



**Long Lane Primary School**  
**Long Lane, Tilehurst, Reading, Berkshire, RG31 6YG**  
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 @LL\_Primary

11<sup>th</sup> September 2018

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. This is a long letter but one I hope you find very useful!

### **PTA**

The **Annual General Meeting (AGM)** will take place on Friday evening, 28<sup>th</sup> September at 7.00pm, and will be followed by the **QUIZ NIGHT**. **Nominations for all the posts (Chair, Secretary and Treasurer) are now being sought**. This year's committee raised a huge total and ran many memorable events. If you'd like to hear more about how you can help please come to the meeting. Also please note on your calendars the **CHRISTMAS FAIR will be on FRIDAY 30<sup>th</sup> NOVEMBER after school**.

### **Contacting school**

If you or your child have any matters to discuss you can contact the **school office** at any time between 8.15am and 5.00pm.

The class teachers can be contacted in four ways:

1. **After school** either in person or on the phone.
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 me on gate duty or to them or a Teaching Assistant (KS1) at 'the door' before school starts. I also attach our communication guidelines.

### **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.

The congestion outside school along Long Lane during peak dropping off times can be partially alleviated when everyone keeps to the 'unofficial one-way system'. 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, traffic can keep 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. Thank you.

The main pedestrian gate will be opened at 8.30am and we aim to have 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 car park gates will be closed to vehicles between 8.45am and 9.00am and then from 3.15pm until 3.30pm and 4.00pm-4.40pm.

**Scoot, walk or ride week – starts MONDAY 1<sup>st</sup> October 2018**

We would like to see as many people as possible using their scooters, bikes (both with helmets) or their 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.

**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. Last year we had an above the ‘National Average’ attendance of **96.6%** .

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.

**Pupil Premium - 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 allergies**

Like many schools, we have pupils in school with allergies to nuts/eggs/fish which could potentially be severe. Therefore we generally ask that no children bring these foods or food containing them into school in their pack lunch boxes so that all our pupils are kept safe. However, we also realise that this is difficult for some parents too. **So now the Year 1 and 2 classrooms are designated as 'nut and egg free zones'. The Year 3 classroom is designated 'nut, egg and fish free zone'.** ALL children having a packed lunch in Years 1, 2 and 3 will need to make sure their lunchboxes are nut, egg and/or fish free or highlighted to a staff member before lunchtime begins (may be a good idea if you let the class teacher know in the morning). Those children with these items in their lunchboxes will be asked to eat in the hall or a different classroom. If any junior children would like to eat their packed lunch in the 'zone', please also let me know. Thank you in advance for your support.

### **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 gives 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 'on-line 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.

### **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'?

### **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 and the app** are an excellent way to avoid this too!! Please ask if you need help with setting this up.

### **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 or Mr. E. Barham (Safeguarding Governor) in confidence via the School Office. Or via the email address 'safeguarding@longlane.w-berks.sch.uk'

### **New Reading record books or planners**

We are delighted to have introduced a new 'reading record book' with different styles for both the Infant and Juniors. However, they are more expensive than our previous ones which will mean that replacement books will cost £5 each. Please encourage your child to take great care of them!!

If you have not done so please can you sign the **Home-School agreement** that is printed on the inside of the Reading Record books – thank you. Junior children are expected to sign this as well but for Infant children signing is optional.

### **Uniform**

We are a 'uniform school' and believe that a co-ordinated style makes for a smart businesslike appearance and encourages the children to take pride in their school. More information is available in the new Reading record/ planners.

### **Curriculum news**

#### **Learning Themes & Shared Learning:**

The learning themes for this half term are;

<b>Year Group</b>		<b>Theme name</b>	<b>Skills main focus</b>
Autumn 1 <sup>st</sup> Half	Year 1/2	Colour Crazy	Art/DT
		Animal Magic	Science
	Year 3/4	Point of view	Art
	Year 5/6	Space	Science

Shared Learning consists of a range of learning tasks relating to the curriculum areas and the children will have the opportunity to choose which learning tasks they complete, against a specific criterion.

The learning tasks will generally be an opportunity to develop the skills and knowledge gained during class. If shared learning is not completed on time your child will be asked to complete it during their lunchtime. The shared learning overviews will be sent out shortly.

### **Staff vacancies**

We are looking to recruit reliable and motivated individuals to the following role:

**Lunchtime controller:** Their main role is to supervise pupils in the dining hall, playground areas and school premises ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline. **5 days a week, 12.15pm -1.15pm, term time only.**

Please contact Miss Sarsfield in the school office for an application pack for either role. Visits to the school are welcomed and encouraged.



**Macmillan Coffee morning**

We would like to invite you to join our staff coffee morning and fundraiser on Friday 28<sup>th</sup> September between 10.15am - 11.00am in the school hall. Donations of cake and biscuits are most welcome!

Finally, please make sure that **all items of clothing, lunchboxes and water bottles 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 small horizontal line at the end.

Mr. P. Thorne,  
Headteacher

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

Mr. P. Thorne, Headteacher : [headteacher@longlane.w-berks.sch.uk](mailto:headteacher@longlane.w-berks.sch.uk)

School Office: 0118 9427187, [office@longlane.w-berks.sch.uk](mailto:office@longlane.w-berks.sch.uk)

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

Miss S. Aspindale, Infant Team Leader: via the school office

Mrs C. Rushent, Junior Team Leader: via the school office

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



## IMPORTANT DATES 2018-19



### Welcome time (3.15pm – 3.45pm)

- Autumn Term – Wednesday 19<sup>th</sup> September 2018
- Spring Term – Tuesday 15<sup>th</sup> January 2019
- Summer Term – Thursday 6<sup>th</sup> June 2019

### Parents' Meetings

- Autumn Term – Tues 4<sup>th</sup> (5-7pm), Wed 5<sup>th</sup> (4 -6pm) & Thurs 6<sup>th</sup> December (5-7pm)
- Spring Term – Tuesday 23<sup>rd</sup> April 2019 (All day – please note this is an INSET day)

### Parents' Forum

- Autumn Term – Tuesday 13<sup>th</sup> November 2018 7.30pm
- Spring Term – Wednesday 13<sup>th</sup> February 2019 7.30pm
- Summer Term – Thursday 9<sup>th</sup> May 2019 7.30pm

### 'Class assembly' to Parents

- Foundation Stage – Friday 14<sup>th</sup> December 2018 9.15am
- Year 1 and 2 – Friday 14<sup>th</sup> December 2018 2.00 pm and 6.00pm
- Year 3 – w/b 11<sup>th</sup> February 2019
- Year 4 - w/b 18<sup>th</sup> March 2019
- Year 5 - w/b 8<sup>th</sup> July 2019

### Other events (Autumn Term)

- Year 5 to Multi-activity centre – Thursday 20<sup>th</sup> & Friday 21<sup>st</sup> September
- Year 6 to PGL – Monday 24<sup>th</sup>, Tuesday 25<sup>th</sup> & Wednesday 26<sup>th</sup> September
- Macmillan coffee morning - Friday 28<sup>th</sup> September between 10.15-11.00am
- PTA Quiz night and AGM – Friday 28<sup>th</sup> September at 7.00pm
- School Photographer – Individual photos – Tuesday 9<sup>th</sup> October
- Nasal Flu Vaccinations - FS, Y1, Y2, Y3, Y4 -Friday 12<sup>th</sup> October
- Y5 Bikeability (1) – Tuesday 10<sup>th</sup>, Wednesday 11<sup>th</sup> & Thursday 12<sup>th</sup> October TBC
- Y5 Bikeability (2) – Tuesday 17<sup>th</sup>, Wednesday 18<sup>th</sup> & Thursday 19<sup>th</sup> October TBC
- PGL 2019 - Y5 children and parents' meeting - Thursday 8<sup>th</sup> November 2018 at 6.00pm
- Children In Need Day – Bring a teddy and/or wear something spotty – Friday 16<sup>th</sup> November
- PTA Christmas Fair – Friday 30<sup>th</sup> November at 3.30pm
- School Christmas dinner/Christmas Jumper Day - Wednesday 19<sup>th</sup> December
- KS2 Church Service – Wednesday 18<sup>th</sup> December at 9.45am

Scoot, walk or ride weeks –1<sup>st</sup> October 2018, 4<sup>th</sup> March 2019, 10<sup>th</sup> June 2019

Sports Day -Wednesday 26<sup>th</sup> June 2018, Infants am, Juniors pm (Reserve day Friday 28<sup>th</sup> June)

'Meet the teacher' evening – Wednesday 19<sup>th</sup> June 2019

Transition week/Class swap - week beginning 1<sup>st</sup> July 2019 (For Year 6 moving to Year 7 and all classes in school)

Leavers' Assembly and BBQ- Tuesday 23<sup>rd</sup> July 2019 6.30pm