

Owl Class Parent Information Session

10/09/25



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
- ▶ Younger years may want to give physical stickers which can equate to one DoJo.
- ▶ An SLT sticker = 5 DoJos
- ▶ DoJos can be given for hard work, excellent work, showing the values/manners, sports, participation, helping others, 5 Bs
- ▶ 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.



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			
• CBC Holidays in term time guidance • 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	Silsoe 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	

Reading expectations

- ▶ Your child will bring home a reading book matched to their reading level, chosen from our school's reading scheme to help them build fluency, confidence, and comprehension.
- ▶ Books may be changed up to three times a week to allow for meaningful reading and understanding. You'll be informed of your child's book-changing days through the termly class information sheet.
- ▶ Please support your child by reading with them at least five times a week. A few pages each evening is ideal—taking time to discuss the story or text and ask and answer questions will help deepen your child's understanding and enjoyment. Children may also benefit from re-reading sections to build familiarity and confidence.
- ▶ Your child will also bring home a "reading for pleasure" book from the school library. This book is for shared enjoyment and may be above your child's independent reading level.
- ▶ Teachers will hear every child read multiple times throughout the day in writing and reading lessons and across the curriculum. Teachers will hear every child read individually at least once per half term. Children will also be heard by TAs and reading volunteers.
- ▶ Encouraging regular reading at home makes a big difference to your child's progress—thank you for your continued support!

Homework

- ▶ Children are expected to read 5 times a week at home - this is the main part of their homework.
- ▶ KS2 - Children should spend **10** minutes, three times weekly on Times Table Rockstars.
- ▶ Spellings will not be sent home each week but a spelling list will be shared each half term if you wish to practise spellings with your child. They will not be tested on these.

Snack

- ▶ Year 3 and 4 - You are welcome to send in fruit or vegetables as a snack.



Assessment

- ▶ Termly Pixl tests - Reading, Grammar, Maths
- ▶ Half termly Big Writes
- ▶ Year 4 Multiplication Tables Check

Lunches

- ▶ If you think you may be eligible for free school meals, please speak to the school office.
- ▶ School lunches can be booked online
- ▶ 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**

PE kit

- ▶ Navy or black shorts
- ▶ Round neck T-shirt in house colours
- ▶ Trainers (plimsolls only for Reception)
- ▶ Black or navy tracksuit bottoms and/or a black or navy hoodie may be worn for outdoor PE

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 the child's teacher 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 class teacher or to Mr Kingham.
- ▶ If you still have concerns after speaking to the class teacher, please speak to Mr Kingham and then to Mrs Blunt.

Trips and special events

- ▶ Y3 Faith Tour 1st October
- ▶ Residential March 11th-13th
- ▶ More to follow!

Volunteers

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

Any questions?

