

Swan Class Parent Information Session

12th September 2025



Staff

- ▶ Mrs Wise (Teacher)
- ▶ Mrs Basu-White (Teaching Assistant Level 2)
- ▶ Vacant (Teaching Assistant Level 3)
- ▶ Miss Watson
(Student Teaching Assistant- Mondays and Thursdays)
- ▶ Mrs Shuttleworth
(Teaching Assistant - Wednesday and Friday afternoons)
- ▶ Mrs Fulford (Teacher - Friday afternoons)

Senior Leadership Team



Mrs Blunt
Headteacher

Mr Kingham
Deputy Headteacher
SENDCo



Mrs Mason
Deputy Headteacher

The Senior Leadership Team works across both Harlington and Sundon Lower Schools.

Values

- ▶ We are proud to be a values based school.
- ▶ We teach a value each month in class and in assemblies.
- ▶ Our behaviour system links back to our values.

Our values are:

	Year A	Year B
September	Respect	Respect
October	Responsibility	Responsibility
November	Peace	Independence
December	Compassion	Patience
January	Appreciation	Appreciation
February	Honesty	Honesty
March	Perseverance	Courage
April	Trust	Forgiveness
May	Co-operation	Resilience
June	Positivity	Hope and Optimism
July	Friendship	Citizenship



Behaviour

Sundon Lower School Behaviour Policy

 At Sundon Lower School, we are  **respectful**,  **responsible** and  **safe**.

We show  each other the  value of  **kindness**.

This means using  kind words,  kind hands and  kind feet.

If you do these things, an  adult may say  'well done'.

You may get a  sticker or a  dojo point.

You might get a  certificate in  assembly.

   
What happens if my behaviour is unkind?

 
Reminder and choices

 
1st warning

 
2nd warning

 
An adult will give me a consequence.

 
Sent to Mr Kingham.

   
Sent to Mrs Blunt. Your family will be phoned.


You may be excluded.

Behaviour

- ▶ DoJos are used across the school
- ▶ Swan class also given physical stickers which can equate to one DoJo.
- ▶ An SLT sticker = 5 DoJos
- ▶ DoJos can be given for good listening, sitting nicely on the carpet, being kindness, good tidying, sharing, working hard, excellent work, showing the values/manners, sports.
- ▶ A child each week from each class will be in the golden book
- ▶ Sports certificates from home can be shared in assembly
- ▶ Values leaves can be brought in from home to celebrate children showing the values at home
- ▶ When a whole class gets a multiple of 500 DoJos, they can choose a class treat e.g. an extra playtime
- ▶ Individual DoJos equate to rewards. We're still working on exactly what these rewards will be, but we'll let you know soon!

Attendance

- ▶ Staff are in school every day unless they are unwell or there are exceptional circumstances - we ask that parents do the same.
- ▶ If your child won't be in school, please email the school office.



Punctuality

- ▶ Gates open 8:40am
- ▶ Door closes 8:45am
- ▶ Children arriving after this time will be marked as late. Children arriving after 9:00am will be classed as arriving after registration.

Holidays

- ▶ Holidays cannot be authorised. However, please do complete a request form (available on the school website) and hand it into the school office.
- ▶ For any other leave of absences, please also complete a form.



PYRAMID SCHOOLS TRUST

Application for Leave of Absence during Term Time

- This form should be completed **AT LEAST SIX WEEKS** prior to the requested absence date.
- A separate application must be completed for each child.

Pyramid Schools Trust School			
Students full name			
Address			
Form / Class name			
Date of Birth		Year Group	
Period of Absence			
From		To	
Number of school days		Return to school date	
Absence • <u>CBC Holidays in term time guidance</u> • If request is for a family holiday, please explain the exceptional circumstances why it MUST be in term time			
Name		Relationship to student	

Pyramid Schools Trust
Address: Harlington Upper School, Goswell End Road, Harlington LUS 6NX
Telephone: 01525 755100
Email: contactus@pyramidschoolstrust.org
Website: pyramidschoolstrust.org

Signed		Date	
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Please indicate if your child/ren has a sibling in our local schools:

Pyramid Trust Schools	Other Schools
Arnold Academy	Chalton Lower School
Harlington Lower School	Eversholt Lower School
Harlington Upper School	Greenfield Lower School
Parkfields Middle School	Silscoe Lower School
Ramsey Manor Lower School	Toddington St George Lower School
Sundon Lower School	
Westoning Lower School	

School Action	• Previous holidays checked • Liaise with feeder schools prior to decision / authorisation • Form teacher / Head of Year informed / consulted • Supporting evidence required
Current Attendance Figure	

Decision regarding request for leave of absence in term time

Number of days requested	
Absence request authorised	
Absent request unauthorised	
Absent request can be partly authorised	
Reason for decision	
Signed by Headteacher	
Date	

Early Years Reading expectations

- ▶ Twinkl Phonics will start next week for Nursery and Reception.
 - ▶ Reception children will bring home a fully decodable book matched to their current phonics level (from the Twinkl Rhino Readers scheme).
 - ▶ Nursery children may bring home an activity or song to support their learning.
 - ▶ Reception children will bring home a Reading Record with the book for you to sign and comment each time you read with your child at home.
 - ▶ Please keep the reading record and reading book in your child's book bag after reading with them at home.
 - ▶ Books will be changed once a week to give your child time to practise and build confidence. Reading books are changed every **Monday**
 - ▶ We encourage you to read with your child at least **5 times a week**. They don't need to read the whole book each time—just a few pages a night is perfect, and they might read the whole book two or three times across the week. Reading the same book multiple times helps with decoding, fluency, expression, and comprehension.
 - ▶ Nursery and Reception children will also take home a “reading for pleasure” book from the library, which is for sharing and enjoying together - it may not be decodable. This will be changed in the class weekly library slot every **Friday**.
 - ▶ Teachers will hear every child in Swan class read multiple times throughout the day in phonics lessons and across the curriculum. Teachers will hear every Reception child read every week. Children will also be heard by TAs and reading volunteers.
- Please support your child's reading by encouraging regular practice at home—it makes a big difference!

Homework

- ▶ Reception children are expected to read 5 times a week at home - this is the main part of their homework.
- ▶ Nursery children may bring home a phonics song or activity from their phonics lesson.

Snack

- ▶ Nursery/Reception - A selection of fruit, vegetables and milk every morning. They sit at tables in small groups and the teacher brings them the milk/water and fruit.



What to bring to school?

- ▶ Waterproof coat
- ▶ Named water bottle
- ▶ Spare clothes in named plastic bag to put on peg and leave in school.
- ▶ Swan class don't need to bring in any pencil cases as all writing materials provided in school.

Early Years Curriculum

- **Communication and Language**
Listening, Attention and Understanding
Speaking
- **Personal, Social and Emotional Development**
Self Regulation
Managing Self
Building Relationships
- **Physical Development**
Gross Motor Skills
Fine Motor Skills
- **Literacy**
Comprehension
Word Reading
Writing
- **Mathematics**
Number (understand number, number bonds)
Numerical Patterns (more/less, double/halves)
- **Understanding the World** - Past and Present
People, Culture and Communities
The Natural World
- **Expressive Arts and Design**
Creating with Materials
Being imaginative and Expressive

Assessment

Reception Baseline Assessment (Government to measure school progress)

- ▶ Early Mathematics
- ▶ Early Literacy, Communication and Language

EYFS Profile (end of June)

Assessment of 17 Early Learning Goals across the seven areas of development

Lunches

- ▶ Free schools meals for all children in Reception, Year 1 and 2.
- ▶ School lunches can be booked via catering app.
- ▶ Please ensure that packed lunches are healthy and nut-free.

Uniform

- ▶ Red sweatshirt or cardigan with school logo
- ▶ White shirt or polo shirt with or without school logo
- ▶ Smart, tailored grey trousers either full length or shorts, grey skirts or pinafore
- ▶ Summer alternative- Red checked dress, grey skirt, grey shorts
- ▶ Plain grey or white tights or grey or white socks
- ▶ Black flat heeled school shoes (not trainers, canvas, or open toed).
- ▶ Red fleece jacket with school logo for outdoor wear (optional). May be worn to and from school or at playtimes.
- ▶ **Please clearly label all items of clothing including each glove, hats etc.**

PE kit for Nursery and Reception

- ▶ Navy or black shorts
- ▶ Round neck T-shirt in house colours (please ask me or Mrs Bork if you are unsure of house colour)
- ▶ Trainers/Plimsoles
- ▶ Black or navy tracksuit bottoms and/or a black or navy hoodie may be worn for outdoor PE

PE is every Tuesday.

Safeguarding

- ▶ If you have any safeguarding concerns, please speak to Mr Kingham, Mrs Blunt or Miss Sanby.
- ▶ Please ensure that you have set a collection password via the school office.
- ▶ Please pass the password onto anyone who is collecting your child for you.
- ▶ Any unfamiliar adult will be asked to give the password before your child is released for collection.

Communication

- ▶ If you have any questions, concerns or want to pass on information, please speak to Mrs Wise in the first instance.
- ▶ For any safeguarding concerns, please speak to Mr Kingham, Mrs Blunt or Miss Sanby.
- ▶ For any SEND related questions, please speak to the Mrs Wise or to Mr Kingham.
- ▶ If you still have concerns after speaking to Mrs Wise, please speak to Mr Kingham and then to Mrs Blunt.
- ▶ For school dinners, medication, please speak to Mrs Bork.

Trips and special events

- ▶ Phonics Information 9-10am at Harlington Lower School - Thursday 18th September
- ▶ Macmillan Coffee Event - Wednesday 24th and Thursday 25th September
- ▶ Hello Yellow - 10th October - Wear yellow
- ▶ Parents Consultation - Tuesday 30th September and Wednesday 1st October
- ▶ Swans Nativity - Thursday 11th December tbc
- ▶ Class trip in Summer Term tbc
- ▶ Sports Day in Summer Term
- ▶ Charity Week in Swan Class
- ▶ Keep updated with newsletter

Volunteers

- ▶ We are currently looking for volunteers to help with reading.
- ▶ If you are interested, please speak to the office.

Any questions?

