Swan Class Parent Information Session

11th September 2026

Staff

- Mrs Wise (Class Teacher)
- Miss Thompson (Teaching Assistant)
- Miss Watson (Student Teaching Assistant)
- Mrs Wright (PPA cover Friday Mornings)

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





























Behaviour



- DoJos are used across the school
- Swan class are given 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, good tidying up, being helpful, good listening
  - When a whole class gets a multiple of 500 DoJos, they can choose a class treat e.g. pyjama party, party games
- Individual children get certificates for set numbers of DoJos e.g. 100. These are given out in celebration assemblies.A child each week from each class will be in the golden book
- Sports certificates from home can be shared in assembly

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.

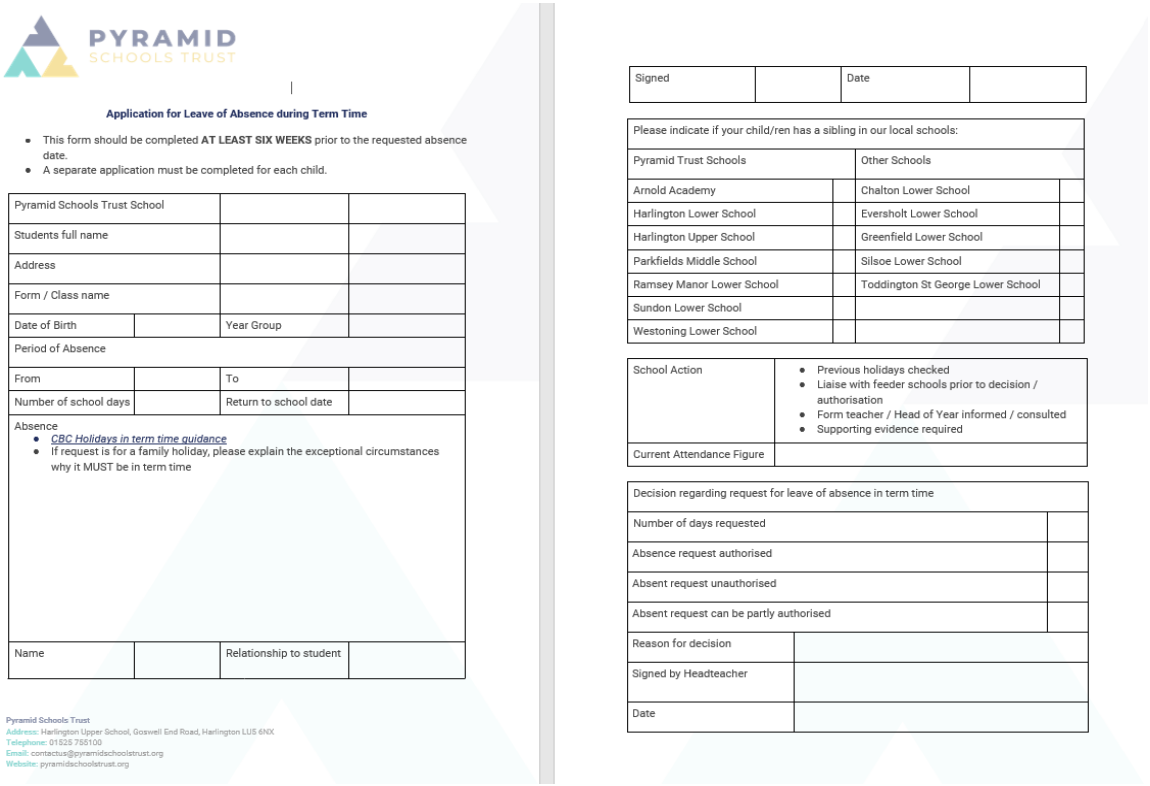


Punctuality

- Doors 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 • *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 LU5 6NX
Telephone: 01525 755100
Email: contactus@pyramidschoolstrust.org
Website: pyramidschoolstrust.org

Signed		Date	

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

- Our Twinkl phonics (letter sound) scheme will start soon and children in Reception will bring home a fully decodable book matched to their current phonics level (from the Twinkl Rhino Readers scheme).
- Books will be changed once a week on a **Friday** to give your child time to practise and build confidence.
- 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 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 every Friday.
- Teachers will hear every child read multiple times throughout the day in phonics 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.
  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.
- In Reception a Maths activity will be sent home each week on a Friday and is due back in on a Thursday.
- Nursery children may go home with a rhyme or song they have been doing in their group phonics sessions.

Snack

- Nursery/Reception – A snack of fruit or vegetables will be given.
- Milk or water
- Children sit at tables and pour their own drinks and share fruit.



EYFS Curriculum

Communication and Language
- -Listening, Attention and Understanding
- -Speaking

Personal, Social and Emotional
- -Self Regulation
- -Managing Self
- -Building Relationships

Physical
- -Gross Motor Skills
- -Fine Motor Skills

Understanding the World
- -Past and Present
- -People, Culture and Communities
- -The Natural World

Expressive Arts and Design
- -Creating and Materials
- -Being Imaginative and Expressive

Mathematics
- -Number
- -Numerical Patterns

Literacy
- -Comprehension
- -Word Reading
- -Writing

Assessment

- Reception Baseline Assessments in September.
- Children's progress regularly monitored in all areas of curriculum and Reception assessed at the end of Reception.

Lunches

- If you think you may be eligible for free school meals, please speak to the school office. All children in Reception have free school meals.
- School lunches can be booked via Parent Pay.
- 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
- Red round neck T-shirt
- Trainers/Plimsoles
- 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, Miss Sanby or Mrs Bork.
- 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 teacher in the first instance.
- For any safeguarding concerns, please speak to Mr Kingham, Mrs Blunt, Miss Sanby or Mrs Bork.
- 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

- Nativity Walk around Sundon.
- Swans Nativity Play in December.
- School Sports Day in the Summer Term.
- Summer term trip with Harlington Lower School Reception class.
- Class Charity Week in the Summer Term.

Working Together Sessions - Dates may change so please check newsletter.

Share a book
17th September 2.30-3.00

Phonics
15th October 9.00-9.30

Christmas Craft
3rd December 2.30-3.00

Healthy Living
14th January 2.30-3.00

Maths
11th February 9.00-9.30

Mothers Day Craft
4th March 2.30-3.00

Charity Week Activity
8th April 2.15-3.15

Father Day Activity
17th June 2.30-3.00

Reception Transition Skills
1st July 9.00-9.30

Tuesdays - PE

Thursday - Show and Tell
Maths homework due

Friday - Reading and Library book return

Things to do:

Return any forms to office - allergy, toothbrushing scheme, intimate care form.

Spare clothes to be kept in school for accidents - named plastic bag kept on peg.

Check the newsletter each week for class and school events and the class window.

Any questions?

