



**Reedley Primary School**  
**Reedley Road, Reedley, Burnley, BB10 2NE**  
**01282 693688**

### **A Parent/Carer Guide Of “What To Expect As Part of Team Reedley”**

A copy of this guide can be found on the school website [www.reedley.lancs.sch.uk](http://www.reedley.lancs.sch.uk) under ‘Newsletters’. Whether you are new to our school, or have been with us for a while, I thought it was worth running through some of the main answers to regular questions that we get asked. It is quite lengthy so I suggest you find a quiet time to sit and read through it! I would suggest keeping hold of it to refer to throughout the school year.

Please let me know if you need clarification on any of the points below.  
You can usually find me at the school gate at the start and end of the school day.

Mrs Bell  
Headteacher



### **Uniform**

We expect all children to wear full school uniform every day. This includes plain black school shoes/boots with a sensible heel, not trainers and no logos. If children have a problem with their usual school shoes, they wear their black school pumps whilst in school.

Uniform can be purchased from school. Please See Mrs Iqbal.

The children are expected to keep their shirts tucked in if they remove their jumpers and not to have their jumpers around their waist, as we want high standards from our pupils, including their uniform presentation. Please ensure that all items of clothing are named – then they be returned to your child if the items become lost. Jewellery is not allowed in school expect for a small pair of stud earrings and a watch. For PE lessons, the earrings must be covered over with plasters (provided by the parent) or removed. For swimming lessons they must be removed. The children must be able to remove them themselves. Please keep all other jewellery at home at all times for safety purposes. If it has to be taken from a child, it could get lost in school.

### **PE Kits**

The children all need to have a school PE kit which consists of a red t-shirt, black shorts and black plimsoll pumps. Girls can wear plain black leggings.

This kit is brought into school on the first day of a term and goes home at the end of the term, remaining in school so that the children always have the required kit for their lessons.

Children who take part in after-school sport’s clubs need to bring in additional kit for this purpose and should not be using their school PE kit, otherwise the kit can get muddy or left at home.

If a child does not have a PE kit, parents will receive reminders on a regular basis, until a kit is provided.



### **Communication**

Our main way of communicating with you is via text. You need to register via the school website for this. Please see Mrs Iqbal if you need help registering. We also use the school app for booking parent evening appointments, so it is really important that you have access to the app.

### **Photographs of Children**

We like to share our successes in school with others. This can be on our school website or in the local paper. The large majority of parents have already given permission and this remains on file. You do not have to re-sign.

Whilst we fully understand that you wish to photograph your children in any shows or school events, we would ask that you do not take photographs of other children and do not place photographs of your own children on social media if another child can be identified in the background.



### **School Photographs**

The school photographer comes into school annually to take photos of the children individually, with siblings and also in family groups. We will inform you of the dates, so please check the letters when they come home.

### **Attendance**

It is important for your child's success that they attend school as much as possible. Whilst they are absent from school, they may miss crucial parts of their education. 95% attendance is the equivalent, over a year, of 9 days of school missed, which is nearly two weeks. 90% attendance is the equivalent of 19 days of school missed, nearly four weeks.

Obviously there are occasions when children are poorly, and under these circumstances, they need to stay at home. Parents/carers must inform us of the absence and keep in regular contact during the absence for the absence to be recorded as authorised. Please call the school to report the absence as soon as you are aware that they are going to miss school.

Family holidays and MUST NOT be taken during term time and will not be authorised, no matter what the circumstances.

If a child has an unauthorised absence for more than five school days, then Lancashire County Council will issue a Fixed Penalty Fine. Further details can be found in our Attendance Policy on our website.

The fine is currently £120 per parent for each child, although this is halved if paid within 21 days.

Failure to pay the fine, would result in a court summons.

The money does not come to the school and we have no powers to cancel the fine.

If your child will miss any school for any reason, you must discuss this with us prior to the event but again, it is likely to be unauthorised and therefore you will have to pay a fine. This includes if you need to visit poorly relatives as this is not an authorised reason to miss school.

There will be a termly treat for all children who achieve at least 96% attendance in a school term. Parents are informed of their progress towards this at half termly intervals.

At the end of the year, children with at least 96% attendance for the whole year are also rewarded with an attendance award.



### **Punctuality**

Similarly, it is vital that the children are in school on time every day. The pedestrian gate is unlocked at 8.40am and locked at 8.50am when the school day starts. Children arriving after this time need to enter school via the School Office and must be dropped off there by an adult, as they have to cross the front of the school driveway to get to the office.

Our lessons start promptly at 8.50am so children arriving after this time often miss instructions and demonstrations from the teacher and children say that it is embarrassing walking in late to lessons. Five minutes of lateness everyday is the equivalent of 20 lessons missed over the year.

School finishes at 3.30pm. The pedestrian gates are open from 3.25pm to 3.35pm. Parents/carers arriving after this time will need to collect children from the School Office. Children often get distressed when not collected on time. If you know that you will be late collecting your child, please phone ahead to let us know, otherwise all children need to be collected at 3.30pm promptly. Children from Y4 upwards are able to walk home (with parental permission), all other children need to be collected from the playground. It is not safe for them to wait by the roadside.

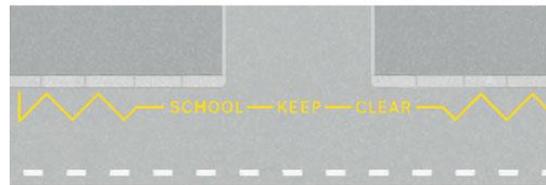
### **After-school Clubs**

Our children enjoy taking part in after school clubs. Staff volunteer their time to plan and deliver a wide range of clubs and we will continue to do so. Clubs run for a term and then children have the option to sign up for another club. Please ensure that you read the letters carefully which give you details of the dates the club will be on. Clubs run from October to June from the second week of a new term. Letters are sent home to allow you to sign up for the clubs. Whilst we want children to get involved, all of the clubs have limited places, so it is important to get your letter back into school as soon as possible once they are issued. Please remember that all clubs finish at 4.15pm. Many of our children have still been in school after 4.30pm. This is unfair to the staff, who end up staying in their own time to look after the children. If children are picked up late on three occasions, they will lose their place in the club.

### **Breakfast Club**

Reedley has a Breakfast Club which opens from 8am every morning. Children need to be dropped off at the door by an adult, as they have to walk across the driveway at a busy time of day. You must use the pedestrian path and not walk up the school driveway as staff members will be arriving at this time. It is free for the children to attend, although we ask for a voluntary donation of 50p per day, to enable us to buy toys and games for the children to use.

Children can attend every day, or on individual days. Please let us know in advance, if you would like you child to attend. There are currently some places available. It is a great way to avoid the traffic congestion outside school, as there are a few more places to park at 8am. Adults dropping children off for breakfast club are not permitted to drive into the school park park.



### **Parking**

Parking outside Reedley School is very tight. Please do not park on the pavements, on or opposite the yellow zig-zags or where you may be blocking someone's driveway. School staff sympathise about the lack of parking, which is typical of schools in residential areas. Please do not jeopardise the safety of our pupils by parking where you shouldn't, or by allowing your children to get out of the car whilst it is in the middle of the road. Cars parked illegally often restrict pupil's view of oncoming traffic. Having seen several incidents outside our school where children have very nearly been knocked over, I cannot emphasise enough how important it is to get all of the children in and out of school safely. It only takes one mistake for a tragedy to occur. We will pass details to the police if we see illegal activity or driving or parking which puts our children's lives at risk.



## **Medicines In School**

**Medicine:** There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. However, staff at Reedley have volunteered to do so for the benefit of pupils.

In cases where medication should be administered three times a day, this should be done before school, immediately after school and at bedtime. We recognise that there are exceptions to this, and in such circumstances, the following guidelines will be followed:

Only prescription medicines, clearly labelled for use by the named child by a pharmacist, which need to be taken during the day, may be administered. Alternatively, parents may choose to administer the medicines themselves and can come into school to do so. Each item of medication must be delivered to Mrs Iqbal or Mrs Walton in the School Office, not handed to other staff members or sent into school with the child. The parent needs to complete and sign a form giving details of the medication. If this procedure is not followed, then the medicine cannot be given.

**Inhalers or EpiPens:** If your child is on our medical register as requiring medication such as an EpiPen or Inhaler, they should not come to school unless we have a supply of the medicine – as your child’s life could be in danger without the required medication. Staff check the medicines that we have in school and will inform you if we do not have enough or if it is going out of date. You must ensure that further supplies are sent into school.

If your child no longer requires the medicine, you must inform us in writing and come into school to collect any remaining supplies. These cannot be sent home with the children.

You will be asked to complete a medical care plan every 12 months, to ensure that the information that we hold is accurate.

## **Behaviour**

We expect high standards of behaviour from our pupils at all times and, on the whole, they do not let us down. The children of Team Reedley have very good manners and know how to behave well. However, if there are instances where children have broken rules, there will be consequences which may include a verbal warning, missing all or part of a playtime, time out of class and often the parent receiving a phone call home or being asked to meet with the classteacher or Phase Leader. Parents and pupils need to be aware that if a serious incident occurs, the child may not be able to attend a school club or a school trip for five school days, as we need to ensure that they are capable of, and willing to, abide by the school rules before they partake in a situation which relies on good behaviour. You will be informed if this is the case.

## **Academic Success**

There is information on the school website detailing what the children are learning in each year group. (See Curriculum Provision) on our website. There are also links to some examples of the assessments that the children take in Y2 and Y6.

Within all the classes from Y1 to Y6, the teachers carry out regular assessments of the children based on the work that they carry out each day.

At the end of each term, the teacher makes a judgement based on each child’s learning in class, as to where the child’s current level of attainment is. Eg, a child working at national expectations in Year 1 would be ‘Year 1 Beginning’ at Christmas, ‘Year 1 Within’ at Easter and ‘Year 1 Secure at Summer’. However, not all children will be working at the national expectations. The work that children receive is monitored very closely in school. The most important factor is that children make progress whatever their current level of attainment is.

There will be opportunities for parents to meet with teachers to discuss their child’s progress and to look at their books. Look out for letters coming out with the dates on.

### **Statutory National Tests**

Y6 will take their SATS tests in May.

Y2 will complete SATS tests throughout May.

Y1 and some Y2 pupils will take a phonics test in June.

### **Dressing Up Days**

Our children are fantastic at rising to an occasions and love dressing up for a special event. Thank you all for supporting these ventures. We promise to give you as much notice as we can, so that you can be prepared. We will always ask the children to dress up as a book character for World Book Day in March, to dress up to raise money for Children In Need and for other events as they occur.

### **Homework**

We feel that homework is important for a number of reasons. It allows you to see what your child has been learning in school and to feel involved in the process. It also helps to get the children into a routine of completing homework and returning it on time – which is very important preparation for when they get to High School. It also helps to consolidate skills covered in class. New concepts are usually not set for homework. Usually it is work which the teacher has explained which needs extra consolidation or practice. We have got access to a number of online programmes which we use as part of the children's homework.

### **Rewards**

Our staff constantly look to reward children who demonstrate excellent conduct in school. Children are able to achieve Team Points, Phase Points and individual stickers or certificates. In addition to this, each week two children will receive recognition for demonstrating the class value, eg determination, perseverance, honesty, integrity, cooperation etc. Two children will receive the Special Mention on a Friday. Those children will each be able to take the Value Bear home for one evening in the following week. The bear joins in with your normal family routines for the evening – please don't organise special events. They love having stories read to them and watching tv. They don't like being fed, having baths or sleeping out of their designated beds though. They should not sleep in the bed with your child!

### **Educational Visits**

We know that the children at Reedley really enjoy school trips and we aim to ensure that all classes have the opportunity to go on at least one trip during the school year, to enhance their learning experiences. We ask that you support us by returning any slips and payment promptly. Our school budget is very tight and we do need to receive money for the trips and experiences that we plan, otherwise we are not able to offer these experiences.

If you have any concerns or questions at any time, we are happy to chat to you. In the first instance, concerns should be raised with your child's classteacher or Phase Leader. Call Mrs Iqbal on 01282 693688 if you require an appointment.

#### Key Staff Members

##### **LEADERSHIP TEAM**

- **Mrs S Bell – Headteacher**
- **Mrs K Gorrell – Deputy Headteacher**
- Miss J MacKenzie – Phase Leader for Reception (Early Reedley)
- Mrs Collins – Phase Leader for Year 1 and Year 2 (Lower Reedley)
- Mrs C Lambert – Phase Leader for Y3 and Y4 (Middle Reedley)
- Miss S Pool – Phase Leader for Year 5 and Year 6 (Upper Reedley)
- **Mrs J Walton – Pupil Support Manager**
- **Mrs A Iqbal – School Business Manager**