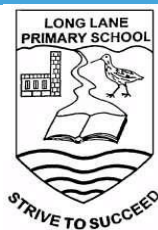


Long Lane Primary School Prospectus



The information provided in this prospectus is correct as of 1st September 2023.

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Long Lane Primary School

Long Lane, Tilehurst, Reading, Berkshire, RG31 6YG

Telephone/Fax: 0118 942 7187

www.longlane.w-berks.sch.uk

office@longlane.w-berks.sch.uk

 @LL_Primary

Dear Parents/ Carers,

We would like to extend a very warm welcome to Long Lane Primary School. We hope that this Prospectus will help you to make up your mind about which Primary school to send your child to. If you have already decided on Long Lane, then we're glad and hope the further information you need is here.

Our school vision states that at the end of their time at Long Lane Primary School, all our children will take with them a love of learning. We believe that learning happens everywhere and are committed to active and outdoor learning whether that be in the classroom or in the playground. We hope that you will feel that you too share the same vision. The full version of the vision can be seen on **page 5**.

Having the right staff in school is really important and we are fortunate to have both talented and dedicated staff who place the welfare of the children in their care as top priority. Active support and co-operation from parents, pupils and the governing board is another key characteristic of our school.

We are confident that when you visit us you will feel the strong sense of community that so many of our guests comment upon. Our school motto is 'Strive to Succeed' and, by working in partnership with you, we really can bring out the best in your child both socially and academically.

We set out several open days in the Autumn Term when I am pleased to show you the school, with or without your children. These are always with other interested parents. Although we can also accommodate keen parents at any time of the year should you be moving into the area. There really is no substitute for coming to see our school when the children are in it! After all, they are the reason we are here and everything we do has our children at the heart of it.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tina Allison', written over a light blue horizontal line.

Mrs. Tina Allison, B.Ed. (Hons), NA SENDCo, NPQH
Headteacher



About the School

Long Lane Primary is a Community School, opened in April 1966 and maintained by West Berkshire Council. There are around 210 children on roll who are taught in seven classes. We invest in highly qualified Teaching Assistants, who support the work of whole classes, small groups, and individual children.

We have a large playing field, two smaller playgrounds, one large playground and an outdoor learning environment, which serves the needs of the Foundation Stage children. We also have an outdoor area for Year 1 and Year 2 and are developing our continuous provision within the KS1 setting.

The school is very well equipped with ICT equipment. We have a suite of PCs plus 2 or 3 computers in each classroom and, from Reception to Year 6, each room has a large screen TV. Our whole school network encompasses over 100 PCs and laptops. We have wireless connectivity across the whole site. In order to make the most of the technology we also have a growing number of laptops, some with touch screens. The children love using them!

Teaching is class based and children are grouped flexibly to meet their learning needs. Children are given learning activities to complete with parents at home as well as other regular activities to practise. Our reading scheme is the 'Accelerated Reader' programme which draws upon books from a wide range of publishers. The school teach a subject specific curriculum, that supports links with themes where relevant. We offer a wide variety of active and exciting opportunities across the year groups with a planned progression of skills and knowledge in each subject. Curriculum maps can be found for each class on our website and show Learning Objectives that can be used to support your child's learning.

Inclusion for all is extremely important to us at Long Lane and we pride ourselves on a proactive approach to ensuring that all children feel represented, with a sense of belonging, regardless of disadvantage of any type. It is just as important that our children are taught to respect and celebrate difference as well as support each other. We have a robust system in place for early identification of need and scaffold and support children accordingly to reach their own potential and be the best version of themselves.

Personal development

At Long Lane we are fully committed to developing a holistic approach to learning which includes supporting all pupils with personal development skills from their starting points. We acknowledge that all children have different lived experiences and personalities and strive to instil intrinsic values that support 'self motivation', their 'love of learning' and 'being a good learner'. We do this through the promotion of 'Secrets of Success'. Alongside this we adopt a Therapeutic Approach to Behaviour that encourages empathy and understanding of feelings and supports all pupils to display pro-social behaviours and to talk through negative behaviours and learn from them. More information about this can be found on our website. In order to give children a balanced and inclusive perspective on society, the school teach from the Jigsaw scheme for PSHE.

Active and outdoor learning

Long Lane School encourages active and outdoor learning wherever possible. We believe that children need opportunities to build social skills and become good problem solvers through measured risk taking and using imagination and creativity. We have extensive grounds with a variety of equipment for pupils to play with and explore, including Den Building, construction and imaginative play. All infant classes have an outside area with opportunities for continuous provision and outdoor learning.

Forest School opportunities are provided in some Year groups (this is offsite provision) and there is an outdoor classroom on the school field with several wild areas to work in.

Further opportunities are provided with a wide range of sporting activities, resources and coaching through extra curricular clubs. Please see Sports Premium section.

Extra Curricular

The school believes in the many benefits to be derived from music and through visiting teachers have offered tuition in Strings, Drums, Guitar, Brass, Violin, Woodwind, Piano and Keyboard and we have a school choir. We offer a variety of after school clubs, many of a sporting nature, which teachers and outside organisations run on a termly basis.

During lunchtimes, children are able to join in with a variety of 'drop in' clubs which are adult supervised and provide alternative opportunities to the outside areas.

We have a simple uniform policy which is popular with parents and children alike.

The Long Lane Parent Teacher Association (PTA), a charity run by volunteer parents, is active and well supported by parents. It raises in the region of £20,000 each year, which is spent on various activities and resources at the School's request.

The Governing Body is drawn from a variety of backgrounds including finance, legal, healthcare, secondary education, local government and school staff. The work of the governors is divided between two committees.

Arrangements for School Tours

Each year we set aside a number of mornings and afternoons for conducted school tours. Our Head teacher and leadership team primarily run this. Please contact the School Office for the dates and times for these tours. We try to keep the numbers small so that you have an opportunity to ask any questions you may have. We also hold 'Parent Learning Tours', across the year, for existing parents to be shown around classes by a member of SLT, see classes in action, speak to children about their learning and find out more about the operational aspects of the school.

Admissions

Our admissions authority is West Berkshire Local Authority, which means that they handle all enquiries and allocations. They can be contacted on 01635 551111 .

If you have a child coming up to age 5 then you must make arrangements for your child's education. We hope you will choose Long Lane Primary School. The first step is to ring the school on 0118 942 7187 to arrange a visit or tour. To make an application for admission you will then need to complete the West Berkshire Admissions form online or return it to the school or to West Berkshire Council's Admissions Department.

West Berkshire’s admissions arrangements are that all children who will become five years old during the coming academic year may start in Reception full-time at the beginning of that year.

If you are moving into the area you will need to contact West Berkshire Council’s Admissions department who will send you a ‘Parents’ Guide to Admissions to Primary School in West Berkshire’. If a place is available, you will be notified by West Berkshire Council who will then advise you of the starting date.

Admission Policy

Please refer to the Local Authority website. <https://info.westberks.gov.uk/primary-school-admissions>

Previously allocated spaces at Long Lane Primary – 2016- 2022

Looked After / previously looked after by a local authority					Social or Medical					Catchment Children					Sibling					All Other Applicants					Children with Special Needs Statements or EHC plan					Non Preference Offer					Total Pupils Allocated										
2017	2018	2019	2020	2021	2017	2018	2019	2020	2021	2016	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021					
										14	15	30	14	20	21	4		5	2	4	11					11	8	5													30	30	30	30	30

Our Vision

The Full Governing Board agreed our school vision in the summer of 2023 following a comprehensive and wide ranging consultation. This is reviewed regularly each year. We are pleased that so many of our stakeholders were able to make their contribution towards its formulation.

Long Lane Primary School’s Vision statement:

Our School Values & Vision

(Our school values and vision were created through collaboration with staff and children)

At Long Lane Primary School, we aim to instill a ‘Love of Learning’ and we all ‘Strive to Succeed’

Our core values are:

Curiosity + Independence + Resilience + Community + Aspiration

At the end of their journey at Long Lane all our children will take with them;

- **A love of Learning**
- The ability to succeed in reaching their full potential
- The desire to build on their knowledge and skills **independently** demonstrating **resilience**
- A strong set of practical, social and emotional life skills
- A sense of personal achievement, pride in themselves, their school and **community**
- A balanced view of the world around them that demonstrates **acceptance** and **empathy**

To achieve this we will;

- ✓ Provide a balanced and broad curriculum that is relevant to the pupil and school **community** context
- ✓ Develop aspirational learners who are confident, **curious, resilient** and **independent**
- ✓ Create a positive culture of learning and discovery that is stimulating and enjoyable for both children and staff
- ✓ Promote **acceptance** and **empathy** as an intentional culture through a safe, open, caring and positive environment

Teaching and the Curriculum

At Long Lane Primary School *learning* is:

- Acquiring, developing and applying knowledge and skills.
- Understanding through the combination of applied skills, knowledge and discovery.

Learning in our school is a collaborative process between adults and children; between school and home. Assessment for learning and feedback lie at the heart of this process.

Each child has an entitlement to a curriculum which offers the maximum opportunity for development; is well resourced and takes place within a stimulating and nurturing environment.

Our curriculum is underpinned by the **Early Years Foundation Stage**

(EYFS) Statutory Framework in Reception. (Please refer to the Early Years policy for more information). The requirements of the National Curriculum, for **Key Stage 1** and **Key Stage 2**, will be met through integrated and subject specific schemes of work, as appropriate. We feel that this approach enables us to balance the delivery of the statutory curriculum with the wider needs of all children. We ensure that all lessons are exciting, interactive and use ICT and active learning as a learning tool where applicable.

We have seven classes. We employ a system that divides these classes into three areas: Infants, Lower Juniors and Upper Juniors. In the Infants, we operate one Foundation Stage class, one Year 1 and one Year 2 class with their own class teachers. In the Lower Juniors, we run one Year 3 class and one Year 4 class. The Upper Juniors consist of one Year 5 class and one Year 6 class with their own teachers. Teaching Assistant support is provided according to identified need and availability.

Learning at Home

It is the normal practice that children will be set tasks to undertake at home. Tasks will vary according to the needs of the child and will not necessarily be written assignments.

We provide a range of ICT apps and tools to support children's learning that can be accessed at home. Our website provides curriculum maps for each class so that parents/carers and pupils can research and become familiar with ideas and concepts at home.

It is important for pupils to have time to revisit and overlearn concepts and skills outside the classroom, in a 'real life' context or to spend time tackling misconceptions from their learning. Please ask your child's teacher how you can best support your child at home with this.

In Autumn and Spring Term, parents or guardians are invited to meet the teachers to discuss their children's progress and any other matters they wish to cover. A written report is provided for parents at the end of

the school year and is sent out in the summer term. There is an opportunity to discuss the contents of the report with the Class Teacher if necessary. We hold a regular home Learning drop in session during parents evening with support for helping learning at home.

The Staff

Senior Leadership Team

Mrs T. Allison, B. Ed. (Hons.), NA SENDCo, NPQH - Head Teacher
Miss K. Penn, B.A. (Hons.), QTS - Deputy Head Teacher, SENDCo, Infant Team Leader
Mrs J. Smith, AAC qual, School Business Manager

Class Teachers

Mrs. A. Whitehall, B.A. (Hons.), P.G.C.E. – Foundation Class
Mrs. E. Straker, B.A.Ed (Hons), QTS - Year 1 Teacher
Mrs R.Turner, B.A.Ed (Hons), QTS – Year 2 Teacher
Mrs. A. Pheby, BA (Hons), PGCE – Year 3 Teacher
Mrs S. Cotter, B.A. (Hons), P.G.C.E.– Year 3 Teacher
Mrs. C. Mowbray, B.Sc. (Hons.), QTS – Year 4 Teacher
Mr. T. Hunt, B.Sc. (Hons) – Year 5 Teacher
Miss N. Gardiner, B.A. (Hons), P.G.C.E. – Year 6 Teacher
Mrs. M. Hazell, B.Ed (Hons), Masters – Year 6 Teacher

Office Staff

Mrs. B. Piotrowski, NVQ – Clerical Assistant

Support Staff

Mr. K. Darling - Caretaker
Mrs. W. Darling - Cleaner
Miss R. Batchelor, Level 3 Diploma – Teaching Assistant, Assessment administrator
Mrs. A. Everitt, NNEB - Teaching Assistant
Mrs. L. Jordan - Level 3 Diploma - Teaching Assistant
Mrs. K. Maggs, B.Sc. (Hons.), NVQ 3 - HLTA - Teaching Assistant
Mrs. R. Mileham, Level 3 Diploma - HLTA - Teaching Assistant
Mrs. L. Nunan, Level 3 Diploma – HLTA - Teaching Assistant
Mrs. S. Syrad, NVQ 3 - Family Support Worker, HLTA- Teaching Assistant, ELSA
Miss. R. Roberts, Apprentice Level 2 - Teaching Assistant
Mrs. S. Baber, BA (DTE) (Hons) – HLTA, Midday Assistant
Mrs S Clarke, Level 3 NVQ – Teaching Assistant
Miss T Harwood – Teaching Assistant

Mrs. L. Jones - Midday Assistant

Mrs. Y. Hawkins - Midday Assistant

Mrs T. King - Midday Supervisor

Mrs S Syrad – Midday Supervisor

Mrs. J. Barnes – Midday Assistant

PE Coach

Mr. L. Bint – Level 2 FA Coach

Harrisons Kitchen Staff

Mrs. T. Murtagh-Darling, Miss K. Rossiter

Italian Teacher

Mrs. Elisabetta Balleani

Music Teachers

Mrs A. Fitz-Desorgher - Visiting Woodwind Teacher

Mr J Deane - Visiting Brass Teacher

Mrs. S. Ashley-Down – Visiting Piano Teacher

Organisation

Every child begins Primary school during the academic year that they are 5. The first class they attend is called Foundation (or Reception) where they follow the Early Years Foundation Stage curriculum. The following year they go into Year 1, which is the first of two years of Key Stage 1 (also known as the Infants). The next year they move onto Year 2. Each year thereafter they progress through Years 3 to 6, known as Key Stage 2 (or the Juniors) until they transfer to Secondary school to start year 7.

Most of our children move on to Denefield School, further up Long Lane, for their Secondary education and the school operates a transition programme for Year 6 children where they are given the opportunity to visit Denefield School. Able children may sit the grammar school selection test but this is at the parents' discretion.

The school gates are opened at 8:40 am and there is normally a teacher on duty at the school gate from this time. The school classrooms open to the children at 8:45 am when staff can take responsibility for them. No child should get to school too early and be unsupervised before the classroom doors are opened. There is a breakfast and after school club available on site but this is not run by the school. If you would like further details please contact;

Doreen and Charles Lawrence on 07984264119 (Mighty All Stars)

<https://mightyallstars.schoolipal.co.uk>

The School day actually starts at 8:55 am with Registration. Children are required to arrive promptly and may be marked late if they fail to arrive in the classroom by 9.00am when the register closes. There is a 20 minute break, mid-morning, for Key stage 2, with Infants having child initiated time built into their timetables. All our under 5's are entitled to free milk. FS2 and KS1 classes are provided with fresh or dried fruit through a Government initiative. We run a Healthy School approach to snacks so children bring in **dried or fresh fruit** which they eat at playtime. We actively expect children to bring in a bottle of water, which can be accessed at any time during the day. Other flavoured drinks can be consumed at lunchtime only but please do not send in fizzy drinks.

Lunchtimes are staggered in year groups so that all pupils can maximise social time in the hall and outside. Pupils can choose to have a school dinner, which is prepared and cooked on-site, which parents **do not pay for** in KS1 under the Government 'Universal Free School Dinners' programme. Junior children may have a school dinner but will be charged unless they qualify for Free School Meals under the Pupil Premium programme. All children can eat their own packed lunch brought in from home or indeed return home for lunch but it is essential that the school knows which. We encourage parents to provide a well-balanced lunch for their child that includes fruit and vegetables. Children are permitted to have **one sweet treat** included in their lunchbox. Glass flasks, hot drinks or hot food are not permitted. Classes may have an additional afternoon break where appropriate to their learning.

The School Day finishes at 3:15 pm when children should go straight home unless they are staying for one of the many clubs. Parents will be informed when each club finishes and it is their responsibility to collect children promptly or to let staff know if they are making their own way home and to give the necessary instructions to ensure the child's safety to and from school. Our School crossing patrol is sponsored by local companies and operates from 8:30 am – 9:00 am and then from 3:00 pm – 3:30 pm. The main 'vehicular access' school gate should not be accessed from 8.45am -9.00am, 3.15pm -3.30pm and 4.00pm – 5.00pm unless you hold a disabled badge or by prior arrangement in exceptional circumstances.

Starting School

At Long Lane, we believe it is important to make the transition into school as smooth as possible and creating a good partnership with parents is essential. Parents and children are invited to an information session where they can meet staff and see the foundation stage classroom. We try to visit as many children as possible in their nursery or pre-school setting and each setting will be given a transition booklet to help the children become more familiar with their new school. There is a wealth of information on our website in the 'Starting School' section.

Additionally, as part of our transition, children will have the opportunity to join us for a 'stay and play' session and home visits are arranged for all the families, which will take place in September. You will be asked to sign-up for the 20 minute visit at the 'Open evening', which is held in the Summer term each year. The child's class teacher and a teaching assistant will carry these out. A home visit provides an opportunity for the child to meet staff in their own family environment and allow parents to ask questions or discuss anything about their child enabling us to meet their needs more effectively. Bespoke transition meetings with staff and the SENDCo can be arranged if parents wish to provide additional information.

Children will have a staggered start in smaller groups over the first few weeks of term.

We believe this is the best structure of entry for the children and whilst we understand the implications for working parents, we appreciate your understanding of the importance of a smooth transition. Sometimes it is more suitable for a child to start part-time and build up to full time attendance over a number of weeks or months. This may be the case for children who have not already attended a pre-school setting on a full time basis, a child who is summer born or is not thought to be 'school ready'. This will be discussed on an individual basis.

The Governors and their Policies

The Board of Governors manages the school. They have legal duties, powers and responsibilities. They have to approve the budget, appoint the Head teacher and decide on the school's policies.

The Governing Board

Category of Governor	Name of Governor	Appointed by	Term of Office	Any Position of Responsibility
Parent	Mrs. Jennifer Folliard	Local Authority	30/11/2021 – 29/11/2024	Chair of Governors, Resources Committee Chair
Parent	Mr. Simon Bamford	Co-opted	20/06/2021 – 19/06/2024	Pupil Premium Operations Committee
Head Teacher	Mrs. Tina Allison	Ex Officio		Resources
Staff	Miss. Kerry Penn	Staff	12/06/2019 - 11/06/2025	Operations
Co-opted	Miss. Charlotte Molony	Co-opted	23/09/2020 - 22/09/2023	Resources Committee Safeguarding
Co-opted	Mrs. Inger Bowcock	Co-opted	11/11/2020 - 10/11/2023	Resources Committee
Co-opted	Mrs. Imogen Pitt	Co-opted	16/06/2021 - 15/06/2024	Operations Committee Chair
Parent	Mr. Nick Taylor	Parent	20/06/2021 – 19/06/2024	Resources Committee
Parent	Mr. Neil Timmins	Parent	27/11/2021 – 26/11/2024	Operations and IT Health and Safety

The Clerk to the Governors is Miss Stacey Neate who can be contacted through the School Office.

By law, the governors must issue statements on certain policies. We cannot reproduce the complete set of policies here but copies of each can be obtained on request from the School Office or can be viewed in the Governor and Policies section of our website. They are summarised below as follows:-

Safeguarding Culture

The school is committed to providing an excellent and robust safeguarding culture within the school. The school supports the Model Child protection policy for West Berkshire and ensures that visitors and any staff follow the correct safeguarding procedures. This starts within the recruitments process and continues into daily safeguarding practices. The SLT provide 'Staying safe' assemblies for pupils and follow a therapeutic approach to behaviour to ensure that pupils have the right to be listened to and the opportunity to speak to adults at any time if they are worried or feel unsafe. The school use robust reporting procedures and are supported by the communication and recording system CPOMS. If you would

like to apply to volunteer within the school, you would be most welcome. Safeguarding procedures for this (such as DBS checks) can be applied for at the office.

GDPR

(See GDPR page on website for details)

Sex Education Policy

Sex Education is taught with regard to moral issues and within the context of family life. Each aspect is covered in a manner and detail appropriate to the age and gender of the child. (See PSHE policy including SRE)

Statement on Charging

We run many valuable trips and off-site activities to the benefit of large numbers of children. The Governors believe that parents would want such opportunities to continue in the future. However, the school must conform to the requirements of the Education Act 1988 with respect to the funding of these. (See charging policy)

Where board and lodging is concerned, e.g. for residential trips, the school may levy a charge. Other costs must be met by voluntary contributions, if the activity is to take place. To be fair to all, the Governors require that the costs of mounting each off site activity should be calculated in total and evenly divided. This amount would be requested as an individual voluntary contribution. No child will be excluded for lack of a contribution towards the cost but should the total of voluntary contributions not reach the required figure the trip may not go ahead. Extra music tuition, provided by the Berkshire Maestros will be charged at the rate agreed with the Trust. Charges may be made for materials used in objects retained by children in such activities as Art/Crafts, Cookery and Design Technology.

Pupils with Special Educational Needs and Disability

A child is defined as having 'Special Educational Needs' if he or she has a learning difficulty which calls for special educational provision to be made for him or her above and beyond the usual class routines and provision. This will include both children with specific physical disabilities and those who have significant difficulty in learning and socialising at the same rate as the majority of children of similar age. The school has in place a policy and set of procedures for identifying and recording such learning difficulties and the school has appointed a Governor who is responsible for overseeing the operation of this policy. As well as the extra resources provided by the Local Authority for those children who have an EHCP (Educational Health Care Plan), the governors also set aside resources to enable special provision to be made for other children with learning difficulties. The co-ordination of this provision has been assigned to Miss K Penn in her role as SENDCo. Children are routinely screened for any medical problems, which may affect their education, and appropriate levels of communication are maintained with parents or guardians of children who are identified as having special needs. Please see the school's 'Local Offer' (link on the school website) for more detailed information of provision available.

Support for Social and Emotional Wellbeing

The school puts the social and Emotional wellbeing of everyone in its community at the heart of what we do. As well as following a scheme to support the education of social and emotional topics, the school also ensures that learning in this area permeates through the school's ethos, through assemblies, workshops, our therapeutic approach to behaviour and safeguarding.

In addition to this, the school has a range of trained professionals (FSW, ELSA, MHSL, SENDCo) who are able to provide bespoke support for pupils and staff in order to provide strategic support for emotional and social well-being across the school. There are many times in a child's journey through education when they may need some additional support in this area, whether this is anxiety, a temporary challenge or something longer term. Please let your child's teacher know if you are concerned about anything or need support. They will then contact the pastoral team who can help support or signpost to the correct support network.

Miss Kerry Penn – SENDCo/Mental Health Senior Lead

Mrs Sharon Syrad – Family Support Worker (FSW)/Emotional Literacy Support Assistant (ELSA)

Religious Education and Collective Worship

Schools are required to consider Religious Education as part of the curriculum and this is provided in accordance with the Local Authority's agreed syllabus. Collective Worship is held daily. Long Lane is a non-faith school. This means that the school do not practice any specific religious beliefs. Collective Worship in the context of Long Lane is based around moral, social and British values such as respect, kindness, justice. RE teaching is broadly Christian in nature and is seen as an important part of the school's life. In addition to this, classes follow their own course of study as part of their classwork that includes learning about other faiths. Parents may make a written request for their children to be excused from the act of collective worship and the school will make alternative arrangements appropriate to the pupil's needs.

Sports and Sports Premium

The school believes that sport can play a vital part in children's learning by developing healthy habits. It can benefit everyone regardless of level of ability and provide lessons for life which children are unlikely to learn in any other way such as team spirit and good sportsmanship. It will also help them with their self-discipline and allow them to appreciate the benefits of regular exercise. The school provides a varied programme of sporting activities as specified in the National Curriculum. In addition, there are several sports clubs run by the school and other recognised coaching agencies, e.g. football, netball, cricket, tag rugby, ballet and basketball. The Sports Premium Grant supports the resourcing of promoting sports and active learning across the school. Please see the school website for published Sports Premium Budget spending. The school views sport inclusively and aims to ensure that all children are able to access sport with equity. There is something for everyone.

Pupil Premium

The school believes that every child, regardless of their socio-economic situation, should achieve highly. The government provides a Pupil Premium Grant for schools to implement support for pupils that may have a social/educational disadvantage. Pupils are allocated support on a need's basis. The school's Pupil Premium

strategy (available on the school website) outlines this in more detail and how to apply for this funding for your child.

Curriculum

The school is proud of its broad and balanced curriculum that ensures that all children are able to make progress from their starting points. Curriculum Leaders and teams have researched and planned a rich and varied curriculum using the most current pedagogy, using skills and knowledge that are progressive through the year groups, supported by metacognition and scaffolding. Each teacher is responsible for planning and delivering the curriculum for their year group and ensuring that there is sufficient coverage for all subjects across the year. Teachers publish their termly curriculum maps on the school website to share with parents and pupils. All subjects support an active, enquiry approach and allow the children to be immersed and engaged in their learning. Parents are invited to extend this learning at home through additional research.

The Parent Teacher Association

All parents and guardians are automatically members of the PTA without cost. This also includes staff, both teaching and non-teaching, governors and others who take a friendly interest in the school. Regular news is circulated and support for activities is keenly sought. The Association is run by a committee elected at the Annual General Meeting. Help is always warmly welcomed by Committee Members when events are being organised, as are suggestions and ideas for future events. PTA communications are through the 'classlist' app. This enables the PTA to reach everyone in the school community instantly. All parents will receive an invitation to this. (See website PTA page for more details).

A list of the Committee Members is available on request or can be found on the school website. Members of the PTA make a valuable contribution to the life of the school by their interest in the school, support for the school's aims and objectives and by fund raising to provide those extras, which make all the difference.

Outside Activities

The school runs a number of clubs, which either operate at lunchtime, before or after school. Clubs have included: Recorders, Coding, Football, Cycling, Cricket, Cookery, Tennis, Netball, Rounders, Ballet, Gymnastics, French, Tag Rugby and Choir. Each term a list of the clubs will be sent to parents who are asked to complete a form to give permission for attendance and confirm their responsibility for arrangements for collecting the children afterwards.

Year 6 children have also run their own lunchtime clubs, which gives them a chance to lead and encourage the younger children.

The Well Being Ambassadors run an inside and outside club at lunchtime open to all pupils who would like to join in. This leader group are made up of children from Year 2 to Year 6 who are trained to support and look out for the well being of their peers at this time.

There are staff run structured clubs at lunch that are accessible to any pupil and can be of support for pupils who are anxious or need some more structure within their play.

We operate a regular programme of educational trips and other off-site activities, which enhance the children's experiences and rely on the contribution from parents (see the Governors' Policy on Charging). Again, parents must complete a consent form to enable their children to take part.

The school actively supports local and national charities and encourages the children and their families to organise events and activities to raise money and promote the aim of caring for other people.

Concerts and other presentations of the children's talents are held regularly. We ask for your support and encouragement for this. Sporting events with other schools are arranged.

Newsletters and Twitter

Regular newsletters are produced and sent home with the children or via e-mail and displayed on our website. Please read them carefully as they often contain vital information. If you wish to receive communication via e-mail, please make sure you register with the School Office. We will also ask for a mobile phone number in order to be able to text you in emergencies i.e., School Closures, or last minute cancelled clubs. We also use our Twitter account, *@LL_Primary*, to remind parents of events, give updates but also to celebrate activities within school. It is a closed group, which means that you will need to be 'accepted'.

School Meals

Harrison Catering Services provide the catering service at Long Lane Primary School. Since its founding in 1994, Harrison has always been about quality fresh food prepared on-site and served by people who love what they do. Harrison understands that what young people eat affects their health and their ability to learn and perform in the classroom. At Long Lane Primary School, our catering team provides nutritious, balanced meals, and we work to educate the students on how to make healthier food choices. Our goal is to instill a love and understanding of fresh, healthy food at a young age that will positively influence them throughout life.

The cost of a school meal for 2023-2024 is **£2.50 per day**. Payment must be made online in advance. Children in Foundation, Year 1 and Year 2 are entitled to a free school meal.

Small Equipment and Materials

Each year children are given a 'Welcome' letter, which includes a list of required equipment for the year ahead. Book bags can be purchased from the School Office.

A charge is made for some consumable items, especially those used in cookery and technology lessons, if taken home to keep. (See Governors' Policy)

Medical

If a child needs to take medicines or to receive treatment during the school day, parents must complete a Medical Form and follow the instructions given in it. Only a designated Responsible Person in accordance with the Health and Safety Act and the County Regulations will administer medicines. When a child needs to have medication on hand, e.g. when an inhaler is required, the child must be properly trained in its operation and give this to their class teacher for safekeeping. It is the parent's responsibility to keep the school up to date and informed of the medical needs of their child. This includes in-date medication that the school has been asked to administer.

Accidents and Insurance

Accidents do happen from time to time and staff will follow set procedures to safeguard the child and to inform the parents as soon as possible. Every effort is taken to avoid risks and the possibility of accidents.

We have fully qualified First Aiders and all staff members have gained appropriate qualifications in 'Emergency First-aid training for Children'.

It is important for you to be aware that the school and the Local Authority have very limited liability for compensation in such cases and you should think carefully about taking out a personal accident insurance policy.

Uniform and Personal Property (as per our Uniform Policy)**Foundation Stage Uniform**

In order to support your child's growing independence, we have changed our uniform for Foundation Stage children. This will enable them to manage changing and toileting independently with greater ease for their active curriculum.

- Navy Tracksuit – joggers and top (Sweatshirts should be large enough for children to easily put on and take off independently).
- House colour T-shirt
- Navy leggings
- Royal Blue pull on shorts
- Dark grey or white socks
- Black velcro-fastening shoes or Black trainers

A spare set of clothes & trainers should be provided in a named bag and kept in school all week.

Shoes

All children should wear sensible black shoes or trainers with flat heels. 'Canvas' type shoes, open toed sandals and boots are not appropriate. Children should be able to fasten their own shoes so velcro fastenings may be preferable. School shoes should be water-resistant, have sturdy soles and suited to outdoor play on a variety of surfaces (bark, grass, tarmac etc).

If it is a wet or cold day and your child needs to wear wellies or warm boots to travel to school, please make sure they have normal school shoes to change into.

**All clothing and footwear must be clearly labelled
with your child's name.**

Year 1 – Year 6 Uniform

Our school colours are Royal Blue, Grey and White and the uniform is as follows:

- Royal Blue Sweatshirt or cardigan or zipped fleece
- White shirt or polo shirt or blouse
- Grey knee length skirt with grey socks or grey tights
- Grey culottes with grey socks or grey tights
- Grey pinafore with grey socks or grey tights
- Grey tailored trousers with grey socks
- Grey tailored knee length shorts with grey socks
- Blue/white checked dress (gingham style) with white socks
- Blue/white checked knee length playsuit (gingham style) with white socks

Shoes

All children should wear sensible shoes with flat heels; trainers are not considered suitable footwear with school uniform. 'Canvas' type shoes, open toed sandals and boots are not appropriate. If it is a wet or cold day and your child needs to wear wellies or warm boots to travel to school, please make sure they have normal school shoes to change into.

PE kit

Children will need suitable footwear and a change of clothing for P.E. activities.

They should wear

- House coloured polo or T-shirt (Red, Blue, Green, Yellow)
- White polo or T-shirt
- Royal Blue shorts
- Dark blue track-suits, which are acceptable when the weather is cold
- Trainers and dark blue long socks/ sports socks for outdoor PE work
- Football/rugby boots, which may be worn for matches and practices
- For swimming lessons:
 - Appropriate swimwear i.e. not baggy shorts
 - A swimming cap

Crew-neck sweatshirts and sweat-cardigans with the school logo can be purchased online from:

- Price & Buckland - <https://www.pbuniform-online.co.uk/longlane>
- Sumo Sam's - <http://www.sumosamtshirts.co.uk/>

After school and lunchtime sports clubs

Children must

- **Not** wear their PE kit for football, rugby or cross-country practice. (Instead, they should have an appropriate change of clothing).
- Wear appropriate clothing when possible i.e. leotard for gymnastics.
- Wear their PE kit for
 - athletics
 - cricket

School teams

Families should provide

- PE shorts, long dark blue socks and shin pads for football
- PE shorts and dark blue socks for rugby
- PE shorts and dark blue socks for netball matches
- sports socks and PE shorts for all other sports
- appropriate footwear for the sport

We will provide children with

- shirts for rugby, football and cricket
- netball skirts and sweatshirts for netball
- t-shirts for multi-sports, running and cross country

Appearance

- Make-up, including nail varnish, is not acceptable permitted
- Children are permitted to wear ear studs and watches but the school can take no responsibility for these. These need to be removed before P.E. activities.
- Extremes of hair fashions are not appropriate.
 - Words or symbols cut into hair will not be acceptable within the school.
 - Long hair should be tied back at all times.

The Halo Code

- Our school champions the right of staff and students to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our Black staff and students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.
- We welcome Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps.
- At this school, we recognise and celebrate our staff and students' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on anyone's ability to succeed.

Crew-neck sweatshirts and sweat-cardigans with the school logo can be purchased online from:

- Price & Buckland - <https://www.pbuniform-online.co.uk/longlane>
- Sumo Sam's - <http://www.sumosamtshirts.co.uk/>

All uniform can be purchased from the school-wear department of a High Street retailer or from the websites above.

All clothing and footwear MUST be clearly labelled with your child's name. Clothes and footwear for PE should be stored in a personal bag, which can be brought into school on Mondays, hung on your child's peg and returned home on Friday. The bag should be reasonably compact so that it does not cause a hazard to others.

We cannot take responsibility for personal belongings although we will do our best to ensure lost items are returned to their owners.



Attendance (Please refer to Attendance Policy)

The Governors at Long Lane Primary School actively promote the aims of the school, and recognise that children must attend school regularly if they are to make the best of the opportunities they have to learn and make best progress.

It is a parents' responsibility to ensure that their child attends school regularly. Missing school seriously affects children's longer-term life opportunities. Statistics show a direct link between attendance and attainment. Please read the table on the next page, it is quite staggering!

Attendance	Days lost over 7 Primary years	Weeks lost over 7 Primary years	Equivalent in terms
95%	66	13	1 term
90%	133	26	2 terms
85%	200	39	3 terms (whole year)

Parents also have a duty to ensure that their children receive an appropriate education. Parents who have chosen to send their children to Long Lane Primary School are asked to sign a Home School Agreement, indicating they will do their best to ensure their children attend school regularly.

Staff do their best to encourage children to attend school regularly, following up unexplained absences and requesting reasons from parents for this.

Children are expected to attend school each day unless they are unwell. The expected level of attendance is a minimum of **96%**. This allows for the occasional day or two of absence through illness, without a child falling behind with their work. The school monitors attendance on a six weekly basis. (See table below) Parents will be notified when attendance drops below 95%. This will include ALL types of absence including authorised ones (i.e. for illness etc.). Parents are given feedback on the level of their child's Annual attendance on their Annual report. **If attendance falls below 90%, this would be a concern and the head teacher may not authorise any absences unless accompanied by medical evidence.**

Persistent Absence (PA)

Since September 2015, the DfE and School Census guidance determines that pupils will be defined as Persistently Absent when their absence reaches 10%. * A session is one morning or afternoon, 14 sessions equates to 7 full days.

Terms	PA at 10%	Absence at 5%
Term 1	7 or more sessions*	4 or more sessions
Term 1 & Term 2	14 or more sessions (7 days)	7 or more sessions
Term 1 & Term 2 & Term 3	20 or more sessions (10 days)	10 or more sessions
Term 1 & Term 2 & Term 3 & Term 4	25 or more sessions	13 or more sessions
Term 1 & Term 2 & Term 3 & Term 4 & Term 5	31 or more sessions	16 or more sessions
Term 1 & Term 2 & Term 3 & Term 4 & Term 5 & Term 6	38 or more sessions (19 days)	19 or more sessions

What should I do if my child is unwell?

Children should not come to school if they are obviously unwell. You must telephone the school soon as you know your child will not be attending that day. The voicemail operates out of hours. Alternatively, you can log your child's absence on Parentmail. You are expected to give the reason for absence, and indicate if it is likely, your child will be absent longer than one day.

Something about 48 hour rule...

Absence for genuine illness is always authorised. However, you may be required to provide medical evidence, e.g. an appointment card or label for prescribed medication, for your child's absence to be authorised.

Travel to School

The school strongly encourages sustainable methods of transport. We have a School Travel Plan that sets out our targets and expectations for travelling to school. This can be viewed on the school website.

While this school wishes to encourage an increase in the number of pupils cycling to school we strongly recommend that pupils wishing to cycle to school have undertaken the necessary Cycle Proficiency training available through school. More information on the Bikeability training syllabus is available at

www.bikeability.org.uk

Children in Year 5 and 6 usually undertake the training before being issued with a cycle permit allowing them to cycle to school unsupervised. Younger children may cycle to school but a responsible adult must accompany them. All children regardless of age are expected to wear a helmet when cycling.

Traffic

You may not have noticed that parking in our car park is very difficult. We do have many staff, which you should welcome. However, at the end of the school day, some do have to make a quick getaway and we often arrange appointments with visitors for this time too. Driving into the car park to pick children up creates a very dangerous situation out on the road and for all the children still milling about. This is in addition to the inconvenience caused to those who have to wait while the gridlock is sorted out. Therefore, cars are not permitted in the school driveway before 9.00 am or after 3.00 pm unless you have a disabled badge, made prior arrangement with the office, such as Breakfast and after school club. **This also includes picking up children following school clubs, particularly between 4 and 5pm.**

If you bring or collect your children by car, we ask you to take special care and set a good example. Certain traffic regulations apply to school frontages which drivers must obey; -

- NO PARKING ON ZIG-ZAG lines or near the School entrance. (Note you are not allowed to stop in this zone even to pick up or set down).
- NO U-TURNS across entrance or frontage. (In particular, you must not make reversing movements into or out of Highfield Road. If you drive into Highfield Road, you should continue around and exit from Orchard Close as we have set up an unofficial one-way system during busy periods).
- OBEY THE INSTRUCTIONS OF THE CROSSING PATROLLER.

School Crossing Patrol

We are very lucky to have Mr. Darling as our fantastic 'lollipop man'. He helps adults and children to cross the busy road directly outside the school entrance. In April 2016, the Local Authority, as part of their budget cuts, made the difficult decision to remove the funding for this role and all those right across West Berkshire.

We have been extremely fortunate that we have had two separate companies come forward to generously act as sponsors. They are as follows:

 <p>sansome & george Residential Sales & Lettings</p>	<p>Sansome and George (Estate Agents) 1 The Parade, Knowsley Road, Tilehurst, RG31 6FA</p>
 <p>Willmott's Plastic Building Products 0118 950 8929 www.willmotts.co.uk</p>	<p>Willmotts (UPVC Cladding) 9B Loverock Rd, Reading RG30 1DZ</p>

Because of their generosity, the school crossing patrol will continue to operate during the academic year 2022-2023 from **8.30am to 9.00am** and **3.00pm - 3.30pm** every pupil day.

Access to Documents

The Freedom of Information Act 2000 gives new rights of access to any member of the public to receive information from public bodies. Long Lane School has in place a Publication scheme of information available under this act. The scheme is available from the school office or may be viewed on our website:- www.longlane.w-berks.sch.uk

A parent is entitled to see the syllabus, results of assessment and reports of progress of their children. The teachers keep these reports and three working days' notice is required to enable the school to separate out the material for a particular child and to make it available to the parent or guardian.

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All members of staff attend regular training and Mrs. T. Allison is the Designated Safeguarding Lead, with Miss K Penn, Mrs C Mowbray and Mrs Syrad as Deputy Designated Safeguarding Leads . Should any member of staff or parents have concerns over the welfare of any child or group of children then they should inform one of the DSLs and it will be dealt with confidentially. Should there be further issues then parents and staff can inform Miss C. Moloney, Safeguarding Governor, who can be contacted through the School Office. You can also use our dedicated and secure email address safeguarding@longlane.w-berks.sch.uk if you have any concerns.

School Site

We operate a **'No smoking' policy** (including vaping) that covers the whole site all day and during evening events. No dogs or scooters are permitted in the school grounds. However, scooters and bikes can be left, at owners' responsibility, locked to our 'mini-pods'.

Complaints Procedure

The Governors are required by law to provide a means whereby complaints can be made and dealt with concerning: Curriculum, Religious Education, and Collective Worship and Assessment arrangements. A copy of our Complaints Policy is available on the school website or from the School Office.

This procedure does not cover complaints of a professional nature about any of the teachers (including the headteacher) or the Governors in the discharge of their responsibilities, for which separate arrangements are made. Copies of our 'Complaints Procedure and Policy' are available from the school office.

In summary the complaints procedure is:-

- Stage One: concern/complaint heard by class teacher or relevant staff member (if not the subject of the complaint);
- Stage Two: concern/complaint heard by Headteacher;
- Stage Three: complaint heard by Governing Body's Complaints Panel;
- Stage Four: appeal heard by the Governing Body's Complaints Appeals Panel

Official Information

2022/2023 Academic Year

Percentage of half days **attendance: 95%**

Percentage of half days missed through **authorised absence: 4.6%**

Percentage of half days missed through **unauthorised absence: 0.4%**

Absences are measured in sessions (half days) and percentages by the total number of possible attendances for all pupils in the three terms.

Number of Places in the School (as of September 2022): **219**

Number on Roll (as at September 2023): **209**



Some comments from Parents of Year 6 Leavers

"A big thank you to you and all the staff for the care and support you have put into both our boys' education. I am proud that my boys have flourished into bright, kind and polite young men, and Long Lane has helped contribute to that.

We wish Long Lane all the best for the future and we will look back at the school with fond memories."

"I just wanted to say a sincere thank you and ask you to pass on my appreciation to all the members of your team at Long Lane for their support and hard work over the years."

"A huge THANK YOU from our family. Both of our boys have thoroughly enjoyed their time at Long Lane and move on to Denefield as confident, happy students. We will miss the school and all the staff."

"My son has been incredibly happy at school, making wonderful friends, learning lots of exciting and interesting things, going on some memorable trips, growing in confidence with each new day and each new challenge. We could not be more delighted as parents that both our boys have just gone from strength to strength, both academically, socially and in every way, thanks to, in large part, the excellent teaching and the nurturing ethos of the school. We feel very fortunate that Long Lane has been their primary school and we wish you and the whole school every success in the future."

Could we add anymore comments to this????

