



Speenhamland Primary School
PARENTS HANDBOOK 2023-2024

**We aspire,
we challenge,
we support**

WE ASPIRE
WE CHALLENGE
WE SUPPORT





Welcome from the Headteacher

Speenhamland Primary School is proud of its rich diversity and welcomes children from a range of backgrounds. High quality teaching and learning is at the heart of everything we do. We strive to provide rich learning experiences for our pupils which will inspire and motivate them to achieve their very best. We recognise that all children have different starting points and experiences, and we build on these to ensure all children make good progress and reach their full potential.

At Speenhamland, we believe strongly in developing the 'whole child' so all pupils are happy, healthy, safe, engaged, supported and challenged to grow in their educational environment. We encourage our pupils to show high engagement and ownership in their learning, ensuring all our children become confident, ambitious young people ready to shape their future world. We have high expectations and a consistent approach to behaviour which focuses on developing respect and tolerance for all differences. We ensure our pupils develop a sense of responsibility for their school and its environment, and are actively involved in decision making through pupil voice. Together, we foster a strong sense of community and collective ethos where the school values are promoted: resilience, respect, resourcefulness, risk taking and responsibility.

As the Headteacher of Speenhamland, I am committed to championing your child and their many successes. I am keen to harness the views and energy of our parents and carers. I believe very strongly in the partnership between home and school and I am looking forward to welcoming your child and working closely with you.

The aim of this handbook is to provide you with all the information you need to support your child to be successful as they begin their learning journey with us at Speenhamland.

Mrs Julie Lewry

Headteacher



The School Day

Start Time	Playtime	Lunchtime	Home Time
8.30 am	KS1 and KS2: 9.45 am to 10.00 am	EYFS: 11.30 am to 12.30 pm KS1 and KS2: 12.00 noon to 12.55 pm	EYFS and KS1: 3.00 pm KS2: 3.10 pm

Morning drop off for school starting at 8.30am

- The pedestrian gates will open at **8.20am** to allow pupils onto site
- The 'kiss and drop' service will be in place with a member of senior leadership supervising
- All messages for teachers can be communicated via the senior leader
- Parents and carers will not be allowed onto the site apart from EYFS

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 and walk their children to and from school. Please note that there is no "kiss and drop" at the end of the day.

Blue Badge holders are able to park in the car park and then only for a short time to facilitate dropping and collecting their children. Keevill children can be dropped off and collected from adjacent car park (back car park).

Afternoon pick up at 3.00pm for Early Years (our new youngest starters)

- The pedestrian gate which leads to the playground will be open at 2.50pm
- Parents will walk onto site and wait outside the Early Years area
- The class teacher will dismiss them one at a time through the class door

Afternoon pick up at 3.00pm for Year 1 and Year 2

- The pedestrian gate which leads to the playground will be open at 2.50pm
- Parents will walk onto site and wait on the playground, in the bottom half by Dragon Club and the Dining Hall
- The class teacher will bring the children onto the top half of the playground and dismiss them one at a time once they see parents
- A member of SLT will be on the pedestrian gate to ensure no children leave site without an adult
- We ask that unless parents are waiting for older siblings, they leave the playground immediately after collection
- Please encourage your child to remain with you, rather than playing, due to the congestion on the playground

Afternoon pick up at 3.10pm for Year 3 - Year 6

- The pedestrian gate which leads onto the playground will already be open
- Parents will walk onto site and wait on the playground, in the bottom half by Dragon Club and the Dining Hall
- The class teacher will bring the children onto the top half of the playground and dismiss them one at a time once they see parents
- Children who normally walk home will be dismissed by their teacher and SLT will have a list of names to check them as they exit
- A member of SLT will be on the pedestrian gate to ensure no children leave site without an adult
- We ask that parents leave the playground immediately after collection to ensure the school can be secured quickly for Dragon Club to come outside

Younger children who attend Dragon Club will be walked to the building by an adult from the class (teacher or teaching assistant). All other children will walk there directly. Dragon Club children will not come outside on the playground until it is clear of parents at the end of the day.

All scooters and bikes can be stored safely in the bike shed. No children should be riding bikes and scooters through the school grounds or the car park.

Attendance/Punctuality

We expect all pupils to aim for 100% attendance, as the more your child is in school the more they are learning. Research shows that attendance is positively related to subsequent academic performance.

We do appreciate that at times, your child may become ill. Where this prevents them coming into school, parents should phone or email the school office no later than 9.00am on each morning of the absence. Messages can be left on the answerphone; it is checked regularly.

Office Email: office@speenhamland.newburyacademytrust.org

Office Phone Number: 01635 41077

Attendance is monitored daily and where a pupil's attendance becomes a cause for concern, additional support is provided by means of phone calls, target letters or meetings with the Attendance Lead or Newbury Academy Trust's Educational Welfare Officer (EWO). As a school, we do not authorise holidays during term times and if taken, they will incur a Fixed Penalty Fine.

We ask that you try to make all medical appointments outside of school hours but where this proves impossible, please notify the school office.

Where a pupil arrives in school after the morning registration, a parent is required to ring the entry bell and accompany their child to the school office for signing in. These lates will be unauthorised and will lead to fixed penalty fines.



Term Dates

Autumn Term 2023	
Term 1	Wednesday 6 th September 2023 - Thursday 19 th October 2023
Half Term	Monday 23 rd October 2023 - Friday 27 th October 2023
Term 2	Monday 30 th October 2023 - Wednesday 20 th December 2023
Spring Term 2024	
Term 3	Tuesday 9 th January 2024 - Thursday 8 th February 2024
Half Term	Monday 12 th February 2024 - Friday 16 th February 2024
Term 4	Monday 19 th February 2024 - Wednesday 27 th March 2024
Summer Term 2024	
Term 5	Monday 15 th April 2024 - Friday 24 th May 2024
Half Term	Monday 27 th May 2024 - Friday 31 st May 2024
Term 6	Monday 3 rd June 2024 - Wednesday 24 th July 2024

Staff Training Dates	
2023	Monday 4 th September 2023 Tuesday 5 th September 2023 Friday 20 th October 2023 Thursday 21 st December 2023
2024	Monday 8 th January 2024 Friday 9 th February 2024 Thursday 28 th March 2024 Friday 21 st June 2024

Homework

Following our parent homework survey, we adapted homework so there is **either** an English or Maths activity each week, linked to previous learning. This homework task is handed out every Friday and collected in the following Wednesday for marking. Children who complete these paper tasks are rewarded using Dragon eggs.

Despite the importance we have placed on daily reading and maths fluency, we are continuing to see a pattern of poor engagement. As a result, we will re-introduce a consequence system for non-engagement at home.

Reading

Children are expected to read a minimum of 3 times a week and this is logged on our Boom Reader app. If your child does not fulfil this expectation, in week one parents will receive a polite reminder. If engagement does not improve in week two, your child will be encouraged to complete their reading expectation in their social time.

Maths

Our infant children are encouraged to practise their number bonds a minimum of 3 times a week using our Numbots app. For junior children, they practise their times tables for a minimum of 3 times a week as well as using the Times Tables Rockstar app. If your child does not fulfil this expectation, in week one parents will receive a polite reminder. If engagement does not improve in week two, your child will be encouraged to complete their maths fluency expectation in their social time.

Special Educational Needs

Mrs Karin Graham is our school SEND coordinator who is responsible for supporting, monitoring and tracking all of our mainstream children with special needs within the school. If you would like to discuss any concerns you have about your child, she can be emailed at the email below. Alternatively, Mrs Graham is available at all parents' evenings.
kgraham@speenhamland.newburyacademytrust.org.

The Keevill Unit

Speenhamland School hosts the Local Authority resourced provision for children who have an EHCP relating to physical disability. Keevill children are allocated a place in mainstream classes and teachers plan and include them in the same way as any other child in the school. Mrs Jo Green is the Teacher in Charge of the Keevill and she co-ordinates and monitors the provision of therapy and intervention as stated in individual EHCPs.

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 our 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 a Holiday Club, should parents wish to access it.

Dragon Club Opening times are:

Mornings – 7.30 am – 8.30 am

Afternoons – 3.00 pm – 6 pm

Session	Price per session per child (first child)	Price per session per child (siblings)
Morning	£4 £4.50 including breakfast	
Afternoons	£12.00	£10.00
School Holidays	£28.00	£24.00

Payments are by standing order and should be set up in advance of your child's attendance at a session. For more information contact:

bmonger@speenhamland.newburyacademytrust.org

Behaviour Systems and Rewards at Speenhamland

Positive behaviour is essential for effective learning, good relationships and a caring, orderly school community. It helps generate a feeling of worth and respect for ourselves and each other, and encourages pride in being a member of the school. Positive behaviour shows consideration and respect for other people, their feelings, rights and their property – it is demonstrated through children understanding what is expected of them. At Speenhamland, we recognise and reward positive behaviour in class and around school.

We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. The school rewards good behaviour, as it believes that this will develop an ethos of kindness and co-operation.

The House System and Rewards



We are very proud of our House system at Speenhamland. On starting at Speenhamland, every pupil will be placed in one of four Houses: Azul, Laal, Verde or Zolty. Each House has a staff House Head as well as two House Captains from Year 6. Along with every pupil, every member of staff also represents 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 announced every Friday.

Dragon Eggs

Each pupil can obtain dragon eggs throughout the school day to contribute to their House success. Dragon eggs are recorded on individual passports and can be awarded for good class and homework together with positive contributions within the class. Certificates are issued to the children: Bronze for 25 dragon eggs; Silver for 50 dragon eggs; Gold for 75 dragon eggs and Platinum for 100 dragon eggs.

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 accumulated a set number of stamps, an Ambassador badge is presented and can be worn with pride on their uniform.

- 6 stamps for Bronze Ambassador
- 10 additional stamps for Silver Ambassador
- 15 additional stamps for Gold ambassador

At the end of the academic year, as a 'thank you' for the children's dedication and support in the wider community, an exciting event is organised for them.

Progress, Attainment, Sportsmanship and "Wow" Bars

At the end of every autumn, spring and summer term, 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.

Steps for Unacceptable Behaviour:

If a child demonstrates unacceptable behaviour, either in learning or social time, the adult present will interpret this behaviour as a means of communication and needing help. Time will be allocated in order to provide the opportunity to talk about their behaviour and their feelings.

To support children with making positive behaviour choices, we have a visual orange and red card system. An orange card will result in 5 minutes lost social time. If poor behaviour continues, a child can move to a red face, which results in 15 minutes lost social time. Teachers will always work with parents and keep them informed of their concerns.

If more serious actions occur with behaviour, this may result in a fixed term exclusion. Exclusions may be given for:

- Defiance of any member of staff
- Physical aggression to any member of the school community
- Bullying including, physical, cyber, racist remarks and sexual harassment

School Uniform, Equipment and Other Information

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 pride in their appearance too. Our uniform is available to buy through the Skoolkit shop in Newbury. The shop is located in Newbury Park Way:

Skoolkit
40 East Street
Parkway Shopping
Newbury
RG14 1AY
Tel: 01635 226703

Clothes can also be ordered from the Skoolkit website:

<https://www.skoolkit.co.uk/school-uniform/1198>

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

Uniform:

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

PE Kit:

- Speenhamland PE navy t-shirt with logo (long or short sleeves)
- Navy shorts or skorts
- Navy jogging bottoms (winter term only - optional)
- Plimsolls or trainers

Forest School Kit:

- Long sleeve top, long trousers (not denim)
 - Waterproof coat
 - Wellies or appropriate shoes
- NB: Children cannot take part in Forest School if they do not have their kit.

Other Items:

- Coats, shower proof jackets, fleece jackets (any colour)
- School book bag (also sold at Skoolkit) or backpack
- Navy PE/swim bag with logo (optional)

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
- No temporary tattoos

Notes:

- Your child's PE kit must be labelled, kept in their PE bag and at school every day.

Equipment

We provide all the equipment your child will need for learning, including pens, pencils and books.

Electronic Devices

There is no need for children to bring mobile phones to school. 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 handed to the class teacher and collected at the end of the day. Please note that mobiles are brought in at your own risk.

School Meals

Our school lunches are provided by Aspens. They work with the school to ensure pupils are offered a diverse range of healthy food. Our lunch menus change each week on a 3-week rotation, and the price of a lunch is £2.45 and should be paid daily or in advance through ParentPay. Once your child has started at Speenhamland, you will be provided with a ParentPay letter with login details and instructions. Your child chooses their lunches with you at home via the ParentPay App in advance by 8.00 am each day. Please note we do not have the facility to order them in school. Menus can be found on our school website via the following link:

<https://www.speenhamlandprimary.co.uk/page/?title=School+Meals&pid=35>

Free School Meals

All children up to the end of Year 2 are entitled to Free School Meals under the Government's Universal Free School Meal Initiative.

Any family in receipt of specific benefits are **encouraged to apply for Free School Meals** in addition to this as it means that the school **receive additional funding** to support the learning of these children. You can apply for **Free School Meals through West Berkshire Council**, click on the link below to apply on line or call 01635 503622. **This site also gives instructions on how to apply.**

<https://www.westberks.gov.uk/article/36469/Apply-for-Free-School-Meals>

Special Dietary Requirements

Some children may have specific dietary needs (e.g. for medical or religious reasons). If this is the case, please let us know by contacting the school office.

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 via a letter once admitted.

Extracurricular Activities

As a school, we believe strongly in providing a range of exciting extra-curricular opportunities for our pupils. Each long term, we offer a range of after-school clubs which children can sign up for and attend for half a term. In addition, we run sports clubs which provide additional practice time for our successful sports teams prior to school fixtures.

Medical

Within the school, we have a number of staff who are First Aid trained. If your child requires minor treatment for an injury, we will always treat them on site and record the details centrally. If your child sustains a head injury, we will always notify you by phone or text. If your child becomes ill during the day, we will contact you to come and collect them. If your child needs to take medication during the day, we will ask you to complete a medical form detailing the amount they need to take and how often. It is essential therefore that we always hold the most up-to-date contact details for you. If during the school year any details change, please notify us immediately. It is parent's responsibility to ensure medicine is in date.

School to Home Communication

Every week we send out an electronic newsletter that keeps parents up to date with what is happening in school as well as celebrating our successes. We also use email and texts to communicate. On our website, you will find lots of useful information, including newsletters and half termly class newsletter. Our website is a key tool in ensuring we keep parents informed and we also use Twitter to share our good news:

<https://www.speenhamlandprimary.co.uk/>

Twitter@SpeenhamlandSch

Each year, there are opportunities to meet your child's class teacher at Parents Evenings (October and February) where you are invited in to talk about your child's progress and look at the work they have been doing.

In the summer term, every child receives an end of year report which summarises attainment and progress and sets targets for your child to ensure they keep improving.

You can also contact the office for more general enquiries:

office@speenhamland.newburyacademytrust.org





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