



Reedley Primary School

Reedley Road, Reedley, Burnley, BB10 2NE 01282 693688

A Parent/Carer Guide Of “What To Expect As Part of Team Reedley”

A copy of this guide can be found on the school website www.reedley.lancs.sch.uk under 'Newsletters'.

Whether you are new to our school, or have been with us for a while, I thought it was worth running through some of the main answers to regular questions that we get asked. It is quite lengthy so I suggest you find a quiet time to sit and read through it! I would suggest keeping hold of it to refer to throughout the school year.

Please let me know if you need clarification on any of the points below.
You can usually find me at the school gate at the start and end of the school day.

Mrs Bell
Headteacher



School Uniform

We expect all children to wear full school uniform every day. Please ensure your child's uniform is neat and complete:

- **Boys:** Black or grey trousers, white polo shirt, and a royal blue sweatshirt. (Y6 wear navy blue sweatshirt)
- **Girls:** Black or navy dress or skirt, white polo shirt, blue checked dress, navy blue sweatshirt or cardigan. (Y6 wear navy blue sweatshirt or cardigan. Girls can also wear black leggings or black trousers.

Shoes: Plain black school shoes or boots with a sensible heel—no trainers or logos. If children have a problem with their usual shoes, they may wear black school pumps during the day.

Jewellery: Only a small pair of stud earrings and a watch are allowed. For PE, earrings must be covered with plasters (provided by the parent) or removed. For swimming, earrings must be removed.

Headscarves: Girls may wear a plain black, blue, or white headscarf (no decorations), which should be removed for PE.

Where to buy uniform: You can purchase uniform from school—please see Mrs. Iqbal. Jumpers purchased from school have the school badge, but there's no need to purchase the badge for clothing bought elsewhere.



PE Kits

The children all need to have a school PE kit which consists of a red t-shirt, black shorts and black plimsoll pumps. Girls can wear plain black leggings.

This kit is brought into school on the first day of a term and goes home at the end of the term, remaining in school so that the children always have the required kit for their lessons.

Children who take part in after-school sport club need to bring in additional kit for this purpose and should not be using their school PE kit, otherwise the kit can get muddy or left at home. If a child does not have a PE kit, parents will receive reminders on a regular basis, until a kit is provided.



Book Bags

We ask that the children all have a school bookbag – not a rucksack as we do not have the space to store these in the day. They need to bring this to school every day.



Communication and School App

Our main way of communicating with you is via Smartphone text. To ensure you receive all important communication from the school, we kindly ask you to install the School Spider app on your smartphone. This app is our primary way of sending messages, newsletters, and updates. Please install the app as soon as possible to stay informed. We also use the school app for booking parent evening appointments. You will receive your login details once your child starts school.



We also use Study Bugs. You can use this to report your child's absence. There is a link to this at the top of the school website.

Photographs of Children

We like to share our successes in school with others. This can be on our school website or in the local paper. The large majority of parents have already given permission and this remains on file. You do not have to re-sign this each year. Just let us know if you change your preferences.

Whilst we fully understand that you wish to photograph your children in any shows or school events, we would ask that you do not take photographs of other children and do not place photographs of your own children on social media, if another child can be identified in the background.



Annual School Photographs

The school photographer comes into school annually to take photos of the children individually, with siblings and also in family groups. We will inform you of the dates, so please check the letters all newsletters.

Attendance

Good attendance is crucial for your child's academic success. Regular attendance helps them keep up with important lessons.

To report your child's absence, use the **Studybugs** link on the website.

- **95% attendance** = 9 days missed over the year
- **90% attendance** = 19 days missed

Is your child ill?
If your child's ill and will be absent from school, you need to tell us.
We use a service called Studybugs which makes it easy.

 [Report Absence on Studybugs](#)

Please call the school to report any absence as soon as possible. Family holidays during term time are not authorised, and a Fixed Penalty Fine may be issued for unauthorized absences of five days or more.

On Day 2 of an absence we may call you. We may also carry out a home visit just to check how your child is, during the period of absence.

If your child's attendance is below 90%, you will be contacted to discuss the issue.

Punctuality

Similarly, it is vital that the children are in school on time every day. The pedestrian gate is unlocked at 8.40am and locked at 8.50am when the school day starts. Children arriving after this time need to enter school via the School Office and must be dropped off at the blue buzzer gate by an adult.

Our lessons start promptly at 8.50am so children arriving after this time often miss instructions and demonstrations from the teacher and children say that it is embarrassing walking in late to lessons. Five minutes of lateness everyday is the equivalent of 20 lessons missed over the year.

The pedestrian gate will be opened again at 3.25pm and locked at 3.35pm. Children need to be collected, no later than 3.30pm. Parents/carers arriving after this time will need to collect children from the blue buzzer gate. Children often get distressed when not collected on time.

If you know that you will be late collecting your child, please phone ahead to let us know, otherwise all children need to be collected by 3.30pm promptly. Children from Y4 upwards are able to walk home (with parental permission), all other children need to be collected from the playground. It is not safe for children to wait by the roadside to be collected.

After-school Clubs

We offer a range of clubs throughout the year. Please see the letters that come home and sign up as soon as the letters come home.

You will be informed of any clubs via a letter home and asked to give permission for your child to attend.

Parking

Parking outside Reedley School is very tight. Please do not park on the pavements, on or opposite the yellow zig-zags or where you may be blocking someone's driveway. School staff sympathise about the lack of parking, which is typical of schools in residential areas. Please do not jeopardise the safety of our pupils by parking where you shouldn't, or by allowing your children to get out of the car whilst it is in the middle of the road.

Cars parked illegally often restrict pupil's view of oncoming traffic. I cannot emphasise enough how important it is to get all of the children in and out of school safely.

It only takes one mistake for a tragedy to occur. We will pass details to the police if we see illegal activity or driving or parking which puts our children's lives at risk.



Medicines in School

If your child requires medication during the school day (e.g., inhalers, EpiPens), please follow these guidelines:

- All medications must be handed to the School Office with a completed form.
- You must ensure that the medication is up-to-date and in good condition.
- If your child no longer needs a medication, please inform us in writing and collect any remaining supplies.

Behaviour

We expect high standards of behaviour from our pupils at all times and, on the whole, they do not let us down. Our children have very good manners and know how to behave well. However, if there are instances where children have broken rules, there will be consequences which may include a verbal warning, missing all or part of a playtime, time out of class and often the parent receiving a phone call home or being asked to meet with the classteacher or Phase Leader.

Parents and pupils need to be aware that if a serious incident occurs, the child may not be able to attend an upcoming club or trip, as we need to ensure that they are capable of, and willing to, abide by the school rules before they partake in a situation which relies on good behaviour. You will be informed if this is the case.

Academic Success

There is information on the school website detailing what the children are learning in each year group.

See 'Curriculum Provision' on our website.

Within all the classes from Y1 to Y6, the teachers carry out regular assessments of the children based on the work that they carry out each day.

At the end of each term, the teacher makes a judgement based on each child's learning in class, regarding your child's current level of attainment is.

There will be opportunities for parents to meet with teachers to discuss their child's progress at least twice in the school year and Parents/Carers can request a phone call or meeting with their child's teacher at any point if they have concerns.

Statutory National Tests

Y6 will take their SATS tests in May.

Y1 and some Y2 pupils will take a phonics test in June.

Y4 will take a multiplication test in June.

Dressing Up Days

Our children are fantastic at rising to an occasions and love dressing up for a special event. Thank you all for supporting these ventures. We promise to give you as much notice as we can, so that you can be prepared.

We will always ask the children to dress up as a book character for World Book Day in March, to dress up to raise money for Children In Need and for other events as they occur.

Upcoming events are advertised in the weekly newsletter that is sent to parents at the end of each week and is also placed on the school website.

Homework

We feel that homework is important for a number of reasons. It allows you to see what your child has been learning in school and to feel involved in the process. It also helps to get the children into a routine of completing homework and returning it on time – which is very important preparation for when they get to High School. It also helps to consolidate skills covered in class. New concepts are usually not set for homework. It is often work which the teacher has explained that needs extra consolidation or practice.

Homework will be sent home on a Thursday, to be completed by Tuesday. This should take no more than 30 minutes per week. Some online programmes may form part of this homework. If children haven't completed the tasks in this time, they can stop. If they need additional help, they can ask in school on a Friday or MONDAY. They can do more than the 30 minutes on the online programmes if you wish them to.

Reading – we ask children to read with an adult at home for around 10 minutes a day.

Other tasks – there are a number of safe online programmes which can be used in addition to the weekly homework and it would be for you to discuss appropriate time guidelines for using these. Not all children have access to all of these programmes. These include: Maths Whizz, Numbots, Purple Mash, Times Table Rockstars, Nussy.

Rewards

Our staff constantly look to reward children who demonstrate excellent conduct in school. Children are able to achieve Team Points and individual stickers or certificates. In addition to this, each week two children will receive recognition for demonstrating the class value, eg determination, perseverance, honesty, integrity, cooperation etc. Two children will receive a certificate for this on a Friday.

Educational Visits and Visitors

We know that the children at Reedley really enjoy school trips and we aim to ensure that all classes have the opportunity to go on at least one trip during the school year, to enhance their learning experiences. We ask that you support us by returning any slips and payment promptly. Our school budget is very tight and we do need to receive money for the trips and experiences that we plan, otherwise we are not able to offer these experiences.

If you have any concerns or questions at any time, we are happy to chat to you. In the first instance, concerns should be raised with your child's classteacher or Phase Leader. Call Mrs Iqbal on 01282 693688 if you require an appointment.

Parental Code of Conduct

All children have the right to a good quality education that uses and develops their talents and abilities. Therefore, the school encourages close links with parents/carers and visitors. We believe that pupils benefit when the relationship between home and school is a positive one.

There is a Code of Conduct for Parents, Carers and Visitors which aims to provide a reminder about the expected conduct. The full policy can be viewed on the school website.

All members of staff have the right to work without fear of violence and abuse. All parents and visitors to the school are expected to behave in a reasonable way towards members of school staff.

Visitors, parents and carers are expected to:

- Respect the caring ethos of Reedley School
- Understand that teachers and parents need to work together for the benefit of their children
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour
- Seek to clarify a child's version of events with the school's view, in order to bring about a peaceful solution to any issue
- Correct their own child's behaviour especially in public and in school grounds where it could otherwise lead to conflict, aggressive or unsafe behaviour
- Approach the school to help resolve any issues of concern
- Avoid using staff as threats to admonish children's behaviour

In order to support a peaceful and safe school environment, the following behaviours will not be tolerated:

- Disruptive behaviour that interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises
- Physically intimidating a member of staff
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Breaching the school's security procedures
- Damaging or destroying school property
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook, WhatsApp, Instagram or other social media sites.
- Smoking and consumption of alcohol or other drugs whilst on school property
- Dogs being brought on to school premises

This is not an exhaustive list but seeks to provide illustrations behaviour that will not be tolerated.

Key Staff Members
<p>LEADERSHIP TEAM</p> <ul style="list-style-type: none"> • Mrs Bell – Headteacher • Mrs Gorrell – Deputy Headteacher • Miss Hume – Phase Leader for Reception (Early Reedley) • Mrs Collins – Phase Leader for Year 1 and Year 2 (Lower Reedley) • Mrs Ellis – Phase Leader for Y3 and Y4 (Middle Reedley) • Mrs Hornby – Phase Leader for Year 5 and Year 6 (Upper Reedley) • Miss Cowell – Special Needs Coordinator • Mrs Simmonds– Pupil Support Manager/Safeguarding Lead • Mrs Iqbal – School Business Manager • Miss Haley – School Administrator