optional)
- Black plimsolls or trainers

Other items
- School book bag (also sold at Trutex)
- Navy PE/swim bag with logo

NOT Permitted
- Jewellery, except a watch and/or a single plain stud earring in either or both ears. If ears are pierced, pupils are responsible for these at all times and earrings are to be taped for PE
- No makeup or nail varnish
- No extremes of hairstyle will be accepted including extremely short cuts or any patterns cut into the hair and unnatural hair colours
- No temporary tattoos

Notes:
- Your child’s PE kit must be labelled, kept in the school PE bag and at school every day.
• High Street fashion changes rapidly and consequently the uniform policy can't cater for every possibility. Therefore, the school reserves the right to decide what is and what is not allowed.

**Electronic Devices**

Mobile Phones should not be on school site. Where a pupil walks themselves to and from school and there is a need for them to bring a mobile phone for safety reasons, this should be signed in at the office at the beginning of the day and collected at the end of the day.

**Key Dates for the forthcoming year**

Year 1 Phonics Screening Check: W/C 11-06-18  
Key Stage 1 SATS: W/C 21-05-18  
Key Stage 2 SATS: W/C 14-05-18

**Extracurricular Activities**

We organise a termly programme of clubs, which the children are encouraged to sign up to. Some of these are run during lunchtimes, whilst some are after school. Letters will be sent out at the start of the term to enable you to help choose the club with your child.

**Learning outside the Classroom**

In order to enhance the topics that are taught across the school there are a number of visits that are planned outside of the classroom. We vary this with visitors into school. In order to cover the costs of such events we do ask for payment. The following are being planned for the forthcoming year:

- **Infants**  
  - A visit to Milestones  
  - A visit to Marwell Zoo  
- **Lower Juniors**  
  - A one night stay at Ufton Court  
- **Upper Juniors**  
  - A visit to the Imperial War Museum  
  - A week residential to Stackpole (May)

In addition we have booked for the whole school to see the pantomime at the Corn Exchange.

**Sharing Assemblies**

Each class will share their learning by way of a Class Sharing Assembly, once during the year. These are organised for Tuesday afternoons at 2.30 pm. All Parents and Carers are invited to join us and celebrate the children’s learning.