



SHERDLEY PRIMARY SCHOOL

PARENTS' AND PUPILS' HANDBOOK

2023-2024

'Growing Together, Respecting Each Other'

Welcome to Sherdley Primary School, as your Headteacher I have very high expectations and truly believe that you will receive an excellent education at our school. This pupil and parent handbook is designed to give you an understanding of how we operate in school. It should answer most of the questions you have, however, you will receive a great deal of support and guidance from all of your teachers and staff. I ask that you put your maximum effort into all your lessons and enjoy your time in school. But you will need to remember that I have high expectations of attendance, behaviour and academic effort.

I am sure, together, we will all have a great year – I am so pleased that you are all back in school.

Mr A. McCoy
Executive Headteacher

Our Vision: Growing together, respecting each other.

Our Mission Statement: To inspire children to achieve their true potential in a happy and safe environment.

Core values:

- Raise aspirations
- Unlock potential
- Encourage resilience
- Provide a curriculum that is both stimulating, yet challenging

Ensuring children, families and staff are all active members of the Sherdley family.

Zero Tolerance Statement:

At Sherdley, we expect everyone to show mutual respect and tolerance towards each other. If this is not the case and behaviour or actions become abusive or aggressive towards staff, you may be asked to leave the school premises. If abuse or aggression is directed over the phone, the phone call will be terminated. We are here to provide the best possible support, but in doing so we will not tolerate abusive or aggressive behaviour towards anyone on the school premises and take a zero-tolerance approach. ALL incidents of abuse or aggression will be recorded and logged on the school systems. Repeated abuse will be reported to the school governing body.

This is in line with our belief in Fundamental British Values.

Staff in School

Members of Staff

In school you will meet lots of staff with specific responsibilities. These may be summarised as:

Executive Headteacher - Mr A. McCoy I have overall responsibility for the pupils and staff in school, including overall responsibility for safety, curriculum, attendance and behaviour.

Head OF School – Mrs K. Bennett will manage the day to day running of the school. As part of her role she is responsible for Safeguarding.

Assistant Headteacher – Mrs J. Stroud has responsibility for SEND and the pastoral elements of school.

Assistant Headteacher – Mr M. Davies has responsibility for assessment of the curriculum, intervention and disadvantaged children.

Staff: Pre-school Class Teacher:	Mrs Baxter	
Learning Support Assistant:	Mrs Jeffs, Mrs Brown, Miss Campbell	
Reception Class Teachers:	Miss Essex & Mrs Roberts	
Learning Support Assistants:	Mrs Tilley, Mrs Makin, Mrs Hough	
Year 1 Teachers:	Mrs Kerr, Mrs Orbison & Mrs Cripps	
Learning Support Assistants:	Mrs Gaffney, Mrs Cranny	
Year 2 Teachers:	Mrs Fleming & Mrs Clayton	
Learning Support Assistants:	Mrs Tyms, Mrs Clare	
Year 3 Teachers:	Mr Sutcliffe & Mrs Wrenn	
Learning Support Assistants:	Mrs Heyes, Mrs Johnson, Mrs Tilston, Mrs Lund	
Year 4 Class Teacher:	Mr Hughes & Mrs Williams	
Learning Support Assistants:	Mrs Hannah, Mrs Fairhurst,	
Year 5 Class Teachers:	Miss McDonald, Mrs Stroud & Mr Davies	
Learning Support Assistants:	Mrs Davies, Mrs Clarke, Mrs Leatherbarrow, Miss Spice	
Year 6 Class Teachers:	Miss James, Mr McManus	
Learning Support Assistants:	Mrs Stout, Mrs Pennington	
Higher Level Teaching Assistants:	Mrs Rattigan, Mrs Dearing, Miss Roberts	
PE Apprentice	Miss Pennington	
Children & Families Community Support Co-ordinator:		Mrs Lakey
Pastoral Team members:		Mrs Bridge
Attendance Support Officer		Mrs Eccleston

BLAST – out of hours club

BLAST manager	Mrs Sherer
Assistants	Mrs Gaffney, Mrs Melling, Mrs Miller, Mrs Hughes

Office Administration Staff

School Business Manager:	Mrs Duncan
Office Administration	Mrs Melling / Miss Sheppard
Caretaker:	Mrs Woodward
Cook:	Mrs Hall

Pupils

Some pupils are also given positions of responsibility. These may be summarised:

- Prefects
- School Council representatives are selected to discuss the opinions of pupils in their year group at School Council meetings
- House Captains
- Well-being Warriors

- Attendance Ambassadors
- Science Ambassadors
- Music Ambassadors

Where to Go When

It is important that you are in the right place at the right time when you arrive at school.

KS2 – Juniors – Meet on the playground and line-up at 8:45

The times of assembly and classes will be:

Monday – we will sometimes have a class assembly

Tuesday – assembly together in the KS2 hall

Wednesday – Celebration assembly

Thursday - Music Assembly

School Day

08.50	Into class. Pupils should leave coats, hats and bags etc. in the designated area outside their classroom and make their way to class registration. Outer doors close at 8:50.
08.50 - 08.55	Registration
08.55 - 10:30	Period 1
10:30 – 10:45	Break time for Y3 & 4
10.45 – 11.00	Break time for Y5 & 6
11.00 – 12.10	Period 2
12.10 – 13.05	Lunch break
13.10 – 14.10	Period 3
14.10 – 15.10	Period 4
15.10	End of school day

Always be ready to start lessons promptly.

Celebration Assemblies will take place on a **Wednesday morning at 9:00am**. All Class Assemblies will be on a Monday morning at 9:10am.

KS1 – Infants – Into school at 8:50

The times of assembly and classes will be:

Monday – we will sometimes have a class assembly

Tuesday – assembly together in the KS1 hall

Wednesday – Celebration assembly

Thursday - Music Assembly

School Day

08.50	Into class. Pupils should leave coats, hats and bags etc. in the designated area outside their classroom and make their way to class registration, outer doors closed at 8:55am.
08.55-09.00	Registration
09.00 – 9:15	Session 1
9:15 - 10:15	Session 2

10:15 – 10:30	Break & snack for Year 1 & 2
10.30 – 11.30	Session 3
11:30 - 12:00	Session 4
12.00 – 13.00	Lunch break
13.00 – 14.00	Session 5
14.00 – 15.00	Session 6
15.00	End of school day

Celebration Assemblies will take place on a **Wednesday afternoon at 2:30pm**. All Class Assemblies will be on a Monday morning at 9:10am.

Reception start and end of day is the same as KS1, their lunch will be from 11.30-12.30pm.

Pre-school

Morning session – 8:30-11:30

Afternoon session – 12:15-15:15

30-hour provision – 8:30-2:30

Lunch is 11:30-12:15

Swimming

Swimming is a valuable part of the curriculum and is a life skill. We are using the swimming facilities at Queens Park Pool; we will be transported by coach to and from the pool. Year 6 will have swimming lessons in Autumn 1 term, Y5 will have their lessons in Spring 1 term and Year 4 will have theirs in Summer 1 term. You will need a swimming costume and a towel. All children must participate in these lessons; if you are ill or are unable to swim then a note from your parents must be sent into school explaining the reason for non-participation.

Water Bottles

Please could all pupils bring a named water bottle into school; the bottle should have a sports style cap to prevent spillages. Bottles should contain water only.

Curriculum

We have a rich and varied curriculum delivered by your class teachers. Some subjects will be taught individually, but may have a cross-curricular theme. It is a broad and balanced curriculum that we believe meets the needs of our children and the local area. More details can be found on the school website – www.sherdleyprimary.co.uk

Our main focus is linked directly with the core subjects of reading, writing and maths. Full details of each class' curriculum is available on the class pages of the website or you can request a paper copy from the class teacher.

Code of Conduct

Sherdley Primary School aims to provide opportunities for our pupils to meet our expectations:

- Always follow instructions
- Be resilient
- Caring, sharing and kind
- Demonstrate respect/responsibility to others and self
- Expect the best of ourselves

We have high expectations for behaviour and conduct. The following guidelines are expected of all pupils.

Behaviour

- Good manners and courtesy are expected of all pupils and staff at all times (both in and out of school)
- Good behaviour is expected in school and out of school when in uniform
- Children receive or lose House Points according to their behaviour

- Pupils are expected to come quietly into assemblies and to leave in silence
- Children are expected to walk around school and behave respectfully anywhere in school
- Good behaviour is expected at all times in, and out of, school
- Details can also be found in our Behaviour Policy

Dress and appearance

Full school uniform must be worn to and from school.

- A separate list with details of the school uniform is available
- The uniform must be worn correctly at all times
- All possessions must be clearly marked with pupil name
- The correct clothing must be worn for all PE (and swimming) lessons
- Hair (**no extremes of style or colour**) and general appearance must be kept tidy and neat, with long hair being tied back. The Headteacher has the right to send any pupil home who he perceives has an inappropriate hairstyle
- Makeup is **NOT** permitted in school **nor is nail polish**
- Summer uniform should be worn during the summer term
- We ask that bobbles, bows & hair bands are limited in size and are school colours only (blue/black/white/grey)

Absence

- If a pupil is absent because of illness his/her parents should complete the absence form on the school app, or contact the school office (678683) before 08:50 and he/she **must** bring a note from his/her parents on return to school.
- If a pupil is absent because of illness for a prolonged period, parents should notify the school and supply a medical note
- No pupil may be absent for any other reason unless he/she has previously obtained permission from the Headteacher
- All Leave of Absence requests during term time may be marked on the registration system as unauthorised, and may incur a penalty notice
- If the attendance of a pupil falls below the expectations of the school, the Deputy Headteacher and Attendance Support Officer will instigate a meeting with parents and this may mean that a penalty notice is applied for poor attendance – see separate Attendance Policy.

Class and classrooms

- Pupils must arrive at all lessons on time and, where appropriate, with the correct equipment
- Pupils must take great care to look after the furniture and fabric of the school. No marks must be made on furniture or walls.

School premises and grounds

- During school hours, pupils are not allowed to leave the school, unless being collected by a parent or carer for a specific agreed reason

Other rules

- Chewing gum is **not** allowed
- Older siblings collecting younger children **must be over the age of 14** and be responsible for their safe supervision

Discipline/Sanctions

Any breach of school rules will be dealt with in an appropriate way as per the school's Behaviour Policy.

Rewards

Pupils are rewarded when they contribute well to the life of the school. The formal rewards and commendations are listed below:

Celebration Assembly

Every week Class Teachers nominate pupils who have contributed in lessons. The pupils receive a Hard Worker certificate from the Headteacher. Golden Pupil Certificates are awarded to pupils who show exemplary manners, behaviour or are extremely helpful in class or around school. Other certificates may also be awarded for a variety of positive attributes.

House Points

Pupils may achieve House Points for academic work and contributions to school. These points are added to their own individual tally and to the House total. A league table runs each week for the Houses and a weekly league table is shared with you in both the EYFS/KS1 and KS2 assemblies.

Headteacher Commendations

The Headteacher writes letters home or presents 'praise certificates' to support outstanding achievement or contributions to school life.

Pupils are also rewarded informally through verbal communication.

If you have a concern over your child in school the first person to speak to is the class teacher – please see our 'Graduated Approach Stages for Behaviour / SEND / Safeguarding Concerns' at the end of this booklet.

Standards of Work

It is vital that you continue with good practices learned in the school. Do not let standards of presentation etc. slip. It is for your own good that your teachers will insist upon certain rules being conformed to.

At the beginning of the year you will be provided with exercise books for each subject. It is important that work is done in the correct book – they are all colour coded, and each subject has a different colour cover. You should write your name in the spaces provided. The writing of anything else on the covers is not allowed.

Pages must never be torn out of exercise books. The books should be worked through from front to back. Pencil will be used by younger pupils, but when allowed only blue ink pens are to be used. Coloured pencils are to be used only when specifically required by a teacher.

Ink eradicators (tipex) are not allowed. Errors must be ruled out with one neat line (age and ability appropriate). You should take pride in your exercise books. The Headteacher and Senior Leadership Team may inspect books at any time.

Classwork

In order to derive the maximum benefit from each lesson you should have the correct equipment ready. Listen carefully to explanations, follow instructions and take responsibility for your progress. Do not waste valuable time.

Some written work will be done during each lesson, but some will be done out of the classroom as homework (age and ability appropriate).

Homework – See Appendix 1

In all year groups there is an expectation that reading will be carried out at home – this may be a designated Reading Scheme book or could also be other reading matter which interests your child (library books, comics or novels.) Reading a vital skill so your help and support would be very much appreciated. Reading at home should be recorded regularly in the Reading Record for Rec and KS1 and on the Go-Read online Reading Record for KS2. Children in KS2 will also be able to access the online 'Reading Plus' for additional reading.

All pupils are expected to practise recall of their timestables; according to the End of Year Expectation for their year group. Learning the timestable facts, plus the division facts associated with them helps children with all aspects of calculation and number work – for example, knowing that $8 \times 4 = 32$, but also knowing that $4 \times 8 = 32$, and that $32 \div 8 = 4$ and recognising that 32 is a multiple of both 8 and 4 etc.

Independent Learning Tasks

On occasions, you will be expected to produce pieces of original work without the assistance of a teacher or parent. Guidance may be given but the work MUST be your own.

Learning and revising

Not all classwork or homework is written work; it may be learning or revising. Learning is committing something to memory, whereas revising is *refreshing one's memory about something which has already been learned*.

Assessing Your Progress

Mr McCoy and Mrs Bennett, alongside subject leaders and class teachers will monitor academic progress.

Learning Objectives or Challenge

Each piece of work will have a learning objective or challenge and your teacher will mark and assess your attainment and effort against this objective. Next steps will include advice on how the standard may be improved or what we would like to see you do next (except Reception). See Marking, Presentation and Feedback Policy

Termly Assessments

Attainment will be assessed in the autumn and spring term, and then at the end of year by means of an Age-Related Expectations (ARE) system, based on the National Curriculum. The focus of these 'assessments' will be Reading, Writing and Mathematics (except Reception class).

Reporting to Parents

End of Year Reports will be produced and sent home late in the summer term of each year.

Parent/Teacher Meetings

Four meetings are arranged per year these give parents an opportunity to meet with teachers and to discuss each child's progress. There will be one in September to visit the class and meet your child's new teacher and then in January, April and again in July; the dates can be found on the school calendar.

Out of Hours Provision

Out of Hours Club – Sherdley Blast

Sherdley Blast runs during term time only for pupils who attend Sherdley Primary School and are in years Reception through to year 6. The club is available each morning, 7:30am-9:00am and after school 3:00pm-5:30pm. For fees and charges please see our website or ask at the office for further details. To book or make an enquiry please either speak to the main school office or contact Joanne (Blast Manager) on 07496080115. Please note that we have a maximum number of 36 – so places will need to be booked in advance.

FOR PUPILS

What Should I Do If.....?

A quick guide to help you if you have a problem.

Illness or Injury

If you feel ill during lessons, tell your teacher. If we feel it is necessary the Main Office will be asked to contact your parents.

If you are ill or hurt yourself at break or lunchtime, report immediately to the member of staff on duty or the nearest adult. Several members of staff are qualified in First Aid.

If you are worried or upset

If you are worried or upset about something, please talk to your Class Teacher or another adult in school. They are there to try to help you. It does not matter what time it is during the day. If you think you are being bullied, or if you are concerned about a friend, please talk to us about it.

If you do not understand your work

Help your teacher by asking for help if you do not understand in class or if you find homework difficult. Adults at home and older brothers and sisters can often help (not always!) but do not ask them to do your homework for you.

Lost Property!

Don't worry! Most lost property turns up in the most unusual of places. This is the best plan:

- Stop and think when you last remember having your property, e.g. the last room you were in*
- Go and look there and all of the rooms you have been in since. Re-trace your steps!*
- See if it has been handed in to the Main Office or in the lost property boxes in the main entrance*
- Report lost property to your teacher*
- Check again at HOME*
- When you find it – make sure that it is named. Next time it will get back to you more quickly if it has a name in it*

Absence from School

If you have been absent from school you must remember to bring a letter into school (or someone needs to complete the form on the online school) explaining why you were off. Your attendance will be monitored very closely as you need to be in school in order to reach your full potential.

Lateness

If you are late for school:

- *Go straight to the office, if it's after 08:50 for KS2 and after 8:55 for KS1. A 'late' marked will be recorded, however if you arrive at school after 9:10 the registers are closed and you will receive a 'late after registration' mark.*

Forgotten Kit

Firstly, try not to forget – it is your responsibility to bring kit into school. However, if you do forget your sports kit or any equipment on a particular day, report it to your Class Teacher. You may be able to make a telephone call to your parents, and they may be good enough to bring it to school for you.

Fire Drill

Your Class Teacher and subject teachers will give you details about the fire drill. Notices are displayed in each room indicating the exit procedure.

If there is a fire drill:

- *BE SILENT*
- *FOLLOW DIRECTIONS GIVEN TO LEAVE THE BUILDING*
- *ASSEMBLE ON THE DESIGNATED AREA*
- *LISTEN TO YOUR TEACHER'S INSTRUCTIONS*

IF IN DOUBT ABOUT ANYTHING, ASK A MEMBER OF STAFF

Appendix 1

Homework Expectation at Sherdley

Pre-School and Reception

We expect ALL pupils to:

Spend time enjoying books at home – this could be visiting the library and selecting their own books; sharing stories at bedtime; helping to turn the pages in a story book; looking through a cookery book and pointing to images, using a tablet to engage with interactive stories that they can talk about or just inventing their own story by looking through a book, or when playing with their toys. PLEASE RECORD ALL READING IN THE 'READING RECORDS'.

Home Learning Tasks—Pupils will be given a fortnightly Home Learning Task, which will be closely linked to their school theme.

These home learning tasks form an important part of your child's learning and evidence from them can be used to show that children have achieved certain elements of learning which they may not feel as comfortable demonstrating in the school setting.

These should be returned to school by the deadline given – there are various ways depending on the task and if you need any resources to complete tasks please ASK THE CLASS TEACHER – we don't expect you to buy resources; we have plenty in school which we will happily share!

Years 1 - 6

We expect ALL pupils to:

Spend time reading at home and record this in the Reading Records for KS1 and on the Go-Read (online reading record) – this could be a Book Band reading book from school or something else that you like to read (a library book, a novel from a series you like, a magazine or comic on sports or ANYTHING else!)

In Y3-6 children can access Reading Plus for additional reading.

Spend time learning your Multiplication Tables – you will be tested on these in school and will be expected to know the division facts associated with the times tables too. These will help you greatly in all of your maths activities especially when you move through school and want to achieve Greater Depth in Maths by the end of Year 6.

Spellings – we will not be doing weekly spelling test. Children will be provided with access to the online Spelling Shed to support the learning of spellings (details will follow in early September). Spellings matter for you by the Year 6 End of Year tests – both for the spelling test and also for the writing element – you cannot achieve the expected standard for Year 6 if your spelling is inaccurate!

Additional Practise tasks—Class teachers may give out additional tasks to some or all pupils throughout the year. These will be based on class assessments linked to achieving the End of Year Expectations – some pupils may need a little extra practise of a strategy or a concept. It is an expectation that these are completed and returned to school.

Year 6 – Y6 may get additional homework that is directly linked to SATs preparation and revision. Completion of homework is also a good preparation for your transition to high school

Graduated Approach Stages for Behaviour / SEND / Mental Health / Safeguarding Concerns

In order to ensure that any and all concerns are responded to efficiently, a graduated approach has been implemented at Sherdley Primary School. The following 5 stages describe how we will look into and deal with any concerns. All concerns should be responded to in a timely manner and recorded on the school's CPOMS system.

Stage 1 – Class Teachers	
<p>Class teacher to record any concerns on CPOMS (actions to be also added) and follow up agreed actions.</p> <p>If unresolved, this must be passed onto relevant staff in Stage 2 immediately.</p>	<p>Include the following:</p> <ul style="list-style-type: none"> The incident / class teachers' action /LSAs action Talk to the child / talk to parents & record outcomes Agree timescales and record Possible resolution and outcomes / next steps <p>If unresolved move to Stage 2</p>
Stage 2 – Phase Leaders EY – Mrs Baxter / KS1 – Mrs Fleming / Lower KS2 – Mr Hughes / Upper KS2 – Miss James	
<p>Escalation to Key Stage Leader (or another KS Leader if stage 2 was a leader). If unresolved, this must be passed onto relevant staff in Stage 3 immediately.</p>	<ul style="list-style-type: none"> Contact parents and discuss the previous stage Arrange follow-up meeting or phone call Record resolution and outcomes If a SEND concern, escalate to Mrs. Bennett <p>If unresolved move to Stage 3</p>
Stage 3 – Assistant Headteachers - Mrs Stroud (SENCO) / Mr Davies	
<p>If behaviour is SEND related please contact Mrs Stroud. For Safeguarding and/or multiple concerns escalate to Head of School - Mrs K Bennett.</p> <p>If unresolved, this must be passed onto relevant staff in Stage 4 immediately.</p>	<ul style="list-style-type: none"> Review previous stages Communicate with parents and arrange a meeting to discuss Arrange follow-up meeting or phone call Record resolution and outcomes If unresolved move to Stage 4
Stage 4 – Mr McCoy Or Mrs Bennett	
<p>Escalation to Head of School – Mrs Bennett Escalation to Executive Headteacher – Mr T McCoy</p>	<ul style="list-style-type: none"> Review previous stages Meet with parents and discuss Record next steps Arrange follow-up meeting or phone call Record resolution and outcomes If unresolved provide parents with a copy of the school's Concerns and Complaints Policy and move to Stage 5
Stage 5 - Governors	
<p>Implement the Concerns and Complaints Policy</p>	<ul style="list-style-type: none"> Parents to complete a complaints form that will then require the policy to be implemented

NB - At any point in the above stages should there be a risk of significant harm a Designated Safeguarding Lead should be informed immediately.