



Long Lane Primary School
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 @LL_Primary

28th September 2016

Dear Parents and Carers,

A very warm welcome back to the new school year and in particular to our new families for what I am expecting to be another fruitful and exciting year. I am pleased to be able to say that all the children have settled quickly into their new classes.

Building work

Following a great deal of work over the summer holidays, all of our cold and hot water pipes were replaced which now means that we can drink water safely from all our taps. Children can now fill their drinking bottles from the classroom taps rather than having to go to specific taps. We also had the surprise news, two weeks ago, that the Local Authority were able to also replace the 40 year old boiler. This work has started with its removal earlier this week and the new boiler should arrive today and be fitted over the next couple of weeks. The works will also include new pipe work for all of our heating too!! Great news indeed and will bring the school up to date with 'premises' work. The down side is that there will be less space in the car park for the next few months (see note below*!)

Contacting school

If you or your child have any questions you can contact the school office at any time between 8.30am and 4.15pm and class teachers can be contacted in four ways:

1. In person or on the phone after school.
2. By e-mail using the address above.
3. By writing a short note for your child to bring in.
4. By relaying a quick message to them or their Teaching Assistant (KS1) at 'the door' before school starts. I also attach our communication guidelines.

Twitter

We use this platform regularly to promote the activities that go on in school. It is a 'locked' group which means that you will need to request to follow. Each request is carefully checked but sometimes we do not recognise the name. If this happens please do let us know in person! If you have access to Twitter then why not 'follow us'?

Scoot, walk or ride week – started on MONDAY 26th September 2016

We would like to see as many people as possible using their scooters, bikes (with helmets) or feet to travel to school. As a reward the children will be able to earn a house point if they can use a different mode of transport instead of a car, recorded in their class. We realise this may not be possible for some so 'part' journeys will also be counted. ie park the car further away and then walk – the 'five minute walk zone' is perfect for this! Please do encourage your children to take part.

Parking and traffic outside school*

Our school car park is not very big and when larger vehicles, including delivery vans, enter the site it becomes even more grid-locked. Therefore we do not allow parents/carers to use the car

park between 8.30am and 9.00am in the morning and then again from 3.00pm until 4.30pm in the afternoon. This includes picking up from after school clubs. Parents/carers can drop-off or make quick visits to the office via the car park at other times but this must be in emergencies only please.

I do say this every year and it works really well – so thank you for supporting this next part! You will no doubt have noticed the congestion outside school along Long Lane during peak dropping off times. When everyone keeps to it, the ‘unofficial one-way system’ seems to help. This means entering Highfield Road (directly opposite school) from Long Lane and driving right round to exit via Orchard Close. If everyone then parks on the left we can keep traffic circulating. Parking on our neighbours driveways must also be avoided no matter how busy it gets. Please also consider the sight lines required by Mr. Darling, our Crossing Patrol, and don’t park or drop-off where you shouldn’t. There should be no parking on the sections where the road narrows or by the islands or on the double yellow lines. This is for your convenience and the safety of our children.

The main pedestrian gate will be opened at 8.30am and there will be a teacher on duty when the gate onto the playground opens at 8.40am and closed **promptly** at 8.55am, re-opening at 3.00pm for collection time! The big gates will be closed to vehicles between 8.45am and 9.00am and then from 3.15pm until 3.30pm.

Attendance

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. We had an above National Average attendance of **96.3%**.

It is a parents’/carers’ 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 below, 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)

Children are expected to attend school each day unless they are unwell. The expected level of attendance at Long Lane 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 half-termly basis with parents being notified when attendance drops below 95%. This will include ALL types of absence including authorised ones (ie for illness and appointments etc). If attendance falls below 90% the head teacher will only authorise absences with medical evidence.

School Meals - Your school could be missing out on funding

Our school could get an additional £1300 per year from the government for each child from a family on a low income. This is called Pupil Premium and can be used to support children with their learning. Your confirmed registration could mean that your child is provided with extra support. If you are receiving any of the benefits listed, do the smart thing - **check your eligibility**

- Income Support
- Income-based Jobseekers Allowance
- Child Tax Credit only (not Working Tax Credit) with income less than £16,190

- Working Tax Credit run-on
- Guaranteed element of State Pension Credit
- Income-related Employment and Support Allowance
- Asylum Seekers Support
- Universal Credit

To apply online go to <http://www.westberks.gov.uk/freeschoolmeals> or you can call **01635 42400** to register by phone. All you need is your name and address, date of birth and National Insurance number!

Break-time snacks are restricted to fruit, vegetables (e.g. carrot sticks) and dried fruit (e.g. raisins). 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.

Nut/food allergy

We have pupils in school with an allergy to nuts and eggs which could potentially be severe. Therefore we ask that **NO** children bring nuts (or food containing nuts) or egg into school in their pack lunch boxes so that all our pupils are kept safe. Thank you.

Social Networking sites

West Berkshire Local Authority issued schools with the following statement for us to use to remind parents about the use of social networking sites:

'Negative statements or comments about school staff should not be made on Facebook and/or other social networking sites. Such statements can be offensive and distressing for those concerned and are also potentially libellous. West Berkshire Council Legal Services will be informed of any incidents which the school considers give rise to possible legal action. Parents are reminded that should they have any issue as regards the school, the school's complaints procedures should be used.'

We are extremely fortunate that here at Long Lane you always have the option of asking someone should you have a concern. I do hope that you feel comfortable asking us for the correct information when it is needed and do not feel the need to post comments that may offend others. Individual parents will be written to reminding them if necessary.

I would like to remind you that as a school we have three official 'sites' that you can visit for the most up-to-date information. The first is Twitter, the second is our own school website and the third is the PTA's Facebook page which is visible to staff.

Uniform

We are a 'uniform school' and believe that a co-ordinated style makes for a smart business like appearance and encourages the children to take pride in their school.

Children should wear sensible shoes with flat heels; trainers **and canvas shoes** are not considered suitable footwear with school uniform. Girls should wear grey socks with their grey skirts/shorts. Boys should also be wearing grey socks with their grey trousers/shorts. Girls can wear white socks but only with the summer dress (blue/white gingham style).

Extremes of hair fashions are not appropriate. In particular, words or symbols cut into hair and Mohican styles are not acceptable within the school. We send out letters reminding parents of this! Also we request that long hair be tied back at all times.

Paperwork

We would ask that you return all forms and payments promptly to the school office when requested to do so. We would like to avoid having to bother you with nagging 'phone calls and text messages – thank you. **Parentmail** is an excellent way to avoid this too!! Please ask if you need help with setting this up.

Monkey bars

I would like to remind you that the monkey bars are **not used before or after school**. I did write asking parents last year but I think some may have forgotten. The reason for this is that once a child sees another swinging on the bars they usually go and join in but often without adult supervision, which goes against our risk assessment. **Children from Year 2 upwards** can use the bars when supervised at lunch and break times. Thank you for your help.

Safeguarding

As you will know, we are committed to safeguarding and promoting the welfare of children and you too can play your part. If you have concerns about a child, whether you're a parent/carer or a staff member, you can contact me, Mrs. Ayres or Mr. S. Hunt (Safeguarding Governor) in confidence via the School Office.

PTA

The **Annual General Meeting (AGM)** took place last Friday evening, 23rd September, followed by a quiz night. Congratulations to the winning team the 'T. Ladies'!! Following another incredible year of events and fundraising activities, the dedicated and committed committee will be chaired once again by Gemma Fox. However, it will be the smallest the school has ever seen so there will almost certainly be a knock-on effect to the number of events that can be organised, which is a real shame. We are therefore going to need more support than ever to run them so **when asked to help please do otherwise the event may not happen...** you have been warned!! Also please note on your calendars the **CHRISTMAS FAIR will be on FRIDAY 2nd DECEMBER after school.**

Congratulations to the following pupils who take up the following roles:

School House Captains

Griffin-Frankie Bennet and Charlie Lees
Dragon- Katie Gadson and William Handley
Unicorn- Holly Stares and Archie Denton
Phoenix- Jessie Baker and Joshua Burgess

School Council

Year 3 –Kimi Wilkinson, Max Deasy, Bethany Cowmeadow
Year 4 – Eli Matthews, Eve Singleton, Lily Punter
Year 5 – Charlie Stares, Elisha Chawama, Max Froome
Year 6 – Katie Gadson, Oakley Lowe, Nakabale Lule

Sports Ambassadors

Dan Cowen, Victor Matthews, Joanna Read, Lucy Churchill

As parents of those year 6 pupils, who were not elected to one these roles but were desperate to be successful, please remind them that it was the effort and attitude towards trying that was just as important. Even though they've lost; they must not "lose the lesson" – ie. you will still have learnt lots by trying.

Finally, please make sure that all items of clothing are clearly **labelled**. From time-to-time items go missing but it is far easier to return named items. We had a great deal of clothes left from last year! Thank you in advance for your assistance.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'P. Thorne', with a large loop at the start and a horizontal line extending to the right.

Mr. P. Thorne,
Headteacher

PS. Please look out for information about our nearly new uniform sale and also for the Bags2School collections!

Communication Guidelines between Parents/Carers and School

We hope that the following guidelines will ensure that you know who and how best to contact someone at school about a question or concern that you would like to discuss. A member of staff is always on duty first thing from 8.40am on the playground and can be approached with information. Email communication is an extremely important and effective tool for communication but please allow up to **3 working days for a full response**. We do, however, aim to deal all enquiries swiftly and effectively and approaching the right member of staff will mean this can be further improved.

Type of question or concern	Person to contact	Means of communication
<ul style="list-style-type: none"> • Academic Progress • Pastoral (eg friendships) • Maths, English - Shared learning • Spellings/ Reading 	Classteacher	By telephone before 8.40am (school office staff will pass on messages), verbally at the end of the school day or phone to make an appointment
<ul style="list-style-type: none"> • Playground incident/ Academic progress 	Classteacher or Team Leader	Make an appointment via the office or in person at the end of the day
<ul style="list-style-type: none"> • Change to daily routine 	Classteacher or School Office	In person in the morning or by phone during the day
<ul style="list-style-type: none"> • Special Educational Needs 	SENco	Make an appointment via the office phone or email
<ul style="list-style-type: none"> • Trips, Clubs, lunches, sporting fixtures, copies of letters 	School Office	In person or by telephone/ email
<ul style="list-style-type: none"> • Illness or absence from school 	School Office	By telephone before 9am on first day of absence
<ul style="list-style-type: none"> • Confidential (eg change in homelife, serious long term medical issue or formal complaint) • Quality of teaching and learning 	Headteacher	Make an appointment via the office phone or email
<ul style="list-style-type: none"> • PTA event 	Chair or Vice Chair of PTA	By email or letter given to school office
<ul style="list-style-type: none"> • Governor information 	Chair or Vice Chair of Governors	Email or make an appointment via the office, or in person

Mr. P. Thorne, Headteacher (Infant Team Leader): headteacher@longlane.w-berks.sch.uk

School Office: 0118 9427187, office@longlane.w-berks.sch.uk

Mrs. K. Ayres, Deputy Headteacher (Junior Team Leader): kayres@longlane.w-berks.sch.uk

Mrs. T. Symth, SENCO: via the school office

Mrs. S. Wilkinson, Chair of Governors: via the school office