



# Parents' Handbook 2019-2020

Speenhamland School

**Celebrating the  
achievement and success  
of all.**

## Welcome from the Headteacher

At Speenhamland School we support and challenge all children to achieve excellent outcomes. We have high expectations of our children and in order that they excel, there needs to be a strong partnership between home and school. Our aim is for all children to develop a love of reading.

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.

I hope that this handbook gives you as parents and carers, 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.speenhamlandprimary.co.uk](http://www.speenhamlandprimary.co.uk).

Within the handbook are the key themes taken from our School Development Plan, which was written following feedback from staff, parents and pupils. It outlines the key areas of development that will ensure Speenhamland continues to improve and move towards providing an 'Outstanding' education.



**Mrs Emma Parish**

Associate Headteacher

# School Development Plan 2019-2020

The following is a summary of our School Development Plan. In order to write this document, we seek feedback from pupils, parents and staff. It focuses on key areas of improvement.

## Resilient and High Performing Pupils

- Achieve the Healthy School Award
- Encourage more children to be physically active across the week
- All pupils demonstrate a strong awareness of how to keep themselves safe on line
- All pupils are tracked to ensure gaps are reduced and progress is accelerated further

## High Performing Classrooms

- All lessons will be high performing
- Pupils understanding of maths concepts is sound as a result of secure teaching and learning
- Foster a “Love of Reading” in all stakeholders
- Pupils have the necessary skills to write for a range of audience and purposes.

## High Performing Staff

- Middle leaders have a secure understanding of performance of groups of pupils
- Subject Leaders ensure that the curriculum is exciting and is developing skills and knowledge; and assessed to ensure pupil progress.

## The School Day

Start Time	Playtime	Lunchtime Infants	Lunchtime Juniors	Home Time
8.55 am	10.30-10.45 am	11.45 am-12.50 pm	12.05 pm-12.50 pm	3.00 pm

The school gates are opened at 8.40 when a member of the Leadership Team is on duty to supervise the children. Parents are encouraged to leave their children in the playground at this time to play with their peers and line up independently when the bell rings at 8.55 am.

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 Leadership Team 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 and using the large gates. This will help us to keep your children safe.

Any parents wishing to speak with the class teacher should do so either by leaving a note in the Reading Record or by making an appointment via the school office. It is difficult for teachers to speak to parents at length before school as this delays the start of the day for the whole class.

## Parking

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.

Only "Blue Badge" holders are able to park in the car park and then only for a short time at either end of the day.

## Term Dates and Staff Training Dates 2019/20

The term dates for students are:

### Autumn Term 2019

Term 1: Wednesday 04 September – Thursday 24 October 2019

Half term: 25 October – 01 November 2019

Term 2: Monday 04 November – Wednesday 18 December 2019 (12 noon finish)

### Spring Term 2020

Term 3: Tuesday 07 January – Thursday 13 February 2020

Half term: 14 – 21 February 2020

Term 4: Monday 24 February – Friday 03 April 2020 (12 noon finish)

### Summer Term 2020

Term 5: Monday 20 April – Friday 22 May 2020

Half term: 25 May – 29 May 2020

Term 6: Monday 01 June – Wednesday 22 July 2020 (12 noon finish)

### Staff Training dates are:

Monday 02 September 2019

Tuesday 03 September 2019

Friday 25 October 2019

Monday 06 January 2020

Friday 14 February 2020

Friday 26 June 2020

## Attendance/Punctuality

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

Attendance is monitored weekly and where individuals are causing concern, additional support is provided by means of phone calls, target letters or meeting with the Newbury Academy Trust's Educational Welfare Officer (EWO). As a school, we do not authorise holidays during term times and if taken, they may incur a Fixed Penalty Fine 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 a parent is required to sign them in with reception to ensure they are marked as present. Again punctuality is monitored weekly, and once there are three "lates" the class teacher will phone parents to discuss the concern. For our upper junior children (Years 5 and 6) if they have three incidents of "lates" in a short term they will miss a golden time session.

Regular late attendance will be recorded as an unauthorised absence and will be referred to the Education Welfare Officer and may incur a Fixed Penalty Notice.

## 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. Included at the back of the Handbook are lists of '100 Books to Read' for different ages, as a guide to quality texts that we would encourage children to read. Pupils receive Dragon Eggs for reading at home and any child reading five times a week for the duration of a short term will be entered in to a draw to win a Kindle.

Team	Homework	Out	Back
EYFS	Letter formation sheets (based on the sounds given in the week)	Friday	Wednesday
KS1	Maths Sheet	Friday	Wednesday
	Spellings (linked to spelling rules and sounds)	Monday	Friday
LKS2	Mathletics	Friday	Following Friday
	Spellings (linked to spelling rules being taught that week)	Monday	Friday
	Reading Comprehension (out every other week)	Friday	Following Friday
UKS2	Spelling (linked to spelling rules being taught).	Monday	Friday
	Mathletics	Friday	Following Friday
	English	Friday	Thursday

Times Tables practice is given on a Monday and tested within class. In addition, number fluency practice is given on a Monday and tested within class. Throughout KS1 this will focus on number fluency including adding one, doubles and number bonds to 10. This will involve answering 18 questions in one minute. The children will need to get them all correct to move on to the next challenge. Once this challenges are complete the children move on to focussing on times tables start with 2's, 5's and 10's. These challenges require the children to answer 45 questions correctly in 5 minutes. These challenges are designed to support the children to ensure the children are equipped to take part in the times tables screening check at the end of year 4. Once the children are secure with their times tables knowledge they then use and apply this to answer question that include fractions, decimals, percentage, squares and square roots.

To support the teaching that is taking place in school the children should practice at home. In late Year 2 and KS2 the children have access to TimeTables Rockstars and we expect the children to use this twice a week to develop their fluency.

Homework Club is run on a Wednesday after school by Miss Oakham.

Any child not completing the homework will be asked to do so during the Friday afternoon Golden Time sessions, with a member of the Senior Leadership Team.

## Special Educational Needs

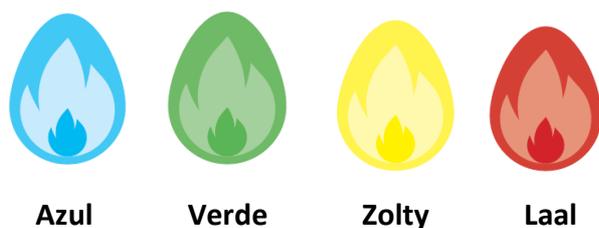
Mrs Griffiths is the school SENDCo and as such ensures that we meet the needs of our children with a SEND. She holds a monthly drop in for parents who wish to meet with her and 15 minute appointments can be made via the school office.

## Before and After School Care (Dragon Club)

We understand that for many families there is a need for excellent childcare before and beyond the school day, and so we provide this at the Dragon Club. This is led and managed by a qualified member of staff, and overseen by the school. This means that there is consistency of care, and quality assurance. The staff who work there are known to the children, as many are teaching assistants within school. This care also extends into the Holiday Club, should parents wish to access it.

## 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 grids. At the end of every short term the winning house participates in a house reward.



**Azul**

**Verde**

**Zolty**

**Laal**

## 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.

### Ambassadors

Children are rewarded for representing the school in the wider community. For each different activity, they participate in, they obtain an Ambassador Stamp:

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

These badges may then be worn on their sweatshirt. At the end of the academic year an event is organised for the Ambassadors to take part in as a 'thank you,' for their dedication and support of Speenhamland in the wider community.

### Progress, Attainment, Sportsmanship and "Wow" Bars

At the end of every Autumn, Spring and Summer terms children are nominated, by their class teacher for one of the above badges. 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.

### 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.

## Electronic Devices

Mobile Phones should not be kept by the child on the school site. Where a pupil walks themselves to and from school (Year 6) 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. Younger pupils are asked not to bring their phones in to school.

## ParentPay

We operate a cashless school and use ParentPay to allow parents to pay for school dinners and visits or visitors. Each parent receives log in details to enable them to access their child's payment account.

# 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.

## EYFS

The red face system for EYFS is on a **daily basis** rather than **weekly**. The Child will miss a 'choosing activity time' and sit at an allocated part of the class room for 10 minutes. If they have had **three** red faces in a week they will also miss their golden time and attend red club.

## KS1

For KS1 children, behaviour incidents are actioned and recorded in the same way, however, the child will miss Golden Time and attend "red club" if they have been moved to a "red face" twice in one week.

## Next Step:

### Step 4:

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 Skoolkit 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 (not trainers)

### Girls Uniform

- White polo shirt
- Navy blue sweatshirt or cardigan with Speenhamland logo
- Grey skirt/pinafore/trousers/shorts
- Navy blue gingham dress (summer term only)
- Grey or navy tights
- White, grey or black socks
- Appropriate flat black school shoes (not boots or trainers)
- Plain hairbands in school colours

### PE Kit

- Speenhamland white t-shirt with logo or plain white t-shirt
- Navy shorts
- Navy skorts (Y5 and Y6 girls only - optional)
- Navy jogging bottoms (winter term only - optional)
- Plimsolls or trainers
- Outdoor sports tops (to be introduced in Autumn Term – optional)

### Other items

- Coats, shower proof jackets, fleece jackets (any colour)
- School book bag (also sold at Skoolkit)
- 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 removed for PE (and swimming)
- No makeup or nail varnish (nail varnish removed is kept at school and can be used if necessary)
- 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.

## Key Dates for the Forthcoming Year

Year 1 Phonics Screen Check: w/c 08-06-20

Key Stage 1 SATs: May 2020

Key Stage 2 SATs: w/c 11-05-20

## Extracurricular Activities

We organise a termly programme of clubs, which the children are encouraged to sign up to. This year, the majority of these will be run during lunchtimes and Golden Time.

In addition we organise training for our sports teams after school, and once again parents are notified if their child has been selected to participate in these sessions.

## Learning outside the Classroom

In order to enhance the topics that are taught across the school there are a number of activities and visits that are planned. 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 to enhance the children's learning:

### EYFS

- Farm visit

### Infants

- Marwell Zoo
- Drama Workshop
- Various dress-up days across the year

### Lower Juniors

- Winchester Science Centre
- Butser Farm
- Overnight Camp (to be confirmed Y4 only)

### Upper Juniors

- WW2 Visit (more details to follow)
- Residential to Stackpole (Year 6 only)

## Sharing Learning

At various points during the year, we invite parents in to school so that the children can share their learning with you. These will be advertised in the school newsletter, which is emailed out to parents each Friday.