



# Langshott Primary School Parent/Carer Handbook 2025-2026



# A

**Absence** - If your child is absent from school, please telephone the absence line on 01293 776341 (option 1) on the day to let us know the reason for absence. We are required by law to mark this in the register. Please phone again on each subsequent day of absence. **Your child must remain at home for 48 hours after the last bout of sickness or diarrhoea.**

**After School Activities** - We run a variety of extra-curricular clubs after school. You will receive a letter at the beginning of each term detailing what is on offer. All places are subject to availability.

**After School Club (Crystal Club)** - We run an After School care club called Crystal Club every week day during term time from 3:15-6:00pm. We provide high quality childcare offering a warm, comfortable and welcoming environment. The club is situated in an outside classroom and the children also have access to the school playground and play equipment. We offer a range of healthy hot and cold snacks. Please contact the office for registration details and more information.

**Allergies** - Please let us know as soon as possible if your child has any allergies.

**Assemblies** - We have regular assemblies, each taking a different format. Our Monday assembly covers moral and ethical topics and main school themes and we have regular Wellbeing, Singing and Good Learning assemblies, where we award certificates, celebrate achievements and reflect on success.

**Assessments** - Assessment is intrinsic to the learning culture and provision at Langshott. Children's progress is closely monitored in order to provide the best possible opportunities and highest levels of support for all children. All assessment activities aim to ensure that the children are able to make excellent progress in their learning, whilst taking into account the needs of individual children.

## **At Langshott, assessment:**

- Informs learning and teaching.
- Guides planning, resources and intervention to meet the needs of each child.
- Is consistent and is used to measure progress.
- Supports children in knowing what they have achieved and ensuring they are clear on their next steps.
- Supports children in achieving the end of year expectations for their year group.
- Allows us to provide regular information for parents that enables them to support their child's learning.
- Contributes towards accountability data, including pupil progress meetings.
- Is inclusive of all abilities.

**Attendance Certificates** - An Attendance Certificate is awarded every week in assembly to the class with the best attendance from the previous week. The children and teachers are very competitive about this! Each certificate is proudly displayed outside the classroom for everyone to appreciate and celebrated with families through MarvellousMe.

# B

## Bags

### Reception and KS1

Children in Reception and KS1 require Langshott Hi-Viz despatch bags (book bags) which are available to purchase from our supplier [www.onlineschooluniform.co.uk](http://www.onlineschooluniform.co.uk). Please make sure your child brings their book bag to school every day and that you check it every day. Book bags should not be used to send things into school as staff do not check them and children sometimes forget to remove and pass on messages, etc. Please hand things in directly at the office or in the black post box in the main reception entrance. Your child is allowed to put one small keyring on their book bag.

### KS2 (Years 3-6)

Children in KS2 need to have a Langshott backpack ([www.onlineschooluniform.co.uk](http://www.onlineschooluniform.co.uk)) and a chair bag (via Scopay or the school office). Please make sure your child brings their backpack to school every day. We also use them to send home notes, school letters, etc. Parents/carers should check their child's backpack regularly. As children in KS2 are expected to be responsible for their own belongings, we encourage them to have a chair bag. This is not compulsory, but we do feel it is an excellent way of helping the children to keep their desk space free from clutter, especially as they do not have desk drawers. This will sit on the back of each child's chair and be their own personal bag that they will name and take with them year on year as they move up through the school (and the children love them!).

Please do not use backpacks to send things into school. Staff do not check them and children sometimes forget to remove and hand on messages, etc. Please hand things in directly at the office or in the black post box in the main reception entrance.

**Behaviour** - At Langshott Primary School we promote good behaviour, self-discipline and respect. We believe that good behaviour comes from clear expectations and consistency. Good behaviour and discipline are the foundations of all learning and without a calm, orderly atmosphere, effective teaching and learning cannot take place. Every member of our school community has a shared responsibility to support children to prevent bullying by developing courtesy, kindness and consideration towards others. Our main aim is to ensure that all children feel safe at our school. In order to do this, all adults are responsible for ensuring high standards of behaviour and teach our children to take responsibility for their own behaviour. Please see our behaviour policy for more information.



**Behaviour Reflection Sheet** - Children who have had difficulty with one of our school rules (STARS) will spend some time with a supportive adult to complete a reflection sheet. This sheet will be shared with parents/carers.

**Being Ready to Learn** - We expect all children to arrive at school prepared for the day. It is important that all pupils have had a good night's sleep and breakfast.

**Bikes and Scooters** - Children are encouraged to cycle or scoot to school to help ease congestion. We have extensive bike and scooter storage. **For safety reasons, children must push their bikes or scooters on the playgrounds and access paths and wear cycle helmets.**

**Birthday Books** - Instead of buying treats for the class for your child's birthday, you are invited to buy a book for our library instead. There are Amazon wish lists available on the website or you could choose a book you love (neither are compulsory).

**Breakfast Club (Crystal Club)** - We run a Breakfast Club called Crystal Club from 7:30-8:45am every week day during school term time. We offer a range of food. Please contact the office for registration details and more information.

## C

**CGP Study Guides (KS2) and Workbooks (All Year Groups)** - These guides and workbooks are an excellent way to support learning in school and at home. The guides are used in English, Maths and Science lessons in KS2 and they are a great way to encourage the children's resourcefulness and independence. The workbooks can be used for further study at home. They are available to be purchased via the Scopy system or from the school office.

**Charity** - We support a range of carefully selected charities throughout the year. Our aim is to provide opportunities for the children to consider the needs of others in practical and meaningful ways. Participation is always voluntary.

**Children's Leadership Teams** - There are many leadership opportunities available to children in all year groups. These include: register monitors; prefects; senior prefects; deputy head boy and girl; head boy and girl; school council; Year 2 play leaders; Global Ambassadors; Digital leaders; Forest School leaders; Eco leaders; House captains and sports crew. All children will have the opportunity to apply for a role.

**Child Protection and Safeguarding** - It is our duty to ensure the safety of all of the children in our school. Therefore, where members of staff are concerned about or consider that they have good cause to suspect abuse, including neglect and emotional ill treatment, they must report their suspicions to the Designated Safeguarding Leads. It is then the duty of the DSL to report concerns to the appropriate agency. The DSL email is [dsl@langshott.surrey.sch.uk](mailto:dsl@langshott.surrey.sch.uk).

All staff must hold enhanced DBS checks. We also ask that all parent/carer helpers/volunteers undertake an enhanced DBS check.

**Christmas Performances** - This is a very special time in every Primary School! Children in Reception, Year 1 and Year 2 will all perform on the stage in the hall.

**Coats** - It is most important that coats and all other items of clothing are clearly named. Children in Reception are encouraged to practise putting their coat on and fastening it themselves at home as it can save lots of time at school!

**Communication** - We really value communication with parents and carers. This can be more difficult in KS2, especially when children are walking to and from school independently. Please phone (01293 776341) or email the office ([info@langshott.surrey.sch.uk](mailto:info@langshott.surrey.sch.uk)) or use reading diaries/planners (KS2) to communicate with teachers.

We can support your child appropriately when we know as much about them as possible. This could include questions about home learning or any worries your child may have.

**Complaints** - The school has a Complaints Procedure. A copy of our Complaints Policy is on the website. Obviously, we hope you have no cause to use this, but in the unlikely event that you do, please follow the guidelines within it.

**Cultural Capital** - Our aim is for the children at Langshott Primary School to be well rounded, educated citizens who have achieved personal empowerment, are independent learners and confident individuals. Underpinned by our school ethos of learning, pride, success, our learning powers and STARS rules, our ambition is for **all** children to be equipped for the future in our ever-changing world. We aim to provide children with meaningful experiences which allow them to progress personally, physically, socially, culturally and spiritually. Throughout their time at our school, children will be offered experiences such as: sporting and theatre trips; citizenship opportunities; residential trips; children's leadership roles; joining in acts of remembrance and so much more!

## **Curriculum**

### **Reception**

The curriculum is organised into three *prime* areas –

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

There are a further four *specific* areas –

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

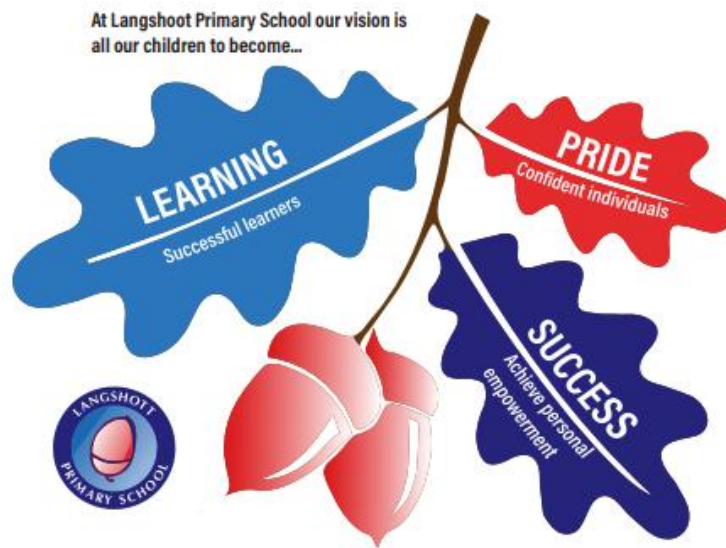
To reach a 'good level of development' children must meet the 'early learning goal' in the three prime areas and in literacy and mathematics.

### **Years 1-6**

Years 1 to 6 follow the National Curriculum delivered through a blocking approach, which fulfils the requirements of the National Curriculum and meets the children's needs and interests. We enrich the learning through trips, visits, visitors and themed days. The curriculum covers –

- English (Spoken Language, Reading, Writing and EGPS)
- Mathematics
- Science
- Art and Design
- Computing
- Design and Technology
- Spanish
- Geography
- History
- Music
- Physical Education
- Religious Education

More detailed curriculum information is available on our website, including topic overviews and knowledge organisers.



**Curriculum Intent** - At Langshott Primary School our vision is to create a school which encourages its children to be successful learners (LEARNING); confident individuals (PRIDE) and to achieve personal empowerment (SUCCESS).

The building blocks of learning, which make up LANGSHOTT are the foundations on which our curriculum is built. Our aim is that these elements run through every lesson, experience and opportunity:

**L**earning - building knowledge, skills and behaviours.

**A**chievement - being successful through effort, skill and courage.

**N**urturing - helping and encouraging personal development and relationships.

**G**lobal Citizens - building an awareness and understanding of the world.

**S**afeguarding

**H**igh Standards - achieving a high level of quality and attainment.

**O**pportunities - creating occasions or situations that make it possible to experience memorable moments.

**T**ransferable Skills - cultivating skills that can be applied in a range of contexts.

**T**enacity - persisting with determination.

## D

**Dictionary and Thesaurus** - They are key resources across the school. The versions that we use in school are available to purchase online.

Junior Dictionary: [https://www.amazon.co.uk/Oxford-School-Dictionary/dp/019274710X/ref=sr\\_1\\_1?dchild=1&keywords=ISBN+978-0-19-274350-3&qid=1623425893&sr=8-1](https://www.amazon.co.uk/Oxford-School-Dictionary/dp/019274710X/ref=sr_1_1?dchild=1&keywords=ISBN+978-0-19-274350-3&qid=1623425893&sr=8-1)

Junior Thesaurus: [https://www.amazon.co.uk/Oxford-School-Thesaurus/dp/0192747118/ref=sr\\_1\\_1?dchild=1&keywords=ISBN+978-0-19-274351-0&qid=1623425959&sr=8-1](https://www.amazon.co.uk/Oxford-School-Thesaurus/dp/0192747118/ref=sr_1_1?dchild=1&keywords=ISBN+978-0-19-274351-0&qid=1623425959&sr=8-1)

**District Sports** - This is an annual sporting event. The children will have the opportunity to take part in trials for each event in their PE lessons. The most successful children (with consistently good behaviour) will be chosen to represent the school.

## E

**EAL (English as Additional Language)** - At Langshott School, many of our children are bilingual or even multilingual. We have a variety of languages spoken in our school, including staff members. We support all children to make progress and provide necessary support through external agencies or signpost through the family centres.

**Eco** - We are always looking for ways to be eco-friendly. We currently recycle paper and card. We try to e-mail letters to you to save paper and have a texting service for those small reminders. Please share what you do to help recycle and save energy at home so the children have awareness and can share this at school.

**E-mail** - As part of our eco responsibilities we e-mail letters to parents/carers rather than providing paper copies. Please make sure we have an up-to-date e-mail address for you. You can also find letters and newsletters on our website. Hard copies are available from the office on request.

**Emergency Contact Numbers** - It is extremely important that you provide us with up-to-date emergency contact details. This is so we can contact you in an event of an emergency. Please inform us as soon as possible if you change any details such as phone number, address or contact person.

### **End of the Day - Reception and KS1**

Please collect children from outside their classrooms at 3:15pm. Your child will only be dismissed if the teacher can identify the person collecting them.

### **End of the Day - KS2**

Please collect children from outside their classrooms at 3:15pm or from the main doors to/from the KS2 building. Children in KS2 are allowed to walk home with written permission (letter available from the office).

As a security measure, we ask you to inform the school office or the teacher if your child is going home with somebody else. If you are unable to let your child's Class Teacher/Learning Mentor know of collection details at the start of the school day, please ensure that you contact the school office **before 12 noon** with any information regarding your child being collected from school by someone other than yourself. This assists the office staff in advising staff in plenty of time and reduces the risk of information being late to the relevant class during the busy time at the end of the school day. Many thanks for your cooperation and support. We will not let children go with anyone else unless you have instructed us to do so.

**If you have to take your child during the day, you must ensure that the teacher/office staff have been informed by phone/email and your child has been signed out at necessary.**

**Equal Opportunities** - All children at Langshott are valued and appreciated for who they are and what they can do. The curriculum and daily planning will ensure that all children can access the learning opportunities at their own level and gain a sense of learning, pride and success.

**External Agency Support** - We have access to and can signpost parents/carers to external agencies. These include: YMCA, Jigsaw and STIPS. Many of the services come into school and work with our children.

# F

**Fab Five Presentation** - 'Fab Five Presentation' refers to the expectations for presentation across the school. It is displayed in every classroom.

Presentation

English - write and underline the long date.  
Maths - write and underline the short date.  
Stick LI and SC in neatly:

One line through a mistake:  
wif with

Correctly sized letters and numbers (one digit per square):  
Aa Bb Cc

Cursive handwriting:  
cat

Start at the margin and write on the line:  
Write on the line ✗  
Write on the line! ✓



**Faculties** - Our staff curriculum teams are organised into faculties and you will see each one represented in the newsletter.

**English and Creative Arts Faculty** (English, Art, DT and Music) - We are passionate about providing all children with a rich and varied creative curriculum, at the heart of which are high-quality engaging texts rich in language, which will inspire, inform, stimulate, challenge and entertain children. It is through these texts that teachers will provide children with a range of meaningful opportunities encompassing; music, dance, drama, art and design, which foster children's natural creativeness and imagination and will enable them to develop a broad range of transferable skills in order for them to achieve a high level of standard in a range of subjects.

**Global Understanding** (Geography, History, RE and Languages) - Our aim is to create and inspire the next generation of global citizens. We believe that all children should be given the opportunity to discover and learn about the historical, geological, religious, cultural and ecological events of the past, that have helped shape the present. Through engaging and memorable learning experiences - which celebrate the ever changing, complex and diverse world in which we live - we believe that we can help to encourage and enable the future generation to thrive.

**Health, Wellbeing and Community** (PE, Forest School, School Council, PSHE and Community) - Through a holistic approach, we aim to deliver a rich curriculum - with a clear progression of skills - that promotes healthy minds and bodies within the community. With clear outcomes and links to core subjects, staff will be empowered and supported to deliver high quality, well-structured lessons. By providing opportunities for all (including those who are disadvantaged) to be active in a range of disciplines, children's wellbeing will be enhanced. The environment and resources will be engaging and safe for all.

**STEM** (Science, Maths and Computing) - Through high-quality engaging experiences, we aim to prepare our pupils to thrive in a highly complex world. Pupils will be competent across Mathematics, Science and Computing; they will be able to understand and prepare research and investigate questions they will face in their futures. Teachers will provide an imaginative curriculum to encourage children's curiosity and expose them to the wonders of the world. Opportunities will be given to pupils to enable them to work collaboratively to problem solve in a meaningful real-life context.

**Fears and Worries** - We all know that children can develop fears and worries. Please therefore tell their teacher if this is the case for your child. We can then reassure your child if required. All classes have a worry box in place.

**Please impress upon your child the importance of telling their teacher or an adult in school if anything is worrying or upsetting them. We can only sort things out if we know there is a problem.**

**Flashback Fridays** - Flashback Fridays are a short session on a Friday when the class takes part in an activity that promotes retrieval of previous knowledge from past Science, History, Geography and RE topics to ensure learning is not forgotten.

**Forest School** - We run Forest School sessions for all year groups on a carousel throughout the year. Forest School nurtures the physical, mental and spiritual wellbeing of the children through being outdoors and helps them to grow a sense of belonging, a sense of place and a self-worth which they can bring into all areas of their learning and their lives. By exposing children to Forest School activities and ways of thinking, we seek to develop well-rounded, self-assured young people who are primed to tackle future challenges with positivity. All children need wellington boots and waterproof to participate in Forest School sessions.

**Free School Meals** - From September 2014 all children in Reception, Year 1 and Year 2 are eligible for a free school meal under the Universal Free School Meal System.

Once your child reaches Year 3, they will be eligible based on income-related criteria (if you are in receipt of Child Tax Credit, Income Support, an Income based Job Seeker's Allowance, the Guarantee element of State Pension Credit, Income Related Employment Allowance or if the family is seeking asylum).

As a school, we receive extra funding called Pupil Premium for every child who is eligible for Free School Meals through their time at Primary School based on income-related criteria outlined above. This additional funding helps to provide better facilities for teaching and learning. Children who initiate Pupil Premium may be entitled to receive discounts for school trips and events. If your child qualifies for this, please see the school office.

**Friends of Langshott** - We have a very active and supportive Parent/Carer and Teacher "Friends" Committee who arrange a number of fund-raising and social events over the course of the school year. These have included: Summer Fun Day, Easter Egg Hunt, Quiz Nights and the Christmas Fair.

They are always keen for helpers at events and new committee members. The money raised goes towards various projects, e.g. class resources, class trips and playground equipment.



There is a notice board in the playground where details of events are posted. You can also look on the website, as well as a section in our newsletter that keeps you informed. If you wish to contact them, either drop your letter into the Friends white post box in the main reception entrance or e-mail them at [friendsoflangshott@gmail.com](mailto:friendsoflangshott@gmail.com)

## G

**Gates** - Our entrance gate opens at 8:30am and are locked at 8:50am. If you arrive after this, please take your child to the main office to ensure that your child is registered. This also applies to children who walk to school independently. This is for the security of all our children. At the end of the school day, gates open at 3:10pm.

**Golden Pencil** - The children will be awarded with a golden pencil for receiving the presentation prince/princess award three times in one term. This award celebrates individual children making fantastic progress and achieving a high standard of presentation and handwriting.

**Goodbyes (Reception, but applies to all Years)** - Please make your goodbyes as quickly as you can as this supports your child to be as independent as possible. If you are at all worried, please feel free to telephone later on in the morning to put your mind at ease. We know every child is different and if a child is really not settling, we will work closely with you to devise the best strategy. We will always phone you if there is a problem.

**Google Classroom** - Some home learning is set on Google Classroom. The children will be shown how to access this. In the event of a whole class or school closure, children will complete learning on Google Classroom. They can also use Google Classroom to hand their home learning in.

**Green Pen Work** - The children work in green pen for two reasons. The first reason is to edit their work independently or with a partner, such as using a thesaurus to improve word choice. The second reason is to respond to marking from the teacher; they may be given a correction or a challenge.

**Growth Mindset** - At Langshott we believe that children can achieve anything they put their mind to. We want all children to welcome challenge and learn from their mistakes. We believe that intelligence is not fixed, but cultivated through learning. By encouraging children to engage fully with new tasks, exerting effort, stretching and applying skills - they begin to foster a growth mindset. Anything is possible if you work hard enough! We have a bit on the website too...

<http://langshott.ng2.devwebsite.co.uk/page/Default.asp?pid=196&action=saved>

## H

**Haircuts** - Haircuts should not be severe or have logos cut into them. Long hair should be tied back.

**Harvest Festival** - Every Autumn term we have a special assembly for the children to celebrate Harvest. We ask for donations for the local Foodbank from families.

**Headlice** - Alas, these appear, from time to time, to be part of school life. Please check your child's hair at least weekly for any signs of head lice. If you do find any eggs or live lice at all, please check and treat the whole family promptly. If we are all vigilant, it prevents the lice from spreading around the class. Washing hair, applying lots of conditioner and combing thoroughly with a fine-toothed comb and keeping long hair tied back will help. If you do find any signs of headlice, please let us know.

**Headteacher** - Feel free to pop in with any worries or concerns you may have. We welcome suggestions as to how we can develop our partnership and also feedback on how things are working for you and your children. The Headteacher is at the gate at drop off and pick up on most days so is easily accessible.

Although we have an ever-open door, if you have a matter to discuss which will need time, it is best to make an appointment. We can then ensure that you will not be disturbed and that any preparatory work for the meeting has taken place beforehand. You may also email [head@langshott.surrey.sch.uk](mailto:head@langshott.surrey.sch.uk).

**Health** - Your child will have various health checks at school and you will always be fully informed about them. If you have any medical or health queries about your child, please see our school office.

**Holidays** - We strongly discourage you from taking your child out of school for a holiday during term time. In line with current legislation, the Headteacher will not grant any leave of absence during term time unless there are unavoidable and exceptional circumstances.

**Home Learning** - At Langshott we believe that children learn best when school and families work together. We believe that when families support the learning that is happening in school, through home learning, then the child makes better progress. Research into this area confirms this. Teachers set home learning on a regular basis. Please see individual year group information for more detail. All home learning tasks are available on Google Classroom and children are also provided with a home learning book.

**Home School Link Worker** - Our Home School Link Worker is available to support children and families.

**Hoodie/Zoodie (hooded/zippered sweatshirt - PE kit)** - Children are only allowed to wear the official Langshott hooded sweatshirt/Zoodie (with the logo). If your child does not have one, they will need to wear their school jumper/cardigan instead.

**Horley Learning Partnership** - The Horley Learning Partnership (HLP) is a confederation of schools in Horley and the surrounding area, including Langshott Primary School. Through working together in partnership we aim to provide enhanced learning opportunities for all children to inspire a life-long learning community.

I

**Illness** - You must keep your child away from school for 48 hours from the last bout if they have been sick or had diarrhoea. We would also prefer you to keep them at home if they have a temperature or a persistent cough, as we have found that a full school day can be very punishing for a child who is feeling “under the weather” and can lead to longer periods of illness.



We are permitted to administer medicines which have been prescribed by a doctor, such as antibiotics, however we are **not** permitted to administer medicines such as Calpol or cough mixtures. We will ensure children who are asthmatic take their inhaler as it is needed. These will be logged and kept in a safe place in the school. We have staff who are fully trained paediatric first aiders and staff who have received auto-injector training. Mrs Hall, Mrs Ashby and Miss Harris in the school office are happy to tend to cuts and scrapes with tender loving care and plenty of plasters! Most other staff members have undergone training and are qualified first aiders.

**Inclusion** - We aim to create an atmosphere where children, parents/carers and staff feel valued and appreciated. We believe that everyone can add something positive to our school and together we can create a stimulating, secure and forward-thinking environment. All children will be valued and appreciated regardless of their ability, gender, race, religion or culture. All children are entitled to access a balanced and broad curriculum and some children require additional support to do this; we work as a team to ensure this happens. We are committed to providing a quality and challenging education for all children whatever their needs or abilities.

If you have any concerns relating to any additional support your child might need in school, then please speak to your child’s class teacher.

**Independence** - Children in KS2 are expected to be more independent. This means they should be developing their organisation skills with less support from staff and family members. Some basic life skills pupils need every day at school are:

- Organising their home learning, including handing it in on the correct day.
- Tying their shoe laces.
- Knowing the days of the week and months of the year and being able to tell the time.
- Looking after their property and searching lost property independently if needed.

**Information Evenings/Videos** - Teaching staff at Langshott provide information evenings/videos for parents and carers in different year groups across the year. They cover curriculum information, how to support at home and important details about special events.

**Interventions** - During their time at Langshott, your child may be offered additional support with their learning. In some year groups, we provide early morning or after school sessions to children who need an extra boost to reach the expected standard.

## J

**Jewellery** - The school cannot accept responsibility for items from home brought into school.

Jewellery is not permitted in Reception. If there is a religious or cultural need for jewellery, parents/carers should meet with the Early Years Lead or the Headteacher. In Years 1 to 6, jewellery is not permitted, apart from a watch and one pair of small stud earrings that must be removed for PE. Children need to be able to remove their own earrings for PE lessons. Smart watches are not permitted as they have access to the internet.

**Jigsaw (Scheme of Work)** - Jigsaw is the PSHE (Personal, Social and Health Education) Scheme of Work including statutory Relationships and Health Education that we use at Langshott. It gives children relevant learning experiences to help them navigate their world and to develop positive relationships with themselves and others. It helps us deliver engaging and relevant PSHE within a whole-school approach. Jigsaw lessons also include mindfulness allowing children to advance their emotional awareness, concentration and focus.

**Jigsaw (Organisation)** - Jigsaw is an organisation that offers grief support to children and young people who have experienced the death of a significant family member through illness, accident, suicide or murder. They also provide support to children and young people who have a family member with a life-limiting condition. Sessions with our pupils have been provided in school either virtually or face to face. We support children with a variety of resources to enable them to self-regulate.

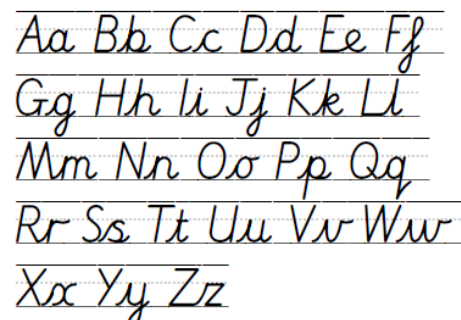
## K

**Knowledge Organisers** - Knowledge organisers are informative documents used at the start of Science, History, Geography and RE topics. They include all of the important knowledge that the children will need to learn during the topic.

## L

**Langshott Script and letter formation** - This is the style of cursive writing that we teach at Langshott from Reception. It is displayed in every classroom to support the children. When a child achieves a good standard of handwriting and presentation, they will be awarded their Pen Licence. This allows them to write with a handwriting pen.

Appendix 3 – Langshott Primary School Handwriting Script









**Lateness** - Please try and get to school on time as it can be very worrying for children to be late. If, for any reason, you arrive after 8:50am when the gates are locked, please go to the school office to ensure that your child is registered. This also applies to children who are in KS2 and walk to school independently. Children are marked late if they arrive after 8:55am.

**Learning Folders (Reception)** - In Reception each child has a Learning Folder. These contain examples of the learning experiences each child has across the whole curriculum and provide an opportunity for parents and carers to contribute observations about their child's learning and development at home. They form a picture of 'the whole child' through a combination of photographs, drawings, creations and teacher observation notes. As well as this, each child has a writing and maths folder showing learning and development in these two areas. They are available for children and families to look at together and form a great starting point for children to begin to reflect on their learning and progress.

**Learning Powers** - At Langshott we understand how we learn most effectively through the 4Rs – Resilience, Reciprocity, Reflectiveness and Resourcefulness.

Learning Dispositions	How children build learning muscles	How you can support your child at home
<p><b>Resilience</b></p> 	<ul style="list-style-type: none"> <li>🌀 I don't give up even when learning is hard</li> <li>🌀 I like to be challenged</li> <li>🌀 I don't let myself get distracted</li> <li>🌀 I get absorbed in my learning</li> </ul>	<ul style="list-style-type: none"> <li>🌀 Demonstrate/model sticking at things even if they are difficult</li> <li>🌀 Talk about how you feel when you are taking on challenges</li> <li>🌀 Praise your child when they persevere but also encourage them to take a break when they have had enough</li> <li>🌀 Help them to find interests and activities that are really absorbing</li> <li>🌀 Talk with them about what help them to concentrate and manage distractions</li> </ul>

<p><b>Reciprocity</b></p> 	<ul style="list-style-type: none"> <li>🌀 We can work independently but we are also good team players</li> <li>🌀 We can put ourselves in someone else's shoes and can show empathy</li> <li>🌀 We are good listeners</li> <li>🌀 We like to congratulate others on their ideas</li> </ul>	<ul style="list-style-type: none"> <li>🌀 Demonstrate/model being a good learner</li> <li>🌀 Work, play and learn alongside your children, enabling them to pick up good habits through imitation</li> <li>🌀 Make expectations of turn-taking and cooperation clear</li> </ul>
<p><b>Resourcefulness</b></p> 	<ul style="list-style-type: none"> <li>🌀 I try to find things out for myself.</li> <li>🌀 I use the resources around me.</li> <li>🌀 I link what I have already learned to help me learn new things.</li> <li>🌀 I use pictures in my head to help my thinking.</li> <li>🌀 I ask great questions.</li> <li>🌀 I like to go exploring for answers</li> </ul>	<ul style="list-style-type: none"> <li>🌀 Encourage questions</li> <li>🌀 Demonstrate making links between different ideas</li> <li>🌀 Don't allow your child's imagination to shrivel up!</li> <li>🌀 Help them to find ways of using resources such as reference books, dictionaries, the Internet</li> </ul>
<p><b>Reflectiveness</b></p> 	<ul style="list-style-type: none"> <li>🌀 I am reflective and I think careful about my learning.</li> <li>🌀 I plan my learning and like using my everyday experiences to help me.</li> <li>🌀 I can review and redo to improve my learning</li> <li>🌀 I enjoy talking about the progress I am making.</li> <li>🌀 I learn from my mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>🌀 Encourage them to take responsibility for preparing for school</li> <li>🌀 Ask not what they did at school, but what they learned</li> <li>🌀 Help them to think about, and plan, activities</li> <li>🌀 Encourage flexibility and the ability to change a plan if necessary</li> </ul>

**Library** - Each class has a regular timetabled slot to visit our library to swap their library books and enjoy this facility. Our online library system called Reading Cloud, enables us to keep track of all of the books in the school and it also has a safe online chat facility where books can be recommended.

**Lost Property** - We hold a central lost property container in the undercover area on the playground. It is your child's responsibility to ensure they place any unworn garments on their peg or in their bag. We make every endeavour to keep children's property safe and in their possession, but from time-to-time things may go missing. Unfortunately, the school cannot be held responsible for missing items. We therefore advise no valuable/sentimental items be brought into school for school use.

**PLEASE DO REMEMBER TO NAME EVERYTHING AND THEN IT NEED NOT BE 'LOST' FOR LONG!**

**Lunchboxes** - Please choose a lunchbox and drink container that your child can manage independently. You know your child's appetite best, but please do try not to overdo it. If they have too much in their lunchbox, children sometimes decide that they cannot eat it all and they won't eat anything!

If your child does not finish the food in their lunchbox, we will not dispose of it as we do not have the facilities for this. More importantly, we will leave the contents in their box, allowing you to see exactly what your child has eaten and to adjust their lunches accordingly.

We do promote healthy eating, so please try to support this. Please ensure you do not send in fizzy drinks, sweets or chocolate. Please avoid nuts as we aim to be a nut-free school as we have some children with severe nut allergies. Drinking water is available at school to refill water bottles and in cups on the lunch table.

**Lunch Time** - Your child has the choice of having a hot school dinner or bringing in a healthy packed lunch to school. To serve all the children we allow up to 30 minutes for children to eat their lunch. The lunch break also includes an opportunity to play.



We actively promote school dinners and all the meals produced on site by our kitchen team are of a high standard, having been awarded the prestigious Food for Life Gold Catering Mark with Five Stars. This means that in addition to providing healthy and nutritious food, meeting the government standards, the origin of the food is also assured. The dinners provide excellent value for money and allow the children to enjoy eating a school dinner with their friends. Special dietary requirements can be accommodated and our chef has yet to be defeated by a dietary request!

Children who are particularly well behaved or helpful at lunchtimes are issued with a Golden Ticket by Learning Mentors. They can then eat lunch on the Friday, wearing a crown and with a golden place mat and cup!

## M

**Marking and Feedback** - Marking has two purposes. One, pupils act on feedback and make progress over time. Two, it informs future planning and teaching. It is a dialogue between teacher and pupil. Adults mark in purple pen and should be something that children use to understand and try to improve; the aim of effective marking is to get children to engage with the feedback and then take action in order to improve their learning.

At Langshott, we believe that:

- Feedback must require or lead to a response.
- Feedback should link to the success criteria.
- Feedback needs to be as immediate as possible.
- Verbal feedback has the most impact.
- Children must be given time to reflect on their learning and write their next steps.
- Children must be given time to respond to feedback.
- Using mini-plenaries to reflect on learning enables children to immediately respond or make changes in order to be successful.

**MarvellousMe** - We use MarvellousMe to share learning and celebrate achievements with family members. New parents/carers will be given information about this app (free to download), with their child's join code.

**Milk** - Children under five are offered free milk, thereafter, there will be a charge should you wish your child to continue. Forms are available from the office.

Water is freely available during the day. We do not allow any drinks other than milk or water during the school day, except for lunch where fruit juice is also permitted, please see "Lunchboxes". This is part of our healthy eating policy.

**Mobile Phones** - Children in KS2, who wish to bring their own mobile phone into school, will have to apply for permission from the Headteacher. In order for the child to be granted permission, a parent/carer needs to attend a Children and Technology meeting (dates will be advised as necessary).

**Mobile Phones (Parents/Carers)** - For safeguarding reasons, we do not allow the use of mobile phones on the school grounds at morning drop off/afternoon pick up.

**Music Lessons** - All classes will have music lessons on a carousel basis through the year, delivered by a specialist music teacher. Wherever possible, this will be linked to what the children are learning about in class.

Children also have the opportunity to learn an instrument, which will be taught by a peripatetic teacher, these take place during the school day as well as after school. Letters will be sent home with the full details regarding this offer.

**MyMaths** - MyMaths is an easy-to-use online learning platform that builds pupil engagement and consolidates maths knowledge. Children in Year 5 and Year 6 use this platform for their maths home learning. They will be shown how to access this in school.

## N

**Newsletters** - We send out newsletters half termly to keep you up to date with the latest developments in school, give you diary dates and occasionally ask for your help. Spare copies of newsletters are kept in the information board in the main reception or look on our website. We e-mail these out where possible.

**NumBots** - NumBots is a program that supports the children with their adding and subtracting of numbers. It is really important that the children have a rapid recall of adding and subtracting to support them with their fluency in maths. Reception and Year 1 use this program instead of TT Rockstars. The username is the same for both programs. Children in older years are encouraged to continue using it too.

## O

**Oakwood School** - We work closely with Oakwood School to offer the children more opportunities and to prepare them for transition to secondary school.

**Online Safety** - It is really important that everyone understands the importance of staying safe online. Each academic year, we have an Online Safety week in school where we cover the learning of being safe online. We run technology meetings for parents/carers to learn about the possible dangers children could face with being online. Our technology devices at school are all installed with software to block inappropriate sites to keep our children safe.



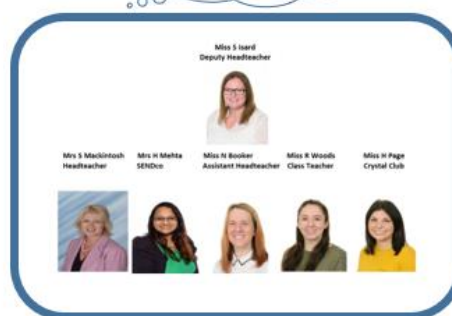
## SAFE



*Speak to somebody if you need help.  
 Ask an adult before going online.  
 Friends are real people we know.  
 Enjoy - play, be kind, have fun and stay safe!*



Who can you speak to if you are worried...



## P

**Painting and Messy Activities** - We always try to ensure that children wear aprons when taking part in potentially messy activities. However, accidents can happen and sometimes children feel you may be cross or upset if they get paint, glue or clay on their clothes. School uniform is designed to be robust and serviceable. It is important that all children participate in the full range of activities that are provided, therefore we ask children to bring in an old shirt to protect their clothing.

**Pantomime** - We have a very special Langshott Christmas tradition of attending the pantomime at the Hawth every year.

**Parent/Carer Consultation Evenings and Reports** - Twice a year you will have the opportunity to make an appointment to see your child's class teacher on a more formal basis. We offer meetings online OR face to face.

In the Summer term, an Annual Report is produced. If you have any queries regarding the report, then please make an appointment to discuss them with your child's teacher. However, please do not wait until Parents' Evening if there is something on your mind – we are always here to help.

**Parent/Carer Helpers** - We always need extra help in school. Sometimes it may be around the school (labelling books, helping in the library, photocopying, laminating, tidying, etc.) or other times it can be supporting the learning in a classroom. All helpers must have a clear, enhanced DBS (Disclosure and Barring Service) check before working within the school. If you do have some free time and would like to help, then please speak to your child's class teacher. Volunteers are asked to read and sign a 'Code of Conduct', including a commitment to confidentiality at all times.



**Parking** - At Langshott we ask parents and carers to be considerate parkers to ensure the safety of our children and families and respect to our local residents. We ask parents and carers to try to walk, scooter or cycle as often as possible.

When driving to school, please park considerately so that children can be seen and walk along the pavement safely.

For everyone's safety, the access road remains closed and only cars using the Oakwood Sports Hall are able to drive up / down at drop off and pick up times.

**PE Kit** - Pupils should wear their PE kit to school on the days they have PE and on any day they have an after-school sports club.

PE kit consists of: navy blue PE shorts, House colour PE T-shirt, trainers, blue tracksuit bottoms in winter, the Langshott Hoodie or Zoodie. Lace up trainers should only be provided if your child can tie their own laces. If your child does not have the correct PE kit in Reception/KS1, they will not be able to take part in PE and you will be informed. Shorts, T-shirts, tracksuit bottoms and PE bags can be ordered online from [www.onlineschooluniform.co.uk](http://www.onlineschooluniform.co.uk), the Hoodies and Zoodies can be purchased via the Scopay system or through the school office. All jewellery must be removed/not worn on that day. Earrings can be taped at home.

**PE Lessons** - Each week your child will participate in PE lessons.

**Pen Licence (Year 2 and KS2)** - Children in KS2 will be awarded their Pen Licence when they achieve a very high standard of handwriting and presentation. This 'licence' allows them to write with a handwriting pen and this achievement is shared in the newsletter. This is a much-coveted award!

**Phonics** - Throughout Reception and KS1, your child will develop their phonic skills in a coherent and systematic way following the Twinkl phonics scheme. Our fully decodable reading scheme 'Rhino Readers' aligns with this and features the familiar characters of Kit, Sam and their family and friends that children will have met in the daily lessons. In Reception and KS1, your child will bring a Rhino Reader book home on a Thursday that matches the weekly sounds and tricky (common exception) words taught in phonic lessons. It is one of our school priorities to ensure that all children develop confidence in phonics to enable them to become confident readers and writers.

We greatly appreciate parental support in this area and encourage parents to read the phonetically decodable books with their child regularly. Children in KS2 who are still developing their phonic knowledge will receive additional phonics teaching.

**Photographs** - Generally, photographs of children for school and family use and, occasionally for publication in the local press are a source of pleasure and pride and so are to be welcomed. However, we live in an age in which technology has vastly increased the use, and potential misuse, of photographs. Having taken advice from Surrey Police and Surrey County Council, we believe that the risk of a child being identified by a stranger is so small that, provided reasonable steps are in place to limit the publication of their names and addresses, photography of children at the school should continue, in line with the following guidelines. We **will not** use children's full names alongside their photographs in the school's own printed publications, in video films or on our website. However, children's first names may be used. With regard to the Press, the school **will** allow local newspapers to take photographs of children, when appropriate, provided that parental consent has been given. Some newspapers insist that children's names must be published with their photographs. If not, they may decline to cover school events. Therefore, we will normally give the children's full names (but not addresses) to newspapers. That is why it is important for you to tell us whether you have any objection. If you do object, the school will not allow your child to be photographed by the Press.

Langshott Primary School recognises that parents/carers who attend school events, such as nativity plays or sports day, like to capture special moments in photos or on video. Therefore, parents/carers

are permitted to take photographs and/or make videos at Langshott Primary School events where they have been invited to attend by the setting.

Parents/carers must adhere to the following guidance at all times when using photographic/ videoing equipment at Langshott Primary School events.

- Photographs and video captured at school events by parents/carers are for personal use only.
- Photographs and video from school events should not be posted online through any social media network such as Facebook, YouTube, Instagram nor any other website. While Langshott Primary School recognises the internet is an easy way to share treasured moments with family and friends, we must ensure that we protect and safeguard all children and staff, many of whom do not want their photograph shared online. For others, doing so may compromise their safety. Parents/carers may not always know who these people are and Langshott Primary School requires everyone's support to protect the whole community.
- Parents/carers should not sell or distribute by any other means photographs or video taken at Langshott Primary School events.
- Members of staff at Langshott Primary School reserves the right to challenge any person using photographic/video equipment at a school event who they do not recognise or where they do not know that person's connection to pupils. The member of staff also reserves the right to ask the person to stop taking photographs/video if this cannot be established and to ask them to leave if they do not comply with this request.
- Parents/carers should only take photographs/video in the designated areas as set out by the school.
- Parents/carers should not take photographs in sensitive areas such as toilets or changing rooms at any time.
- Parents/carers should be mindful of the appropriateness of the photographs/videos they are taking at all times. While Langshott Primary School will ensure that pupils are appropriately dressed while in the designated areas at the school event parents/carers should ensure that any photographs or footage taken is sensitive and appropriate.
- Langshott Primary School reserves the right to ask a parent/carer to leave if they are observed taking inappropriate photographs/video or if they are observed covertly using photographic/video equipment. Where this occurs Langshott Primary School will follow necessary safeguarding procedure.
- Langshott Primary School reserves the right to remove consent to take photographs/videos at any time.
- Parents/carers are required to follow additional guidance in event programmes or announcements from school staff as to when photography and videoing are permitted.

**Planners (KS2)** - Children in Key Stage 2 are given a planner to record reading and other information.

**Playtime** - Children throughout the school have access to the playgrounds during the day. We ask parents and carers to ensure that all children have wet weather clothing in school so they can access the grounds in all weather without ruining their uniform.

**Post-teach** - This refers to revisiting some of the learning from a lesson. Children will often work with an adult to respond to the teacher's marking or to help them to understand something they found difficult.

**PPA Time (Planning, Preparation and Assessment Time)** - Every week your child's teacher will have time out of the classroom to assess progress, plan and prepare for learning. The class is usually taken by a HLTA or Learning Mentor who is part of the teaching team and knows the children well.

**Presentation Prince/Princess** - Across KS1 and KS2, one child is chosen from each class to wear the presentation crown each day. This award is based on their handwriting and presentation and it can be chosen from any lesson/piece of work.

**Pre-teach** - This refers to 'mini lessons' which often take place before a lesson to teach children the main concepts that are going to be in a lesson. Teachers know their class well and decide who would benefit from this extra support. The children grow in confidence from this session and are ready to make maximum progress in the whole lesson.

**PSHE** - PSHE (Physical, Social and Health Education) is part of the National Curriculum. We teach this through our Jigsaw scheme and also discuss topics from this as part of our weekly in-class reflection.

## Q

**Questions** - If you have any worries or questions, please do not suffer in silence. We are always happy to help and can often quickly reassure you. If you need to speak with your child's class teacher, it may be appropriate to arrange a mutually convenient time. Email [info@langshott.surrey.sch.uk](mailto:info@langshott.surrey.sch.uk) for an appointment.

## R

**Reading** - As children develop their reading fluency, they will be taught a range of comprehension strategies. All children will take part in whole class reading lessons that focus on teaching the skills of reading for meaning (vocabulary, retrieval and inference).

Children will take a Rhino Reader book home every day, containing all sounds they have learnt. Additionally, they can borrow a reading for pleasure book from the classroom that we encourage them to change regularly. Children in KS2 are given an appropriate reading book to read at home every day and they are also welcome to borrow one from the school library/class book corner.

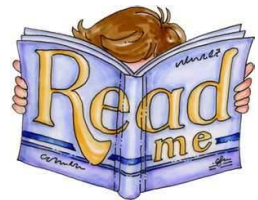
Remember that reading should be fun. Research has shown that regular reading with an adult at home dramatically improves a child's reading development. Making time to sit and share books together will result in positive outcomes.

Encourage your child to talk about the books they are reading. We practise reading skills every day at school in different forms – on the whiteboard, games, puzzles, flashcards, instructions, etc., the list is endless. Your child is also able to borrow books from our library during regular class library sessions. Children will be rewarded STARS Points for regular reading at home.

**Reading Diary** - In Reception and KS1, your child is given a reading diary. This should be kept in their book bag all the time. When an adult in school shares a book with a child, they will write a comment about how the child has read. We welcome your comments about your child's reading at home and also their comments and pictures relating to what they have read. We cannot emphasise enough the importance of finding time every day to share your child's book with them. You will be amazed at how it pays off!

**Residential Trips** - The children have a one-night sleepover in Year 3, go to Juniper Hall in Year 4 and go away to Bowles in Year 6.

**Responding to Marking** - The children will be given a challenge, as well as corrections from the teacher's marking, in all subjects. They are expected to respond to this carefully in green pen.



**Rewards** - It is important to reward and motivate pupils to do the right thing. The children are rewarded in a number of ways, including; MarvellousMe messages, stickers, certificates and STARS Points.

**Rules** - The Langshott School rules are very simple so they are easily understood and remembered - STARS.

- S** = Self-control
- T** = Take responsibility for your actions
- A** = Always follow instructions
- R** = Respect
- S** = Stay safe

**RSE** - RSE (Relationships and Sex Education) is a statutory requirement for schools to deliver as part of the National Curriculum. At Langshott, we deliver this as part of an RSE week in conjunction with our Jigsaw scheme. We cover a range of different age-appropriate activities which are built on each year as the children move through the school.

## S

**Sanctions** - At Langshott, we encourage children to be independent learners and to be responsible for their own actions. Throughout the school, sanctions are carried out, when necessary, in order to help pupils to make the right choices. Please see our behaviour policy for more information.

**School Council** - Our School Council is made up of one child from every class elected every year through a very simple voting system. They have regular meetings. Their role includes responding to class and whole school issues and managing a small budget for school resources.



**School Fund** - We invite families to contribute a termly voluntary donation of £10 for the school fund. At Langshott, all donations have a significant impact upon our ability to offer 'extras' for the children. With such monies, we are able to enrich the curriculum, support school trips and theatre company visits and pay for items such as ingredients for cookery. If you are able and would prefer, you may pay for the whole year in advance.

**School Visits** - We like to take the children to visit places of interest. In order to do this, we will ask you for a voluntary contribution. This covers the cost of travel, entrance fees and insurance. Sadly, the school budget is such that we do not have the funds to pay for such visits; therefore, if parents/carers do not pay, we will not be able to go. We will always seek permission before we take a child on a visit being off site that requires transportation. Details of visits will be sent to you in advance. We sometimes ask for parents/carers to come along to help with supervision. We ask you to sign a consent form, when your child starts school, for local visits that do not involve transportation such as educational local walks. We will always notify you that a local visit is planned. We carry out a comprehensive risk assessment before each visit.

**School Shoes** - Children must wear smart black shoes with their uniform NOT trainers. Children may wear trainers with PE kit (preferably plain black) but when wearing uniform, they must wear shoes. If the trainers are plain black, but have a sports company logo (Nike and Adidas seem to be the most popular) they are not shoes, they are trainers. Something like this, on the left is ideal to wear with uniform. The ones on the right are an example of what is NOT acceptable with uniform (note the black Nike tick).



## Snacks

**Reception and KS1** - The children in Reception and KS1 are provided with a healthy mid-morning snack (fruit or vegetable).



**KS2** - We strongly recommend that children in KS2 bring a piece of fruit from home for a mid-morning snack (to be stored in their chair bag until break time). No other snack items are allowed.

**Social, Emotional and Mental Health** - Staff are trained in using the Zones of Regulation which are used by all children to support their emotional wellbeing. Children use Zones of Regulation to share their emotional state throughout different times of the day. If a child is struggling, Learning Mentors are present in every class to support them. Staff are trained in emotion coaching too.

A Learning Mentor is a warm and caring person who helps children feel happy in school and reach their potential educationally. Their aim is to remove the barriers to learning and to have happy children in school and at home.

There will always be children and young people in school facing life challenges that detract from their ability to engage with learning and some will require greater support to increase their emotional literacy than others. When our children find themselves struggling and encounter difficulties with their emotional health, our Learning Mentors will provide additional intervention and be there to listen, provide additional TLC and support them. To do this, they plan and deliver programmes of support which can be delivered on an individual basis or small group basis. Small group work is especially useful in the areas of social and friendship skills.

**Spanish** - Children in KS2 have regular Spanish lessons with Mrs Blanco.

**Special Educational Needs and Disability (SEND)** - Langshott Primary School is committed to providing an inclusive and broad education for all children. Special needs vary in nature and, if your child is identified as having additional requirements, appropriate provision will be made within the constraints of our present budget.

Provision maps showing how we meet the needs of all children at Wave 1, school support at Wave 2 and personalised support at Wave 3 are found on the website. We use the graduated response to support children, this includes assess, plan, do and review cycle. All children with special needs have an ISP (individual support plan) and it is reviewed termly as part of the graduated response.

We offer SEND parent consultations throughout the year and further opportunities to meet with the SENCO. We also hold information coffee mornings as an opportunity to network and meet with other external agencies.

Please also see the Surrey Local Offer for further information about courses for parents and useful advice. <https://www.surreylocaloffer.org.uk/parents-and-carers>

We also recognise and support children who are acknowledged as being most able. Such children may be in one or many subjects and opportunities are created to ensure that different groups of children can flourish.

**Spellings** - We teach spellings regularly across the week, building on phonics knowledge and unpicking spelling rules using an investigatory approach. In KS1, the children will be exposed to words in line with their phonics learning. In KS2, the spelling information is shared by individual year groups.

**Sports Day** - We have a Summer Sports Day in the Summer Term. You will be invited to come and watch your child.

**Staff** - We are very lucky to have wonderful staff at Langshott who go above and beyond what they have to do contractually for the good of our pupils. It is always appreciated when parents and carers recognise this and say thank you.

## T

**Texting Service** - We use a texting service to keep you up-to-date of any urgent events and issues. It was extremely useful when we had snow! Please make sure we have your up-to-date mobile numbers and e-mail addresses.

**Timetables** - Year groups produce daily/weekly timetables which they share with the children to support them with routines and expectations. They will also be published on the website each week.

**Times Table Rockstars (TTRS)** - The children have a username and password and it can be downloaded onto technology as an app. The children are expected play regularly. There are regular 'battles' against other classes to see who can get the most points. This will then be celebrated in an assembly. There are also badges available for achieving a high rock status.

### Toilets

#### Reception and KS1

Being independent about using the toilet is crucial to a child's early days at school. It is helpful if our youngest children are confident about managing their clothes, wiping their bottoms, washing their hands and flushing the toilet. Children in KS1 are encouraged not to go to the toilet during lessons, but will of course be given permission to go if it is necessary. They are reminded to go to the toilet during playtime and at lunch time. Please speak to your child's class teacher if your child has a medical need in this area.



#### KS2

Children in KS2 do not go to the toilet during lessons. Please speak to your child's class teacher if your child has a medical need in this area.

**Topic Overviews** - Topic overviews are used across the curriculum. They can also be found on the website.

**Toys** - Please discourage your child from bringing toys to school as they can so easily get lost or broken. On occasions, children may be asked to bring things in from home as part of their topic learning. We are always happy to share a favourite book.

**Transition** - We have a very robust and informative transition process for our pupils moving into secondary schools. We work closely with families and feeder schools to ensure the process is smooth. For any new arrivals at Langshott Primary School, we always ensure that we complete a home visit and get to know the families. We work hard to ensure there is smooth induction for our youngest children too by liaising with local nurseries and pre-schools.

# U

**Uniform** – Uniform is an important part of showing belonging to our school community. It should be worn correctly and with pride. Jumpers and cardigans should be worn unless it is warm. Coats or hoodies should not be worn instead of jumpers, unless during PE lessons. The school uniform colours are red and navy. Most items are available from [www.onlineschooluniform.co.uk](http://www.onlineschooluniform.co.uk) or can be purchased in large chain stores. Hoodies, Zoodies and Chair Bags are available direct from the school via the Scopay system or the office.

## RECEPTION:

An important feature of the Reception curriculum is the emphasis on challenging, physical, active and sometimes messy play opportunities, both inside and outside. We aim to encourage independence. Our youngest children need clothing which is easy to cope with in the cloakroom, giving them the confidence to manage their own personal hygiene. Dresses and skirts can be worn, but please be mindful that they can be a hindrance to girls when they are climbing, balancing, riding a bike or digging in the sandpit. Jewellery is not permitted in Reception. If there is a religious or cultural need for jewellery, parents/carers should meet with the Early Years Lead or the Headteacher.

The uniform is:

- Navy blue jogging pants or navy blue trousers or shorts in summer (boys).
- Navy blue skirt / pinafore, jogging pants or trousers or red check dress in summer (girls).
- White polo shirt\*.
- Red jumper\* or cardigan\* (girls).
- Waterproof suit - navy blue waterproof trousers and jacket. These garments are essential to allow the children to make the most of our outside learning environment in wet weather.
- Wellington boots - any colour, clearly named.

## KEY STAGE 1 & 2:

### BOYS:

- Navy trousers - long in winter or short in summer.
- White polo shirt\*.
- Red jumper\*.
- Warm, waterproof coat for outside learning and playtimes. Hoodies are not permitted.

### GIRLS:

- Navy blue pinafore dress, skirt or trousers. Red checked dress in the summer. Navy blue cycling shorts may be worn under skirts/dresses if desired.
- White polo shirt\*.
- Red jumper\* or cardigan\*.
- Warm waterproof coat for outside learning and playtimes. Hoodies are not permitted.

### SHOES – Boys and Girls

- Black or navy full front shoes (NOT trainers or boots) with easy fastening. Children should only wear lace ups if they are capable of tying them independently.
- Plain navy, white or red socks.
- Plain navy or red tights for girls in winter.

### PE UNIFORM

- PE drawstring bag\*.
- Navy blue PE shorts.
- House PE T-shirt\*.
- Blue tracksuit bottoms in winter.
- Trainers.
- Navy blue Hoodie\* or Zoodie\* with Langshott Logo ONLY (in colder weather).

Hair styles should not be severe. Long hair should be tied back. Hair ties should be discreet – large bows/ribbons are not permitted. Jewellery is not permitted, except for a watch and one pair of small stud earrings (except Reception) that must be removed for PE. Children need to be able to remove their own earrings for PE lessons. Smart watches are not permitted as they have access to the internet. Hi-Viz Despatch bags\*, safari caps\* and jackets\* are also available for both boys and girls. Backpacks\* and Chair Bags are available for Years 3+ only.

*\* Available with Langshott Primary School name and logo by ordering online.*

**PLEASE NOTE: All items must be clearly marked with your child's name**

## W

**Website** - We have a very informative website. Go to [www.langshott-surrey.co.uk](http://www.langshott-surrey.co.uk). We update this regularly with newsletters and information on Year Group pages. Please let us know if there is any information you cannot find or if you have any suggestions you would like to make.

**Walking Home** - All children in KS2 are allowed to walk home with written permission (letter available from the school office).

**Water Bottle** - It is important that your child brings a filled water bottle into school every day.

**Watches** - Your child is permitted to wear a watch to school, but they are not allowed to be worn in PE lessons. Watches must be for telling the time only and not internet enabled. Please do not send children to school with a smart watch.

**Wellbeing** - At Langshott, we are committed to promoting positive mental health and emotional wellbeing for all. Prioritising the wellbeing of students and staff ensures that excellent teaching and learning can take place and that the school is a community where everyone feels able to succeed.

**Wellies (Reception only)** - Your child will need a pair of wellies clearly named which we keep in school so that we can access outdoor learning at any opportunity. Children in KS1 and KS2 do not need wellies in school every day, only when doing Forest School lessons.

## Y

**Year Group Newsletters** - Year groups produce a termly newsletter with key information about routines and the curriculum.

**YOU.....** the most important people in your child's life. We work best if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school.

**Young Carers** - A 'Young Carer' is a young person who provides care to a member of the family or a friend who has one, or a combination, of the following conditions: a physical or learning disability; a sensory impairment; a chronic condition; a terminal illness; a mental health problem or illness; and a drug or alcohol addiction. We work with Surrey Young Carers and support the Young Carers in our school in a variety of ways.

**If you have any questions about anything in this handbook or indeed anything not in it, then please come and ask straight away. We are here to help.**