

Parent Information Directory 2020/21



Everything you
need to know for
your child's year
at school.

Tranmere Park Primary School



Be Yourself. Be Your Best. Be Team Tranmere.

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Everything you need to know

Mrs K Finley and Mrs A Hodgson say...

Many thanks for picking our wonderful school to educate your child.

Support

To help you better understand how our school works, and to remember what we need you to do, we have written this directory. It contains practically everything you will need to know for your child's year at school.

Keep this directory

Please keep this directory somewhere safe, and use it regularly.

If you have a question or query, the answer should be in here. If it isn't, let us know and we will include it in next year's directory.

You and your child

We look forward to getting to know you and your child over the coming year.

Key information

What are our school times?

Reception, Year 1 and Year 2

- 8.50am: start of school day.
- 12.00 midday to 1.10pm: lunch.
- 3.15pm: end of school day.

Year 3, Year 4, Year 5 and Year 6

- 8.50am: start of school day.
- 12.10pm – 1.10pm: lunch.
- 3.15pm: end of school day.

Please collect your children promptly at the end of their school day.

Wraparound Care

Tranmere Out of School Club is privately owned and run by Mrs Sarah Rhodes, during term time only. The clubs operate from KS1, the hall and the quad area in school.

- Breakfast club is open from 7:45am to 8:55am.
- After school club opens from 3:15pm until 6:00pm.

For more information please contact Mrs Rhodes: Telephone: 07757789260, Email: toscclub@outlook.com, Website: <https://rhodes199.wixsite.com/tosc>

Arrivals and departures

The school is responsible for the welfare of the children from five minutes before the start of morning school and for five minutes after the end of school. Beyond these times the school cannot guarantee supervision and so parents are responsible.

Uniform

Sweatshirts and polo shirts are embroidered with the school emblem, which is a stork on a marshy pond. The origins of the word Tranmere come from tran-mire, 'tran' meaning stork on the mire (marshy land). Tranmere Park pump bags, book bags and art aprons are available from the school office.

P.E.

It is very important that children have a P.E. kit in school at all times, which should include a white short sleeved T-shirt, blue shorts, blue tracksuit bottoms, blue sweatshirt and trainers (Winter) and a Tranmere Hoodie (optional).

A full list of uniform requirements can be found on our website.

Purchase of uniform

School uniform can be purchased from a variety of stockists including My Clothing (formerly Tesco F&F). The best way to order is through their website. If you do wish to purchase through them, they will donate 5% of the value of your order to the school provided you use the link which can be found on our website. Additionally, uniform can be purchased from PC Sports, 67 High Street, Yeadon, Leeds LS19 7SP, telephone 0113 250 7988 or via their website www.pcsports.co.uk.

Outdoor and protective clothing

Children should at all times be cleanly and sensibly dressed, especially in terms of shoes. Please make sure they can manage their clothes as children are expected to dress and undress themselves. During bad weather, please make sure your child has a warm coat to wear at playtimes.

Labelling of uniform

Please ensure that all items of clothing are clearly labelled with your child's name as the school cannot accept responsibility for any articles lost or damaged on school premises.

Food in school

Our school menus have been designed to provide balanced, delicious and healthy choices for your child using seasonal, local produce wherever possible. The school gardening club provides produce for use in the school kitchen, and food provided reflects the ethical, cultural and medical requirements of all our pupils.

Free school meals

All children in Reception, Year 1 and Year 2 are entitled to a free school meal. For older children, the family must be in receipt of certain benefits. If you think your child may be eligible for free school meals, please ask in confidence at the school office. See page 16 for more information.

Packed lunches and snacks

We ask that children only bring in healthy snacks to school for their mid-morning snack or in their lunchboxes. Children should not bring in crisps, chocolate or biscuits. Children under five are provided with free fruit at breaktimes, and all children have access to our tuck shop where they can buy fresh fruit, vegetables and yoghurt. Healthy choices for packed lunches are encouraged through newsletters to parents and regular discussions with pupils.

Drinks in school

Children should bring only water to school. Hydration is important and aids learning and we encourage children to drink water regularly and it is freely available in school.

Working with parents

Communication with parents

We are committed to home school partnership. We welcome your involvement in your child's education and in particular encourage you to take an active part in helping your child with their homework.

Speak up

Our school Learning Mentor, Mrs Martin, is available at the start of each school day to see you without an appointment regarding any pastoral issues. However, if you are unable to come into school our 'Speak Up' leaflet, which the children will bring home in school bags each term, gives you the chance to raise any concerns or worries that you or your child may have about school. Mrs Martin will quickly follow up on all issues raised.

Parents' Evenings

Parents' evenings are held twice a year, once in the Autumn term and another in Spring. Parents' evenings are an opportunity to discuss pupil progress and raise any issues with the class teacher.

Pupil mentoring files and annual reports

Pupil mentoring files come home three times a year, in the first half of each term. Please see P14 of this directory for more information. In the final half term, we will produce an end of year report which summarises all aspects of pupil progress throughout the year.

Speak to the Head

Mrs Finley and Mrs Hodgson are always available to respond to general questions or concerns. They are on the playground most mornings for this purpose. If you would like a longer meeting, this can be arranged through the school office.

News and newsletters

We also produce a newsletter weekly, 'The Tranmere Times', which keeps parents informed about general school issues. Knowledge Organisers contain class specific information and are produced six times yearly. We publish news to Facebook and Twitter regularly.

Learning at home

Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

The Home/School Agreement

At Tranmere Park Primary School we would like to form a genuine partnership with you and your family members, to enable your child to reach their potential whilst they are with us. To demonstrate the importance of this partnership, we ask for a copy of our Home/School Agreement to be signed by the child, their teacher and their parent/carer. The agreement outlines the responsibilities of everyone in helping to create a safe, happy and positive learning environment.

Contacting parents

In order to make contact between the school and parents easier and faster, Tranmere Park Primary School uses a text messaging service to communicate with you on school closures and other exceptional circumstances. This service works by sending a standard text message to the designated mobile phone number provided by you. Please can you ensure that we have an up-to-date mobile telephone number for you, which you can access during the school day.



Who's who

Senior Leadership Team



Mrs Finley
Co-Head
Teacher



Mrs Hodgson
Co-Head
Teacher



Mr Beech
Assistant
Head - Key
Stage Two
/ Kingfishers
Class Teacher



Mrs Gibson
Assistant Head
- EYFS & KS1 /
Eagles Class
Teacher



Mr Learmonth
Assistant Head
- Curriculum
/ Doves Class
Teacher



Mr Howorth
School
Business
Manager

Class Teachers



Miss Beestin
Robins Class
Teacher



Miss Ingram
Bluebirds Class
Teacher



Mrs Wright
Eagles Class
Teacher



Miss Bell
Skylarks Class
Teacher



Miss Elliott
Herons Class
Teacher



Mrs Pass
Red Kites
Class Teacher



Mrs Holland
Red Kites
Class Teacher



Miss Taylor
Woodpeckers
Class Teacher



Mr Housden
Falcons Class
Teacher



Miss Gomersall
Puffins Class
Teacher



Mrs Savage
Kingfishers
Class Teacher



Mrs Tate
Doves Class
Teacher

Support Staff



Mrs Martin
Learning
Mentor



Mrs Marriott
EYFS



Mrs Papworth
EYFS



Miss Slassor
EYFS



Mrs Hill
KS1



Mrs Chavda
KS1



Mrs Dolan
KS1



Mrs Titchmarsh
KS and Admin



Mrs Ross
KS1 1:1
Support



Mrs McAteer
LKS2



Mrs Sadgrove
LKS2



Miss Allison
LKS2



Mrs L Hodgson
LKS2



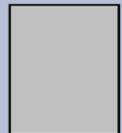
Miss Dibb
LKS2 1:1
Support



Mrs Wood
LKS2 1:1
Support



Mrs Brady
LKS2 1:1
Support



Miss Coe
LKS2 1:1
Support



Mr Winters
UKS2



Miss Saunders
UKS2



Mrs Shanbhag
UKS2



Ms Stevens
UKS2

Other Staff



Mrs Reeve
School
Administrator



Mr Bradley
School Facilities
Assistant



Mrs Gill
Lunch Time
Supervisor



Mrs Holgate
Lunchtime
Supervisor

Our Curriculum

We are proud of our exciting thematic curriculum offer. Our aim is to ensure that our creative curriculum, which has a rigorous focus on the core skills of English, Maths and Science, ensures pupils transfer to High School fully equipped for the next stage of their learning and with the essential values required of citizens in modern day Britain. We aim to provide our learners with the confidence, self regulation skills and necessary 'cultural capital' to equip them with the transferable skills to be successful in whatever they choose to do. You can find out everything you need to know on the 'Curriculum' page of our website.

Learning to grow

Our Gardening Club produces a range of fruit and vegetables from the school grounds, and these are used in the kitchen to complement our lunch provision. Planting, caring for, harvesting and preparing produce for the table gives the children a clear understanding of where food comes from and encourages an interest in nutrition and healthy eating.

French

Unlike many schools, French is taught in all year groups, from Reception year upwards, so that when Year 6 children go on the annual residential visit to France they have at least the basic language skills and comprehension to be able make the most of the experience and to appreciate the French lifestyle and culture.



Welcome to Reception

At Tranmere Park Primary School we believe that learning is a two way partnership between home and school. We hope that the following information will answer some of your questions about Reception.

Reception teaching team



Miss Beestin
(Robins Class
Teacher)



Miss Slassor
(Bluebirds Class
Teacher)



Mrs Papworth
(Teaching
Assistant)



Mrs Marriot
(Teaching
Assistant)



Mrs Slassor
(Teaching
Assistant)

What to expect in Reception?

- New friendships will be formed, as children from several different nursery providers come together
- An emphasis on experiential learning, offering first hand experiences where at all possible
- Children will continue to work towards their early learning goals, through enhanced provision areas
- The children will have access to the playground and outdoor play areas regularly
- The children will wear our school uniform requirements (as outlined on Page 3)
- Children will attend full time
- The school rewards and house points system will be introduced
- The school behaviour system will be introduced
- A record of learning and experiences will be made in the form of a 'Learning Journey'
- Homework requirements (see below for more details)
- Classrooms are in the EYFS purpose built unit
- Children will have the opportunity to eat a range of healthy food for lunch

Developing independence and responsibilities

As your child enters Reception, they will be encouraged to develop their independence. They will be encouraged to change their shoes, fasten their coat, use a knife and fork and look after their equipment. The children will learn about the importance of good health and hygiene and become successful in dressing and going to the toilet independently. They will work in small groups and also achieve tasks independently. The children will access whole class teaching and then have time to develop their own interests, through child initiated activities. They can build upon their prior learning in the continually changing provision.

Classroom routines

The children should bring their book bags into school weekly. You may also use the front of your child's diary to record any messages for us to read. We may also use them to record messages for you, so please check these regularly.

The children will have one PE lesson per week. We will build on other Physical Development skills through our indoor and outdoor provision too.

Reading Books

Each week your child will bring home two reading books. One of these will be a free choice book and the other book will be

from our school reading scheme. The free choice books are selected by the children, which supports our work on 'Reading for Enjoyment.' Sometimes this free choice book will be to share the reading with you and sometimes it may be a book which your child can read part or all of independently. Please indicate in your child's home/school diary when your child has read their book and then it will be changed.

Phonics

In Reception we follow Letters and Sounds for phonics. We use Jolly Phonics and Phonics Play to support the children in their learning as well as many other materials. Learning the sounds of individual letters or groups of letters will help develop your child's early reading

Articulation of phonemes:

https://www.youtube.com/watch?v=BqhXUW_v-1s

Jolly Phonic Songs:

<https://www.youtube.com/watch?v=euxN7LGOoLc>

Homework

After the October half term holiday, homework will be set on a weekly basis. Alternate English and Maths tasks will be sent home each Friday and uploaded to Google Classroom too. Feel free to message us on Google Classroom if your child has any difficulties with a particular area. There is no expectation for you to upload this to Google Classroom each week. Topic Homework will be sent at the start of a new half-term. Please complete a minimum of one task. This should be uploaded to Google Classroom before the end of the half term. The children can present their work in any way that you wish.

Assessments

Your child will be continually assessed throughout the year on their progress towards the Early Learning Goals. Activities will be planned to ensure your child is on track to meet personal targets and challenges will be set to meet each individual's needs. Individual Learning Journeys track your child's learning throughout the year, evidencing independent progress. These are shared with parents every half term. Parents are asked to contribute to these to ensure there is a wide variety of evidence from both home and school. At the end of the year, you will receive an annual report, which outlines your child's progress and how they have demonstrated their understanding of the Characteristics of Effective Learning.

Parental Responsibilities:

It is important to keep learning fun, but short bursts of oral and written work will benefit your child greatly. It is expected that every child reads with an adult at least two times a week. The children may gain a new book once they have a signature to say that they have read their previous book. They will also have a piece of homework to complete each week.

Topics

Please see the 'Knowledge Organisers' that will be published on the school website regarding topics being covered each half term. More information regarding these is available within this directory. You can also view the curriculum long term plan on the school website.

Essential equipment (all named):

- School book bag
- Outdoor waterproof coat and wellies
- Black pumps
- Apron
- Water bottle
- Sun hat
- PE kit

Please do not hesitate to come and see us if you have any questions. We look forward to working together with you this year.

Welcome to Year 1

At Tranmere Park Primary School we believe that learning is a two way partnership between home and school. We hope that the following information will answer some of your questions about Year 1.

Year 1 teaching team



Mrs Gibson
(Eagles Class
Teacher 3 days
per week)



Mrs Wright
(Eagles Class
Teacher 2 days
per week)



Miss Bell (Skylarks
Class Teacher)



Mrs Hill
(Teaching
Assistant)



Mrs Chavda
(Teaching
Assistant)

What will be the same in Year 1?

- School uniform requirements
- Some of your child's friends will remain the same in their class
- The timings of the school day, including lunch times and playtimes
- An emphasis on experiential learning, offering first hand experiences where at all possible
- The school behaviour system (team points etc)
- The playground

What will change in Year 1?

- Learning will move from the Early Years Foundation Stage curriculum to the National Curriculum
- Classes will contain roughly 30 pupils with some of the oldest year one pupils mixing with the youngest year 2 pupils to create a mixed 1/2 class.
- Methods of assessment and measuring progress (see below for more details)
- Classrooms will be in the main school building
- Lessons will become slightly more 'formal' in arrangement as the year progresses
- Homework requirements (see below for more details)

Developing independence and responsibilities

As your child enters Year 1, the children will be encouraged to work with growing independence. To support this, your child will be taking responsibility for their own book bag. In due course, your child will be expected to remove books and any letters, slips, homework and monies from their book bags. They should also make the teacher aware if a message has been written in their Home/School diary. The children are supported through this process with clear verbal instructions being given. It would be much appreciated if you could support your child with this, reminding them in the morning to remove key items such as homework.

Classroom routines

The children should bring their book bags into school every **Monday, Wednesday and Friday**. You may also use the front of your child's diary to record any messages for us to read. We may also use them to record messages for you, so please check these regularly.

The children will have two PE lessons per week. One will be outdoor and one will be indoor.

Reading Books

Each week your child will bring home three reading books. Two of these will be free choice books and one book will be from our school reading scheme. The free choice books are selected by the children, which supports our work on 'Reading for Enjoyment.' Sometimes this will be a free choice book to share and sometimes a book which your child can read independently. Please indicate in your child's home/school diary when your child has read their book and then it will be changed.

Spellings

All of the children in KS1 will complete their spellings on a **Monday morning**. Please ensure that your child has their spelling book in their book bag in preparation for this session.

Homework

Your child will bring home their homework **every Monday** and should return it the following Monday. This will usually alternate between maths and English, but homework may be used to support other areas of the curriculum, particularly in the lead up to the phonic screening check in the summer term. Weekly homework will be posted on the school website: www.tranmerepark.leeds.sch.uk. A topic based homework grid will also be available on the school website at the start of each half term. It is expected that your child will complete at least one of the activities from the grid. There are a range of fun and exciting options to choose from so please feel free to be creative!

Assessments and Phonics

Your child will be continually assessed throughout the year using the school's agreed policy and criteria. Detailed information regarding this system is available on the school website under the 'Curriculum' tab at the top of the page.

Children in year 1 are also required to complete a statutory assessment in phonics called 'The Phonics Screening Check'. This is a reading check of forty words (some real and some nonsense words) which will take place in June. An information event for parents will take place within the school year to give more information and offer advice on how you can support your child at home.

Parental Responsibilities:

It is important to keep learning fun, but short bursts of oral and written work will benefit your child greatly. It is expected that every child reads with an adult at least three times a week. The children may gain a new book once they have a signature to say that they have read their previous book. They will also have spellings and a homework sheet to complete each week. As part of our home/school agreement, we kindly request that parents mark the homework sheets with their child so that any misconceptions can be addressed straight away.

Knowledge Organisers

Each half term a knowledge organiser will be published on the school website to inform you of what your child will be focussing on in English, maths, science and topic. More information regarding these is available within this directory. You can also view the curriculum long term plan on the school website.

Essential equipment (all named):

- School book bag
- Outdoor waterproof coat
- Black pumps
- Apron
- Water bottle
- Sun hat
- PE kit

Please do not hesitate to come and see us if you have any questions. We look forward to working together with you this year.

Welcome to Year 2

At Tranmere Park Primary School we believe that learning is a two way partnership between home and school. We hope this section will answer some of your questions as your child moves into their new class.

Year 2 teaching team



Miss Bell
(Skylarks Class
Teacher)



Miss Elliott
(Herons Class
Teacher)



Mrs Chavda
(Teaching
Assistant)



Mrs Dolan
(Teaching
Assistant)



Mrs Titchmash
(Teaching
Assistant)

What will stay the same in Year 2?

- Some of your child's friends will stay the same in their new class
- School uniform expectations
- Timings for the school day, including playtimes and lunch times
- School behaviour policy (team points etc)
- Methods of recording progress and assessments

What will change in Year 2?

- Lessons will be a little more formal with greater expectation that the children will work independently
- Children will work towards completing their SATs assessments in May (more information below)

Developing independence and responsibilities

The children have really worked on their independence skills in Year 1. Part of this has focused around the children bringing in and emptying their own book bags. With support, your child will be expected to remove books and any letters, slips, homework and monies from their book bags. They should also make the teacher aware if a message has been written in their Home/School diary.

Classroom routines

The children should bring their book bags into school every **Monday, Wednesday and Friday**. They will then be asked to remove any letters, slips, homework, money or books from their book bags and replace them as appropriate. You may also use the front of your child's diary to record any messages for us to read. We may also use them to record messages for you, so please check these regularly.

The children will have two PE lessons per week. One will be outdoor and one will be indoor.

Reading Books

Each week your child will bring home three reading books. Two of these will be free choice books and one book will be from our school reading scheme. The free choice books are selected by the children. These are to support our work on 'Reading for Enjoyment.' Sometimes this will be a free choice book to share and sometimes a book which your child can read independently. Please indicate in your child's home/school diary when your child has read their book.

Times Tables

In Year 2, the children will complete an online weekly times table test. The children will progress through their tables at their own pace, beginning with the ten times table. It would be extremely helpful if the children could revise their tables at home as this will support their progress. Times Tables will be tested using Times Table Rockstars.

Spellings

All of the children in KS1 will complete their spellings on a **Monday morning**. Please ensure that your child has their spelling book in their book bag in preparation for this session.

Homework

Your child will bring home their homework **every Monday** and should return it the following Monday. This will usually alternate between maths and English but homework may be used to support other areas of the curriculum, particularly in the lead up to the SATS in the spring term. All homework will be posted on the school website. www.tranmerepark.leeds.sch.uk A topic based homework grid will also be available on the school website at the start of each half term. It is expected that your child will complete at least one of the activities from the grid. There are a range of fun and exciting options to choose from so please feel free to be creative!

Parental Responsibilities:

It is important to keep learning fun, but short bursts of oral and written work will benefit your child greatly. It is expected that every child reads with an adult at least three times a week. The children may gain a new book once they have a signature to say that they have read their previous book. They will also have spellings and a homework sheet to complete each week. As part of our home/school agreement, we kindly request that parents mark the homework sheets with their child so that any misconceptions can be addressed straight away.

Assessments

Your child will be continually assessed throughout the year using the school's agreed policy and criteria. Detailed information regarding this system is available on the school website under the 'Curriculum' tab at the top of the page.

Children in year 2 are also required to complete 'Standard Assessment Tests' (SATs). The tests are a national statutory requirement and will take place throughout May. They will help your child's class teacher to make an overall assessment of the level at which your child is working. An information event for parents will take place within the school year to give more information and offer advice on how you can support your child at home.

Knowledge Organisers

Each half term a knowledge organiser will be published on the school website to inform you of what your child will be focussing on in English, maths, science and topic. More information regarding these is available within this directory. You can also view the curriculum long term plan on the school website.

Essential equipment (all named):

- School book bag
- Outdoor waterproof coat
- Black pumps
- Apron
- Water bottle (optional)
- Sun hat
- PE kit

Please do not hesitate to come and see us if you have any questions. We look forward to working together with you this year.

Welcome to Year 3

At Tranmere Park Primary School we believe that learning is a two way partnership between home and school. We hope this information will help answer some of your questions as your child moves into their new class.

Year 3 Teaching team



Mrs Pass
(Red Kites Class
Teacher - 3 Days)



Mrs Holland
(Red Kites Class
Teacher - 2
Days)



Miss Taylor
(Woodpeckers
Class Teacher)



Mrs McAteer
(Teaching
Assistant)



Mrs Sadgrove
(Teaching
Assistant)



Miss Allison
(Teaching
Assistant)



Miss Dibb (1:1
Support)



Mrs Wood (1:1
Support)

What will stay the same in Year 3?

- Uniform expectations
- Some of the friends in your child's class will stay the same
- The timings for the start and the end of the school day
- The school behaviour policy (Team points etc)
- High expectations around learning behaviours and standard of work
- The expectation that children will write using a cursive handwriting script

What will change in Year 3?

- Lunchtime will be 12:10 pm – 1.10pm (this is 10 mins less than KS1)
- Break-times and lunchtimes will be on the Key Stage 2 playground
- There will no longer be an afternoon playtime
- All year 3 children will receive a weekly ukulele lesson
- All year 3 children will have the opportunity to attend their first school residential trip for one night
- Homework arrangements (see below for more details)

Developing Independence and Responsibilities

As your child enters year three, the children will be encouraged to work with growing independence. To support this, your child will be taking responsibility for their own book bag. In due course, your child will be expected to remove books and any letters, slips, homework and monies from their book bags. They should also make the teacher aware if a message has been written in their Home/School diary. It would be much appreciated if you could support your child with this, reminding them in the morning to remove key items such as homework.

The children should bring their book bags into school every day. You may also use the child's diary to record any messages for us to read. We may also use them to record messages for you, so please check

Classroom Routines

Each week your child will bring home two reading books. One of these will be a free choice book and the other book will be from our school reading scheme. The free choice books are selected by the children, which supports our work on 'Reading for Enjoyment.' Please indicate in your child's home/school diary when your child has read their book and then it will be changed. It is important that an adult hears them read and asks questions about what they have read in order to aid their comprehension and to improve their writing skills. Please comment or ask questions on new vocabulary, punctuation, sentence openers etc. Reading diaries will be checked weekly and we expect that each child will have read to an adult twice.

P.E. lessons will be twice per week – one indoor lesson and one outdoor lesson. Please see uniform expectations for what kit will be needed.

Spellings and Times Tables Tests

The children will complete their spellings and times tables tests once a week. Please ensure that your child has their spelling book in their book bag in preparation for this session on the correct days. Your child's class teacher will confirm on which day the tests are to take place at the beginning of the school year. Times Tables will be tested using Times Table Rockstars.

Other Homework

Homework will consist of a weekly maths sheet and a Comprehension or Grammar sheet that will be posted on Google Classroom. We politely request that parents mark the sheets with their child so that any misconceptions can be addressed. We only expect children to spend 20/30 minutes on each piece of homework, if they are struggling please just write a note to the teacher explaining this – don't struggle on! Weekly homework, along with the answer sheets, will be posted on the school website: www.tranmerepark.leeds.sch.uk under the 'Classes' tab.

A topic based homework grid will also be available on the school website at the start of each half term. It is expected that your child will complete at least two of the activities from the grid. There are a range of fun and exciting options to choose from so please feel free to be creative!

Parental Support

It is expected that every child reads with an adult at least two times a week. The children may gain a new book once they have a signature to say that they have read their previous book. They will also have spellings and a homework sheet to complete each week. As part of our home/school agreement, we kindly request that parents mark the homework sheets with their child so that any misconceptions can be addressed straight away. Please feel free to make comments on your child's homework to let us know how your child managed with the task.

Assessments

Your child will be continually assessed throughout the year using the school's agreed policy and criteria. Detailed information regarding this system is available on the school website under the 'Curriculum' tab at the top of the page.

There are no national statutory test requirements within year 3.

Essential Equipment

- Book bag
- Black indoor pumps
- Painting apron
- Sun hat
- PE kit

Topics

Please see the 'Knowledge Organisers' will be published on the school website regarding topics being covered each half term. More information regarding Knowledge Organisers is available within this directory. You can also view the curriculum long term plan on the school website.

Please do not hesitate to come and see us if you have any questions. We look forward to working together with you this year.

Welcome to Year 4

At Tranmere Park Primary School we believe that learning is a two way partnership between home and school. We hope this information will help answer some of your questions as your child moves into their new class.

Year 4 Teaching Team



Miss Taylor
(Woodpeckers
Class Teacher)



Mr Housden
(Falcons Class
Teacher)



Miss Allison
(Teaching
Assistant)



Mrs Wood
(1:1 Support)



Mrs L Hodgson
(Teaching
Assistant)



Mrs Brady (1:1
Support)



Miss Coe (1:1
Support)

What will be the same in Year 4?

- School uniform expectations
- Homework arrangements
- Daily routines such as playtimes and lunch times
- Your child will have some of the same friends in their new class
- School behaviour policy (team points etc)
- High expectations around learning behaviours and standard of work
- The expectation that children will write using a cursive handwriting script

What will change in Year 4?

- All year 4 children can go for one swimming lesson each week
- Year 4 children will have a two night residential trip at some point in the year and this will be at a different location to the year 3 trip

Developing Independence and Responsibilities

As your child enters year four, the children will be encouraged to work with growing independence. This includes independence in their learning and taking responsibility for their equipment and resources.

To support this, your child will be taking responsibility for their own book bag. Your child will be expected to remove books and any letters, slips, homework and monies from their book bags. They should also make the teacher aware if a message has been written in their Home/School diary. It would be much appreciated if you could support your child with this by reminding them if there is a message for the teacher in the home/school diary that day.

Classroom routines

The children should bring their book bags into school every day. You may also use the child's diary to record any messages for us to read. We may also use them to record messages for you, so please check these regularly.

Year 4 will attend swimming once a week and will also have one additional PE lesson in school.

Spellings and Times Tables Tests

The children will complete their spellings and times tables tests once a week. Please ensure that your child has their spelling book in their book bag in preparation for this session on the correct days. Your child's class teacher will confirm on which day the tests are to take place at the beginning of the school year. Times Tables will be tested using Times Table Rockstars.

Other Homework

Homework will consist of a maths sheet and a Comprehension or Grammar sheet that will be posted on Google Classroom. We only expect children to spend 20/30 minutes on each piece of homework, if they are struggling please just write a note to the teacher explaining this – don't struggle on!

A topic based homework grid will also be available on the school website at the start of each half term. It is expected that your child will complete at least two of the activities from the grid. There are a range of fun and exciting options to choose from so please feel free to be creative!

Parental Support

Encourage children to complete homework independently. We politely request that parents mark the sheets with their child so that any misconceptions can be addressed.

Read with your child twice a week and asks questions about what they have read in order to aid their comprehension and to improve their writing skills. Please comment or ask questions on new vocabulary, punctuation, sentence openers etc.

Practise times tables and spellings at home with your child to ensure they have rapid recall of these facts.

Support school with behaviour expectations

Continue to let us know anything that will help us to support your child.

Assessments

Your child will be continually assessed throughout the year using the school's agreed policy and criteria. Detailed information regarding this system is available on the school website under the 'Curriculum' tab at the top of the page.

There are no national statutory test requirements within year 4.

Essential equipment

- Book bag
- Black indoor pumps
- Painting apron
- Sun hat
- PE kit

Topics

Please see the 'Knowledge Organisers' will be published on the school website regarding topics being covered each half term. More information regarding Knowledge Organisers is available within this directory. You can also view the curriculum long term plan on the school website.

Please do not hesitate to come and see us if you have any questions. We look forward to working together with you this year.

Welcome to Year 5

At Tranmere Park Primary School we believe that learning is a two way partnership between home and school. We hope this information will help answer some of your questions as your child moves into their new class.

Year 5 Teaching Team



Miss Gomersall
(Puffins Class
Teacher)



Mrs Savage
(Kingfishers Class
Teacher, 3 Days)



Mr Beech
(Kingfishers Class
Teacher, 2 Days)



Mr Winters
(Teaching
Assistant)



Mrs Shanbhag
(Teaching
Assistant)



Miss Saunders
(Teaching
Assistant)

What will be the same in Year 5?

- School uniform expectations
- Daily routines such as playtimes and lunch times
- Your child will have some of the same friends in their new class
- School behaviour policy (team points etc)
- High expectations around learning behaviours and standard of work
- The expectation that children will write using a cursive handwriting script

What will change in Year 5?

- Planners - Children to use their planner to organise themselves and as home-school communication. These will be checked and signed by the class teacher once a week and it is the child's responsibility to ensure it is checked and signed by a parent/carer. All children should use their planner to keep the reading record up to date as we do not issue a separate reading diary in year 5
- Raised expectations - Children are expected to take on more responsibility for their own learning and presentation of work.
- Residential trip – Year 5 pupils will have the opportunity to attend a five day residential trip within the UK
- Year 5 pupils have the opportunity to run for Vice Captain of the school house teams

Developing independence and responsibilities

- Homework – It is the child's responsibility to ensure homework is collected and completed. If there is a valid reason why the homework cannot be completed – a note should be written by the parent/carer in the planner. Not being present when the homework is sent out is not a good reason – each child should ensure that they have each week's homework
- Collection – In year 5 many children begin to walk home alone. At the end of the school day, if a child is being collected and the parent/carer is not present, it is the child's responsibility to return to the classroom and alert the class teacher
- School Council – Year 5 pupils have the opportunity to be selected as a vice-captain of their house team
- Personal belongings – Children in year 5 are expected to look after all of their own belongings and ensure they have everything they need in school each day – ie stationary/PE kit on the correct day

Classroom routines

Planners and school bags should be brought into school every day. Planners can be used for messages to be sent between school and home. They should be signed by a parent/carer each week and we will check them on Monday mornings.

Spellings and Times Tables

Spellings will be tested in school once per week. They should be learnt at home alongside other homework. Times Tables are practiced and tested through 'Times Table Rockstars' and children are encouraged to practice and learn these at home.

Other Homework

Children will be provided with one piece each of English and Maths homework. This will be set on Google Classroom each Monday and due in for the following Monday. This work should be uploaded to Google Classroom to return. Two pieces of topic homework should be completed from the half termly topic grid.

Parental support

- Independence – To prepare your child for secondary school, it is paramount that children are encouraged to become more independent and take responsibility for their belongings, learning and behaviour
- Spelling – Before starting year 5, all children should be able to spell all of the words on the year 3/4 spellings list accurately in their writing
- Reading – Children should be reading at home at least 2 times per week. In order to develop their comprehension skills, please support your child by discussing the text they have read and question them on language and meaning. Books read should be recorded in their planner
- Homework – Children are encouraged to work through homework independently. If support is required, please note on the work how much support was given
- Other learning – Children are always encouraged to extend their learning at home through independent research or revising areas of learning they are unsure of with support from parents

Assessments

Your child will be continually assessed throughout the year using the school's agreed policy and criteria. Detailed information regarding this system is available on the school website under the 'Curriculum' tab at the top of the page.

There are no national statutory test requirements within year 5.

Essential equipment (named where appropriate)

- A flat pencil case (that can fit into your school tray) containing:
 - 2 pencils
 - Optional items:
 - A small ruler
 - A few colouring pencils
 - 2 highlighters
 - A pencil sharpener
- PE kit (this should be in school every day)
- Pair of black indoor pumps that fasten
- A bag of their own choice to use as a book bag (school book bags are fine!) this must fit into their locker or on their peg

Topics

Please see the 'Knowledge Organisers' will be published on the school website regarding topics being covered each half term. More information regarding Knowledge Organisers is available within this directory. You can also view the curriculum long term plan on the school website.

Please do not hesitate to come and see us if you have any questions. We look forward to working together with you this year.

Welcome to Year 6

At Tranmere Park Primary School we believe that learning is a two way partnership between home and school. We hope this information will help answer some of your questions as your child moves into their new class.

Year 6 Teaching Team



Mrs Savage
(Kingfishers Class
Teacher, 3 Days)



Mr Beech
(Kingfishers Class
Teacher, 2 Days)



Mrs Tate (Doves
Class Teacher, 3
Days)



Mr Learmonth
(Doves Class
Teacher, 2 Days)



Mrs Shanbhag
(Teaching
Assistant)



Miss Saunders
(Teaching
Assistant)



Ms Stevens
(Teaching
Assistant)

What will be the same in Year 6?

- School uniform expectations
- Daily routines such as playtimes and lunch times
- Your child will have some of the same friends in their new class
- School behaviour policy (team points etc)
- High expectations around learning behaviours and standard of work
- The expectation that children will write using a cursive handwriting script
- Continued high expectations regarding **independence and taking responsibility** for learning.
- Planners will continue to be in use as a means of home school communication

What will change in Year 6?

- Year six pupils take on responsibilities throughout school and will have the opportunity to have 'jobs' in other classes and in the school office
- Procedures to ease transition to high school will begin
- Year six pupils have a five day residential trip to PGL France
- Year six pupils have the opportunity to run for Captain of the school house teams
- Lockers are provided in school for pupils to keep their belongings together
- Performances – We hold a Christmas carol concert in church and an end of year 6 production in school. All children are expected to take part in both of these performances

Developing independence and responsibilities

- Homework – It is the child's responsibility to ensure homework is collected and completed. If there is a valid reason why the homework cannot be completed – a note should be written by the parent/carer in the planner
- Collection – In 5/6 many children begin to walk home alone. At the end of the school day, if a child is being collected and the parent/carer is not present, it is the child's responsibility to return to the classroom and alert the class teacher
- Personal belongings – Children in year 6 are expected to look after all of their own belongings and ensure they have everything they need in school each day – ie stationary/PE kit on the correct day

Classroom routines

Planners and school bags should be brought into school every day. Planners can be used for messages to be sent between school and home. They should be signed by a parent/carer each week and we will check them on Monday mornings.

Spellings and Times Tables

Spellings will be tested in school once per week. They should be learnt at home alongside other homework. Times Tables are practiced and tested through 'Times Table Rockstars' and children are encouraged to practice and learn these at home.

Other Homework

Children will be provided with one piece each of English and Maths homework. This will be set on Google Classroom each Monday and due in for the following Monday. This work should be uploaded to Google Classroom to return. Two pieces of topic homework should be completed from the half termly topic grid.

Parental support

- Independence – To prepare your child for secondary school, it is paramount that children are encouraged to become more independent and take responsibility for their belongings, learning and behaviour
- Spelling – Before starting year 6, all children should be able to spell all of the words on the year 3/4 spellings list accurately in their writing
- Reading – Children should be reading at home at least 3 times per week. In order to develop their comprehension skills, please support your child by discussing the text they have read and question them on language and meaning
- Homework – Children are encouraged to work through homework independently. If support is required, please note on the work how much support was given
- Other learning – Children are always encouraged to extend their learning at home through independent research or revising areas of learning they are unsure of with support from parents

Assessments

Your child will be continually assessed throughout the year using the school's agreed policy and criteria. Detailed information regarding this system is available on the school website under the 'Curriculum' tab at the top of the page.

It is a national statutory requirement that all year 6 pupils sit formal Standard Assessment Tests (SATs). The children will be well prepared for these throughout the year and will sit the tests in May. The results from the tests will be shared with children, parents and high schools. A meeting for parents regarding the SATs will be held in the Spring term.

Essential equipment (named where appropriate)

- A flat pencil case (that can fit into your school tray) containing:
 - 2 pencils
 - Optional items:
 - A small ruler
 - 2 highlighters
 - A few colouring pencils
 - A pencil sharpener
- PE kit (this should be in school every day)
- Pair of black indoor pumps that fasten
- A bag of their own choice to use as a book bag (school book bags are fine!) this must fit into their locker or on their peg.

Topics

Please see the 'Knowledge Organisers' will be published on the school website regarding topics being covered each half term. More information regarding Knowledge Organisers is available within this directory. You can also view the curriculum long term plan on the school website.

Please do not hesitate to come and see us if you have any questions. We look forward to working together with you this year.

Understanding how our school works

Our facilities

Tranmere Park Primary School is set within attractive grounds, away from busy traffic, and has excellent facilities which are used by the children throughout the year.

Outdoor space

There are three playground areas within the school grounds. Children in our Reception classes have an exciting adventure play area set within an attractive wooded setting. Both playgrounds have colourful playground games marked out on them.

These areas provide open spaces for children to play during break times and lunchtimes and are well utilised for PE lessons and after school clubs. We have developed a range of features on each playground, including play equipment, designated ball games areas, a trim trail, a climbing wall, a storytelling circle and quiet areas for children who want to sit and talk or read a book. Shaded areas are available in all playgrounds.

Within the grounds, we have developed school gardens, including allotment areas which are well maintained by our fantastic gardening club.

Information technology

In addition to the attractive outdoor environment, the school has a range of IT resources to offer pupils. Every classroom has an interactive whiteboard to enhance teaching and learning and is equipped with a mini suite of computers. We also have a dedicated IT suite, where children are encouraged to develop their skills and use the computers to support other areas of learning. Favourites with the children are our four class sets of iPads and bank of Laptops.

What to do if you have a concern/complaint

The school welcomes feedback from parents/carers. Sometimes this will take place at formal planned events such as parents' evenings but between times, parents are encouraged to raise any concern they may have about a child or an issue within the school as and when it occurs. Parents should feel free to raise their concerns with the class teacher, or other appropriate member of staff, either in person, by telephone or in writing.

The school is committed to responding as quickly as possible to any issues raised. Staff will listen to parents' concerns and seek to reach a speedy and satisfactory resolution and parents will, where possible, receive a response to their concern within 5 school days. If it is not possible to meet this deadline they will be informed of when a response will be made.

If, after attempting to resolve the issue informally, parents remain dissatisfied with the outcome we will follow the school's complaints policy which is available on our website.

Support for SEN children

At Tranmere Park Primary School we are committed to providing pupils with enjoyable, engaging and stimulating learning experiences, enabling them to be successful, regardless of age, gender, disability, ethnic or social group. Therefore, all pupils have a sense of belonging where everything possible is done to minimise barriers to the pupils learning at the earliest opportunity.

This is achieved by personalising provision to enable all pupils to achieve their full potential. Parents and carers will be active participants in the decisions affecting their child's education and pupil's views will be actively sought at all stages of their education. We ensure every child is included by:

- Supporting and challenging staff to ensure all children reach their full potential.
- Identifying best practice including the assessment of individual needs.
- Ensuring individual needs are identified early and addressed through a single plan.
- Engaging in collaborative working with a range of partners and other settings to deliver flexible personalised provision with the aim of overcoming barriers to learning.
- Targeting resources to promote achievement of all learners.
- Using professional development and sharing of good practice to promote inclusion.
- Ensuring that accurate data is held on the needs of all learners and that this is appropriately disseminated to all relevant personnel.

Our SEND Information Report/Policy can be found on our website under School/Policies.

Volunteering in our school

Parents are welcome to assist in the classroom on a regular basis if they feel they have the time to give. Help is required for a variety of purposes, including reading with children, telling stories, playing mathematical games, cooking, sewing, making resources, helping out on school trips and much more. A meeting for any interested parent helpers is held each Autumn term. We aim to make this an enjoyable experience for you and try to match your skills and interests with the needs of the teachers and children.

Attendance and the impact of taking term time holidays

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. In addition, any pupil's absence or later arrival disrupts teaching routines and so may affect the learning of others in the same class. Ensuring a child's regular attendance at school is a parental responsibility and permitting absence from school without a good reason is an offence in law and may result in prosecution.

Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either Authorised or Unauthorised. This is why information about the cause of any absence is always required.



Authorised absences are morning or afternoon sessions away from school for a legitimate reason for example, illnesses, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause including time off following a loss or bereavement. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been granted. This type of absence can lead to the Authority using sanctions and/or legal proceedings.

Unauthorised absence includes:

- Parents/carers keeping children off school unnecessarily.
- Truancy.
- Absences which have never been properly explained.
- Children who arrive at school too late to get a mark, after register closes.

Holidays during term time are not permitted and will also count as unauthorised absence.

Absence procedures

If your child is absent we will telephone or text you on the first day of absence if we have not heard from you. We will invite you in to discuss the situation with the Headteacher if absences persist and if necessary, refer the matter to our Cluster or the attendance team if there are ongoing and continued concerns about the impact of absence of your child.

If your child is off school for a pre-planned medical or dental appointment please make sure school are aware in advance and you are able to produce the appointment card/letter.

If your child is absent we will telephone or text you on the first day of absence if we have not heard from you. We will invite you in to discuss the situation with the Headteacher if absences persist and if necessary, refer the matter to the Cluster Allocations Team meeting if there are ongoing and continued concerns about the impact of absence of your child.

Behaviour

At Tranmere Park Primary School we are committed to providing a quality education for all our pupils. We aim to encourage courtesy, politeness and self-discipline and expect all pupils to understand and respect other people's views and values. We do not tolerate any form of bullying or harassment directed at anyone within the school; verbal or physical attacks, name calling or isolating children from groups are all treated with the utmost seriousness. We rely upon a small number of class and whole school rules which children are expected to follow.

Rewards and sanctions

We will always try to ensure that pupils understand the boundaries between acceptable and unacceptable behaviour. Where behaviour is unacceptable pupils will be given every opportunity to understand what it is they have done wrong. Repeated infringements will result in sanctions as detailed in our behaviour policy. We will ensure that rewards and sanctions are applied fairly and consistently.

At Tranmere Park Primary School our rules are:

- Take care of our school and everyone in it.
- Everyone included, everyone kind.
- Always show behaviour for learning.
- Move around school sensibly and quietly.

These rules also apply to expectations during playtimes, assemblies and the lunch period.

Our House Teams

Our new team structure consists of four 'Houses' that run throughout the school; these are 'Minotaur', 'Pegasus', 'Hydra' and 'Phoenix'. Children can contribute to the success of their house by earning team points through effort, progress, good manners, showing kindness or general positive behaviour. Each week, the house with the most points wins the House Cup and at the end of each half term, the house that has won the most cups is awarded a house treat, which could be a non-uniform day, extra outdoor activities, etc.

Assessment: what processes are used to track progress and how this feeds into the classroom?

At Tranmere Park, we utilise a four-point assessment system to track pupil progress towards, and beyond, age related expectations in the core subjects. Summative assessments of the foundation subjects are made at the end of each half-term. The assessment leader works with class teachers to identify pupils at risk of underachieving and assists in helping to address this with additional support.

During their time at our school, almost all children will take part in 1:1 or small group interventions. These may be to help them close the gap to their academic target or, alternatively, to stretch and challenge them to go further.

Pupil attainment and progress is monitored through day to day, periodic and transitional assessment.

More information regarding this system can be found on the 'Curriculum' tab on the school website.

How will I know what my child is learning?

The school website contains lots of information regarding the curriculum long term plan. This is where we set out, in very broad terms, the subjects and topics children in each year group will be accessing over a two year period. In addition to this, we will post on the website a 'Knowledge Organiser' each half term. This document will contain all of the detailed key information (including key facts for the topic and vocabulary etc) that your child will be learning that half term. This is designed to help parents in supporting their child's learning at home.

We also hold regular 'open house' events where parents are invited into school to see some of the learning that has been going on that half term. This can be through an assembly, an open classroom morning or a celebration event at the end of topics. Each class also has a page on the school website where information and photographs are shared with parents.

How will I know how my child is progressing in school?

Parents will receive feedback regarding the academic and personal development of their child/children every half term. This will alternate between a process called 'Pupil Mentoring' and parent consultation meetings with the final half term being the end of year report. At the beginning of each year, every child is set a personal target in reading, writing and maths. Progress towards this target and the nationally expected standard (as these could be different) will be communicated to you through both of these processes.

Pupil Mentoring is a system in place throughout school that allocates time for all children to meet with their class teacher. Each term, they will discuss how they are progressing towards their academic targets and the learning behaviours they are currently demonstrating. They will also discuss any areas that are concerning children. Both of these viewpoints are recorded in a Pupil Mentoring folder which will come home for parents to also contribute to. Pupil Mentoring will also ensure you are aware of any interventions your child is taking part in during that half term. Through both parent consultations and Pupil Mentoring, parents will be made aware of the progress their child is making towards targets, next steps in their learning and any additional support or intervention they are receiving on a half termly basis.

Learning behaviours

When pupils leave our school we want them to be well equipped to progress to the next stage of their education. We aim to ensure that all of our learners have the necessary self-regulation and metacognition skills needed to manage their own learning. In order to encourage our pupils to become independent, lifelong learners we explicitly teach and discuss with the children a number of 'learning behaviours' that will support them in this goal. These are::

- Self-Manager.
- Effective Participator.
- Resourceful Thinker.
- Reflective Learner.
- Independent Enquirer.
- Team Worker.

Teachers and pupils will regularly discuss progress within the learning behaviours and ways in which particular skills can be developed. Information regarding this will be communicated to parents through the Pupil Mentoring system within school.

Parents as partners

We are committed to home school partnership and operate on an 'open door' basis. We genuinely welcome your involvement in your child's education and in particular encourage you to take an active part in helping your child with their homework.

Parents are welcomed into the school at the many events we hold, so that you can see what your children are learning and stay in regular, close contact with their teachers. We encourage parental involvement in the classroom, on school trips, at assemblies and on social occasions and provide regular updates and details in The Tranmere Times as well as on our website.

Parent Forum

The Parent Forum consists of one parent representative from each class and meets twice each term to discuss matters of interest or concern. Minutes from the Parent Forum meetings are distributed to all parents following each meeting. We actively seek and act on parent feedback and if you would like to join our Parent Forum, please contact the school office or your child's class teacher.



Have your say

Our school Learning Mentor, Mrs Martin, is available at the start of each school day to see you without an appointment regarding any pastoral issues and one of the headteachers is available each morning for an informal chat. However, if you are unable to come into school our 'Speak Up' survey gives you the chance to raise any concerns or worries that you or your child may have about school each term. Mrs Martin will quickly follow up on all issues raised this way.

How will school communicate with me?

Key information regarding school dates, events and other important information is usually communicated to parents through the weekly newsletter called 'The Tranmere Times'. This is emailed to all parents each week and this is where key dates can be found along with any important information. The school PTA also has a section on the Tranmere Times where upcoming social and fundraising events can be found.

We also have a text message service in school which will be used to communicate urgent information. This isn't a primary way of communicating but will usually be used if any of the information previously sent out has been altered or to send a last minute reminder about an important event.

Here are some of the other ways that school and your child's class teacher will communicate with you each year:

- A list of key dates for the year is issued to parents at the beginning of each academic year. This will provide term dates, parent consultation/pupil mentoring dates, information evening dates (for example, curriculum information/year group information/SATs information evenings).
- Letters at the beginning of the year from your class teachers explaining key information regarding routines and timetables.
- Home/school diaries and planners can be used to exchange brief notes between parents and class teachers.
- Letters from your class teacher to inform you of school trip and residential information
- 'Knowledge Organiser' sent home will highlight key learning in detail for each topic covered throughout the year.
- The school website holds a huge amount of information regarding events in school and also has a link to our school PTA page.
- School has both a Facebook and a Twitter page.
- The school website holds detailed information regarding everything from staffing information, curriculum information, curriculum information, key school policies, funding information etc.

How to become a Volunteer or Governor

If you wish to volunteer please talk to our office staff who will be happy to let you know if your time and skills can be utilised in the school, and if you are interested in becoming a governor, visit the local council website for details on how to apply <http://www.leeds.gov.uk/residents/Pages/School-governor-support.aspx>

Pupil Premium: why it's so important

Pupil Premium additional funding is given to schools for:

- Children who have been registered as being entitled to Free School Meals (FSM) at any point in the last six years. You must register for Free School Meals so we can receive this funding.
- Children whose parents are currently serving in the Armed Forces.

Extra money for extra support

Schools receive this funding to support their eligible pupils and narrow the attainment gap between them and their peers. We can use this funding to support children in a wide variety of ways which are tailored to the individual child's needs. Typical examples include assistance with:

- The purchase of school uniform/PE kit or other equipment.
- The cost of school visits and extracurricular activities.
- A subsidised place on residential trips.
- Fees for Breakfast and After School Clubs.
- Confidence and skills building experiences.
- Additional small-group support within school.

Free School Meals can be provided if parents/ guardians are in receipt of certain Income Support benefits. We encourage parents to apply for FSM even if their children do not take up Free School Meals because we can then access this additional funding to benefit your child. Further information about how the school spends these monies can be found on the school website. Please contact our school office who will assist you with the application process.

Safeguarding and child protection

Tranmere Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is sensitive area in which all staff receive regular training. Here, school and other services for children and families all work together to support the needs of children and there is a named governor for child protection. The named members of staff for child protection are Mrs A Hodgson (Co-Head), Mr Beech (Assistant Head/SENCO) and Mrs D Martin (Learning Mentor), one of whom can always be approached by children, staff or parents who have any worries or concerns.

Our child protection policy can be viewed by parents on the Policies page.

P.T.A.

Tranmere Park P.T.A. is run by volunteers for the benefit of our children and their school. With regular cuts to government funding, schools in general are becoming increasingly dependent on P.T.A.s for help to pay for equipment and facilities.

We endeavour to spend our funds in ways that will benefit our learners across all areas of the school and curriculum and many of the resources purchased have a direct link to the School Improvement Plan. Usually, our leadership team will have a 'shopping list' of items that the school would like to purchase. In the main the P.T.A. funds are for the 'extras', not provided by the school budget, that make our children's learning experiences so much more fulfilling and exciting.

Get involved

All parents and members of the school community can get involved if they want to, even if they only have a small amount of time available, and all parents are automatically members of the Association when their children join our school.

The aim of the PTA is not just about fundraising, it is also about developing relationships and a sense of community. Plus, it's a great way of getting to know other parents and gives the children a real sense of belonging.

We need your support!

Without the support of all the parents, carers and teachers at the school, the PTA couldn't fund projects that have added so much value to the children's education and enjoyment at Tranmere Park Primary school.

If you'd like to get involved, in any way you can, contact us and we look forward to welcoming you on board! If you would like to ask us any questions or would like to find out more about events or joining the PTA, please contact a member of the PTA body. Details can be found on the school PTA website.

Pupil voice

Tranmere Park Primary School's School Council consists of a representative from each class from Years 1 to 6. They meet at least once every half term along with Mrs Martin, Miss Beestin and a member of the school leadership team to express their views, look at suggestions from other pupils and make decisions. The staff are always keen to know the views of the pupils and the outcomes of these discussions. Recent discussions have included:

- Working with Mrs Finley on the homework and behaviour policies.
- Deciding how to spend supermarket vouchers.
- Helping the Sports Council improve playtimes, with more equipment and rotas so that everyone has a turn.
- The School Council also interview candidates for vacancies within school – a very daunting prospect for the candidate!

They do a fantastic job acting as ambassadors for the school on parent's evenings, open days and when we have visitors.

Every year, election fever reigns when the new school council are voted in by their peers, a great introduction to democracy!

In addition to the School Council, pupils are encouraged to take on many roles of responsibility within school through Team Captain, Sports Council and Playground Leader roles, and as classroom monitors and Y6 helpers.

What to do if ...

My child is having difficulty making friends

For many children, difficulty making friends can have a detrimental effect on their self-esteem and confidence, and also keep them from trying new activities. It can also be difficult for them to manage intense feelings.

Talking

Encourage your child to talk about their feelings, and what has happened in the school day. Just knowing that these feelings are normal, and that they have someone to talk with, can help a lot! If they find it difficult to talk to you or another family member, suggest that they confide in our Learning Mentor, Mrs Martin.

Invite friends over

Ask your child who they enjoy spending time with at school. Start by inviting one or two of these friends over to your house, or arrange a get-together at a local park.

Talk to your child's teacher

Contact the school office and ask to talk with your child's teacher. Have a chat about your concerns. Don't be worried, we deal with friendship difficulties regularly; it's part of being a teacher!

Have your own friends over

Since children pay close attention to what grownups do, model friendship behaviours for your child by having your friends over, especially in ways that include the younger generation.

Try not to expect too much

Take it slowly and don't 'force' your child to make friends. Sometimes making friends can take time! Get help if you sense a real problem. In the majority of cases, shyness or difficulty making friends in childhood is perfectly normal. If your child rarely holds eye contact, is usually withdrawn or is regularly upset whenever other children are around or when it is time to go to school, then please come in and talk to us.

I'm struggling to help my child with their homework

If you are finding it difficult to help your child with their homework...don't worry! Lots of parents have difficulties with this.

Talk to us

The way subjects are now taught is probably different to when you attended school. The first thing to do is talk to the school office. All conversations are confidential. They will then either book you an appointment to come and chat with your child's teacher, or book a time for your child's teacher to phone you.

We will help you

It's nothing to worry about. We will help you understand how children learn in a modern school, and you can then enjoy helping your child with their homework.

If I think my child is struggling with school work... or not being challenged enough?

The first thing to do is contact the school office to talk with your child's teacher.

Ongoing assessment

Your child is assessed regularly by their teacher, so we will be able to tell you how they are performing and how this relates to what is expected at this stage of your child's education.

Activities at home

Your child's teacher can provide you with some fun activities to do at home that will complement what is happening in class, and give your child that extra help.

Ongoing problems

It may be that your child needs glasses in class, or is dyslexic. All of these concerns can be discussed with your child's teacher. We want to help your child, as much as you do!

What happens when my child transfers to secondary school?

Pupils complete their primary education at Tranmere Park Primary School. When they are eleven years old they transfer to one of a range of secondary schools, details of which can be obtained from the school office. Parents will receive a letter from the Director of Education in their child's final year inviting them to make a first and second choice of Secondary School. Later in the year, parents will be sent details of admissions arrangements, Induction Days and information about when they can visit their child's Secondary School. Applications should be made through Leeds City Council www.leeds.gov.uk.



Frequently asked questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

Jewellery, make-up and hair

Children should not wear jewellery in school. Only small stud earrings are acceptable for children with pierced ears. Make-up, including nail polish, is not appropriate in school. Haircuts should be neat and tidy. Extreme haircuts are discouraged.

Emergency arrangements

During winter weather, including snowfalls, the school will remain open unless it is deemed unsafe for students and/or staff to attempt the journey to school. Any late opening or closure will be communicated to staff and parents via text message and featured on our website. It will be assumed that the school is open if a late opening or closure has not been announced by text or has not appeared on our website.

Late arrivals due to bad weather conditions

The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know that they are on their way if likely to be delayed.

Collecting your child

In the event of the school having to close during the day due to unforeseen or worsening weather or similar unforeseen circumstances, parents will be contacted by telephone or text either at home or at work and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances.

Medication in school

Please note that there is no legal duty that requires school staff to administer medication; this is a voluntary role.

We would ask parents to request that their doctor, whenever possible, prescribe medication which can be taken outside the school day. However, we as a school recognise that there are times when it may be necessary for a pupil to take medication during the school day (eg antibiotics required 4 times a day) and we are prepared to take responsibility for these occasions. School will only administer PRESCRIBED medication.

Administration of medicines is the responsibility of parents. There is no requirement for Headteachers or staff to undertake these responsibilities and the act of administering medicine is purely voluntary.

Charging policy

Children whose parents are in receipt of certain support payments will, on addition to having a free lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- School trips.
- Workshops.
- Themed weeks.

These contributions are genuinely voluntary and parents are under no obligation to pay. Children will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Clubs and activities

At Tranmere Park Primary School, we offer a wide range of after-school clubs which currently include:

- French.
- Soccer Multi-skills.
- Gardening.

- Inspiration Tree
- Guitar.
- Spanish.
- Lego.

Curriculum enrichment programme

As an accredited Arts Mark School, we aim to involve the children in a wide range of the creative arts and incorporate these within all areas of the curriculum where possible. Each term we welcome into school professionals such as artists, dancers and theatre groups to enhance the learning experience.

Residential trips

At Tranmere Park we believe that experiences outside the classroom are equally as important as academic attainment. Residential visits begin in Year 3. In Year 3 we take the children to Malham for a one night residential and we take Year 4 for two days to Bogglehole. Both of these visits are to encourage personal and social development by an introduction to outdoor activities. In Year 5 we go to Ingleborough Hall for a five day outdoor and adventure experience and in Year 6 we go to PGL France for five days. This is an opportunity for the children to learn about French culture and supports our French curriculum which begins in Reception.

P.E, sport and music

Sports

At Tranmere Park Primary School, the physical education provision is broad and balanced throughout both Key Stages. Children have access to 2 hours of high quality physical education weekly, following the national curriculum. We offer a wide range of extra-curricular activities throughout the school day. Many of the activities prove to be very popular including football, netball, cross country and other new sports such as dodgeball.

We believe that physical education develops pupils' physical competence and confidence and provides opportunities for them to be creative as individuals, encouraging healthy lifestyles while supporting their emotional wellbeing.

Music

The Groove Generation Project

This is a cluster initiative, set up with 7 schools in the Guiseley area including Tranmere Park Primary School. We work together to provide after school music provision.

Our aim is to bring rich inclusive musical opportunities to primary school children, increasing engagement in school, training young music leaders to cascade music & music tech skills, and bring children together from schools in the district to make and perform music together.

We provide opportunities for learning percussion, composition, improvisation and music tech skills, performance and access to a wide range of music specialists. At the end of each half term there is either a guest music practitioner, for example samba or bamboo tamboo, or a performance. The Project links with Guiseley Music Centre and children taking part in the project have enhanced access to the Music Centre.

The project is accessible to all children, including those who don't have access to music lessons. The only criteria are that they love music and want to work together with other children to make music. For children who do have music lessons, it's great opportunity to apply what they have learnt (they can bring their instruments along) whilst playing as part of an ensemble.

Term dates 2020 - 2021

Autumn Term

Monday 7th September - Friday 18th December

Half term: Monday 26th October - Friday 30th October

Spring Term

Monday 4th January - Thursday 1st April

Half Term: Monday 15th February - Friday 19th February

Summer Term

Monday 19th April - Tuesday 27th July

Half Term: Monday 31st May - Friday 4th June



At Tranmere Park Primary School:

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all the pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.

Our school's ethos and values reflect mutual care and support – where respect and tolerance for/of others is paramount. In order to achieve this we will:

- Provide a happy, secure and attractive environment.
- Ensure equality of opportunity.
- Begin with what an individual can do and have high expectations of what he/she will achieve.
- Maintain a broad and balanced curriculum ensuring continuity and progression through each Key Stage.
- Promote each child's knowledge, skills and understanding in all areas of learning encouraging creativity and enterprise.
- Provide for the whole child through planning for spiritual, personal and social development.
- Structure first hand experiences which provide relevant contexts for learning.
- Provide quality experiences which stimulate an enthusiasm for learning.
- Ensure each child has the experiences, resources and teaching appropriate to his/her abilities and aptitudes.
- Work with parents as partners in their child's education.
- Ensure children have the necessary skills to flourish in a changing, multi-cultural society.
- Encourage and support the continuing professional development of all staff.



Tranmere Park Primary School
Ridge Close
Guiseley
Leeds LS20 8JJ

Tel: 01943 875050

Email: secretary@tranmerepark.leeds.sch.uk

Website: www.tranmerepark.leeds.sch.uk