



Langley Hall Primary Academy
Ad Vitam Paramus

Parent Welcome Pack

2017/2018



Langley Hall Primary Academy
Ad Vitam Paramus

WELCOME

Welcome to Langley Hall Primary Academy. We hope that you and your child will enjoy being part of our school community.

This Welcome Pack will provide you with lots of information you need to know before your child joins our school, so do go through every section and revisit sections if necessary.

We care about the welfare of every child who attends the school and, should your child be unsettled or anxious about any aspect of school life, please do come and tell us.

We have an open door policy at Langley Hall Primary Academy. This means that if you or your child have any concerns we want to hear about them.

We want to foster a relationship with you that is built upon trust and mutual respect so that we can work together more effectively to help your child to achieve his or her best. Good, honest communication is key so do not be afraid to tell us if you like what we do or if you do not. We won't always get everything right but we will always be trying to do so and will certainly explain the reasons for our decisions. Your feedback is valuable to us.

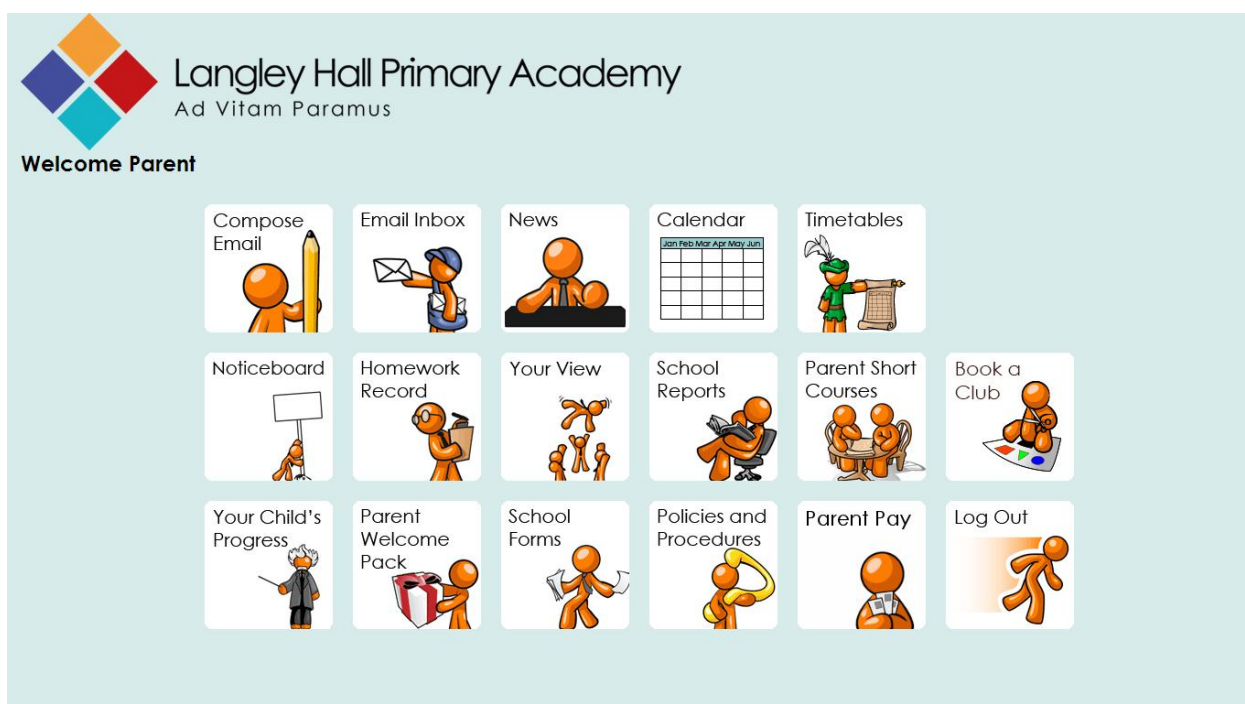
We will always try to explain our policies, curriculum and principles so that you can understand how we are educating and nurturing your child's development. You can access a copy of Policies and Procedures for Parents via the school Laser system.

Langley Hall Primary Academy is an exciting place for children to receive their education. They will have a wealth of resources available to them and the very best teachers will guide their learning, providing imaginative, creative and inspirational teaching.

We look forward to welcoming you and your child to our school so that you can both experience the vibrant atmosphere that is unique to Langley Hall Primary Academy.



INTRODUCING THE SCHOOL INTRANET













1. To log in go to the school website www.lhpa.co.uk and click on the Laser Login button or go direct to the Laser using the address <http://lhpa.schoollaser.org>.
2. Put in your unique user name and password and click on the login button.
3. You will now be on your home page which will welcome you.
4. There are 17 areas within the parent intranet site and each is located behind a button on the home page.





Please note a button will spin on your home page if there is something new in that area that you have not yet seen. To access the new document, news story, report or e-mail message simply click on the spinning button. When you have finished please click on the Log Out button.

The functions of each of the buttons are explained below:

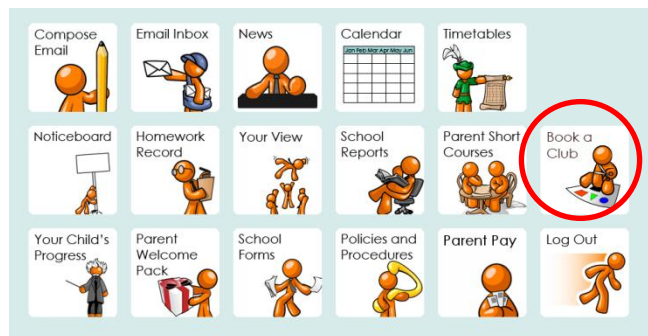
	<p>Compose E-mail</p>	<p>You will be able to send e-mails directly to your child's class teacher and other key members of staff in the school.</p>
	<p>E-mail Inbox</p>	<p>You will be able to receive emails from others in the school community.</p>

 <p>News</p>	<p>News</p>	<p>Information about birthdays, special events or important meetings will all be sent to you via the news area.</p>
 <p>Calendar</p>	<p>Calendar</p>	<p>This is where you will find information about events and key dates throughout the school year.</p>
 <p>Timetables</p>	<p>Timetables</p>	<p>This is where you will find your child's class timetable</p>
 <p>Noticeboard</p>	<p>Noticeboard</p>	<p>This is where letters to parents will be placed. Newsletters or information letters regarding trips, visits and concerts will all be sent electronically to this area.</p>
 <p>Homework Record</p>	<p>Homework Record</p>	<p>You will be able to see what homework has been set for your child's class. Teachers will update this area on a daily basis.</p>
 <p>Your View</p>	<p>Your View</p>	<p>Teachers will upload a short piece of film showing some of what the class has done so that you can feel involved in school life and can talk to your child about what they have done.</p>
 <p>School Reports</p>	<p>School Reports</p>	<p>Reports will be written at the end of each term, outlining your child's progress. They will be put in this area.</p>
 <p>Parent Short Courses</p>	<p>Parent Short Courses</p>	<p>From time to time the school will produce short parent courses that you can access. These will be certificated by CACHE – a National Awarding Body. If you decide to complete the course and submit the short assignment, the certificate will be sent to you in the post within 6 weeks.</p>
 <p>Your Child's Progress</p>	<p>Your Child's Progress</p>	<p>Here you will be able to see your child's weekly spelling and tables test results and view your child's self-evaluation of their week.</p>
 <p>Parent Welcome Pack</p>	<p>Parent Welcome Pack</p>	<p>Here you will find information about school life and organisational arrangements.</p>
 <p>School Forms</p>	<p>School Forms</p>	<p>There are a number of forms in this area as well as new electronic versions of the Medical Care Plan, and buttons allowing you to book your child's school meals, mini bus home and shuttle bus between upper and lower sites.</p>
 <p>Policies and Procedures</p>	<p>Policies & Procedures</p>	<p>This is where you will find all of the policies & procedures that we follow and ask parents and children to follow. This will ensure the school runs more effectively. Here you will also find documents that will tell you about the school's safeguarding, positive behaviour, equality of opportunity, parent concerns policy and curriculum statements.</p>

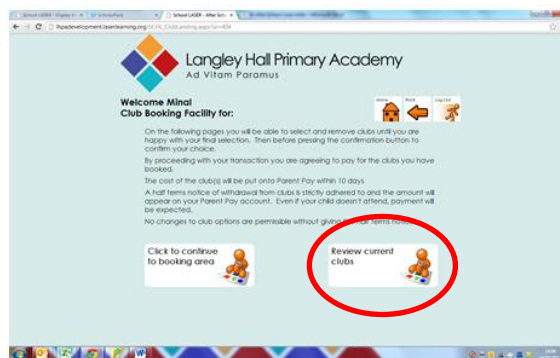
	Parent Pay	This link will direct you to the online payment system called Parent Pay. All payments will be made using this system including school lunches, clubs and trips. You will be given a separate username and password to login to Parent Pay before the beginning of the school year.
	Book a Club	This button takes you to the club booking system. It allows you to book Early Birds, Superstars or any of the specialist after school clubs such as Football and Gymnastics.

To book your child's clubs:

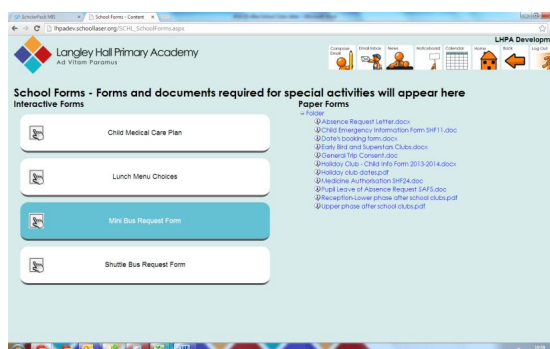
1. Log onto your Laser. Click the "Book a Club" Button to begin.



2. If you have more than one child, the next page will ask you to select which child you wish to book clubs for. Select the name of the child whose clubs you would like to book.




3. You will be taken to a page which sets out our terms and conditions. From this screen you can choose to view the clubs which your child currently attends by clicking the "Review Current Clubs" button. Or to view the clubs which are available to your child, click on the button entitled "Click to continue to booking area".



4. You will now be presented with a list of clubs which are available to your child. Click the “Apply for club” button to the right of the club name to enrol your child into a club.
5. If a club is full you will be given the opportunity to add your child to a waiting list. When a place becomes available in your chosen club, you will be notified by email.
6. When you have selected all of the clubs that your child wishes to join, click the “Continue” button. **Please note that once you have booked a club you are committing to pay for a full term and will be charged accordingly even if your child changes his or her mind.**
7. Once you have booked your club, the charge will appear on your Parent Pay account within 10 days.
8. To cancel a club, click the “Review Current clubs” button. Click the “remove” button next to the club that you wish to cancel. You will then be reminded of the notice of withdrawal period required for club cancellations and you will be asked to click to agree to the notice period before you can cancel the club.

Day	Name	Start	Finish	Cost	Current Term	Next Term	Remove
Monday	Basketball	4:00	5:00	£ 4.50	N/A	In Club	Remove
Tuesday	Chess Club (Years 3 and 4)	4:00	5:00	£ 4.50	N/A	In Club	Remove
Wednesday	Hockey	4:00	5:00	£ 4.50	N/A	In Club	Remove
Thursday	Gym Club	4:15	5:15	£ 4.50	N/A	In Club	Remove
Friday	Team Games	4:00	5:00	£ 4.50	N/A	In Club	Remove

Click to continue to booking area 
Normal Weekly Cost : £ 22.50
Total cost for next term(Estimated) :£306.00

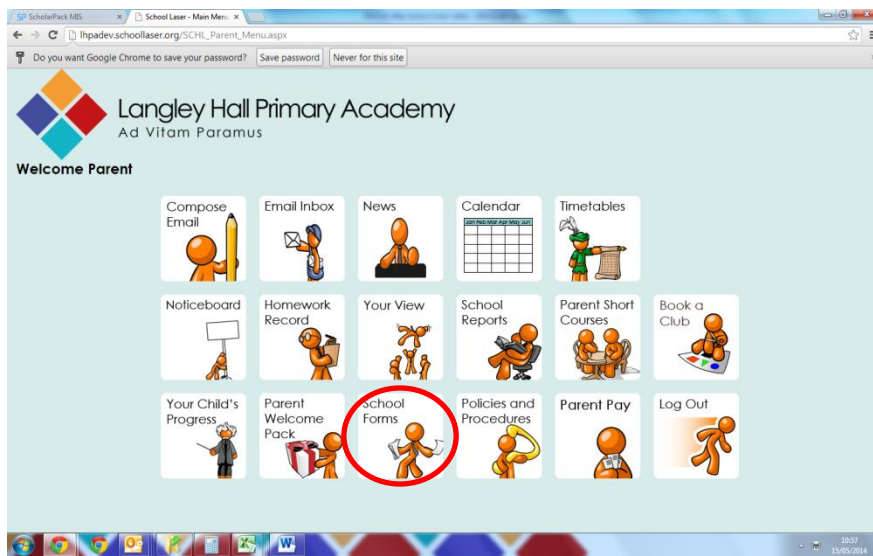
The minimum notice period for club cancellations is half a term. This is defined as 11.59 pm on the day before the new half term begins. The online system calculates these dates and times exactly and they are therefore non-negotiable. Failure to adhere to the notice period will result in you being charged in full for the terms clubs, regardless of whether your child attends the club or not.

Our Transport Service

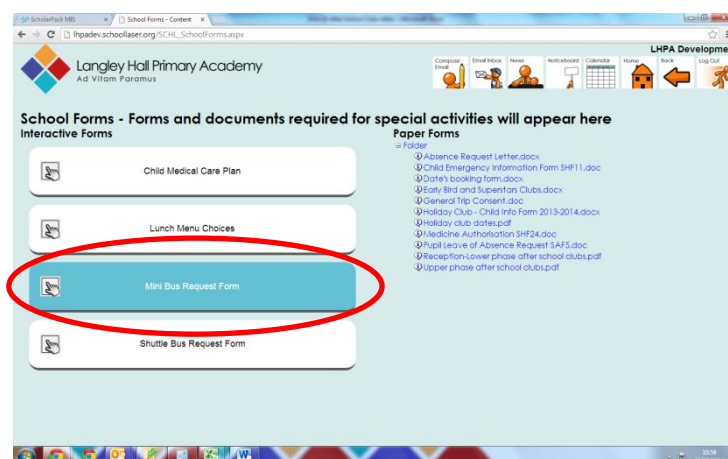
Another new aspect of the Laser is the transport request service. Although we aim to accommodate as many children as possible, minibus places will be dictated by the routes which the buses take and will be confirmed by e-mail to parents by the 1st July. Shuttle Bus spaces will be allocated on a “first come, first served” basis. Once full, children will be added to a waiting list and contacted when a space becomes available.

To apply for a minibus or shuttle bus:

1. Log onto your Laser. Click the “School Forms” button to begin.



2. Select either the “Minibus” or “Shuttle bus” service. Please be aware that the minibus service collects children from and returns them to their home address. The shuttle bus moves the children between the Upper and Lower School sites at the beginning and end of each day.



3. Tick the box which corresponds to the day that you would like to book the transport. If booking the shuttle bus, you will be asked to select the time that you wish your child to travel. Please bear in mind any after school clubs that your child attends when selecting your child's shuttle service. Children who travel on a bus more than 15 minutes after their school day finishes will be

required to attend Superstars prior to travelling. This will be charged at the normal Superstar rate.

Please note that when you book the minibus you are committing to pay for it for the full term and will be charged as such. A half term's notice is required when cancelling the minibus for the following term. Minibuses may not be cancelled part way through the term and are non-refundable even if your child does not utilise the service for any reason, including absence from school. Minibuses must be paid for in full before the first day of term. Failure to do so will result in your child being unable to use the services.

As you may be aware, clubs and transport options are very popular and fill up quickly, so we would encourage you to book your child's clubs or transport as soon as possible to avoid disappointment.

If you are unable to access your Laser or have not yet received your username and password please contact Mr Bateman on 01753 580516 immediately for assistance.

FIRST DAY AT SCHOOL

This is an exciting day and one that the children have been looking forward to for sometime. No doubt they will have tried on their uniform many times and imagined what it will feel like to be a pupil at Langley Hall Primary Academy.

Wherever possible children will visit prior to their first day so it will not be completely strange and unfamiliar to them. However, the excitement will be mixed with some fear and trepidation so this page is to let you know what to expect.

For September intake children please follow the procedure sent to you. For all other new starters please bring your child to school by 8.30 am and come in through the front door. Do let the Parent Liaison Manager know that you have arrived and you may be asked to sit for a few moments in the parent waiting area until the Head of School or another member of staff is called to come and meet you both. If a whole class is starting at the same time the meeting area may be in the school hall or playground.

You should have been sent a letter informing you of your child's class name and the name of your child's class teacher*. If you do not have this information please telephone the school and speak to the Parent Liaison Manager who will ensure that you are given the information.

- **Make a new friend** – Your child will be “looked after” by an existing member of the class / school who already knows how the school day runs. If the whole class is new then the class teacher will take responsibility for nurturing the class and providing an induction to the school.
- **Lunchtime** – Children will be served a hot cooked meal at lunchtime. The cost of lunches will have been paid weekly, termly or monthly in advance. Pupils in Reception, Year 1 & Year 2 receive Universal Infant Free School Meals so lunch is free of charge. In exceptional circumstances i.e. severe allergies, children may be given permission to bring their own packed lunch; however, this is discouraged for all but the most extreme cases.

- All children are encouraged to bring water in a named sports bottle which they can drink from during the day. There is a specially designed pocket for this purpose in the school rucksack. There will be an opportunity for them to refill their bottle during the day as necessary.
- **Home time** – Your child will be taken to the playground at the end of the day for dismissal. In the interests of safety, please only collect your child from this area, where they will shake hands with their teacher and be handed over at their appointed finishing time. Please note the change in finishing times for Year 1 and 2 on Fridays in Term 3 to accommodate Year 1 Music workshop.

Reception Class	3.00 pm
Year 1	3:15 pm (3:30 pm finish on Fridays in Term 3 only)
Year 2	3.30 pm (3:15 pm finish on Fridays in Term 3 only)
Year 3	3:50 pm
Year 4	3:55 pm
Year 5	4:00 pm
Year 6	4:05 pm

* You will be informed of your child's class name and teacher in due course.

SCHOOL AIMS AND ETHOS

The School's motto, "Ad Vitam Paramus" means "We are preparing for life". All school activities will be planned and carried out with this in mind. The school believes that being prepared for life means children have certain skills and qualities.

These are:

- Having a good basic grounding in Literacy and Numeracy which opens doors to further learning in a wide variety of subject areas.
- Being in an environment where they can discover their talents and skills and develop these to a high standard.
- Understanding what it means to be a good citizen, enthusiastically taking advantage of opportunities to help groups within their local community, showing respect for their world and being compassionate towards those who have needs and are not able to help themselves.
- Being good communicators, confident, curious, sensitive, kind-hearted and having the ability to express their thoughts and feelings clearly.
- Being challenging of themselves and able to understand their strengths and weaknesses.
- Being motivated to learn.
- Being able to work as part of a team and to get along with others, knowing how to compromise and work out problems.
- Being able to sort information, using what is important and leaving what is not.
- Being able to engage in their learning, understanding that it reaches beyond school and is a life-long experience.

Through the school's creative and challenging curriculum, with leaders and teachers who fully believe in this vision, children will be able to enjoy learning and flourish.

Frequently asked questions

How is learning organised?

The teaching of Numeracy and Literacy is very important with a daily one hour lesson in each subject. These are taught in the mornings and the afternoons will be devoted to Drama, Music, Art, Dance, Games, Swimming, Philosophy, Life Skills, Citizenship, Religious Education and foreign language teaching. Science, Geography and History are taught, using a blend of subject and cross curricula methods within our International Primary Curriculum. IT is used to enhance learning throughout the curriculum and each classroom has computers, smart boards, projectors and other I.T. resources.

How does the school interact with parents and involve them in their children's learning?

Partnership with parents is strong. The Director of Education, the Distributed Leadership Team and other professionals will take every opportunity to explain the school's principles and methods and encourage parents to support and take part in activities. There is a school intranet (Laser) which will enable parents to log in and check homework set, receive information on events, send e-mails directly to staff and see short videos of their children's activities filmed by the class teacher.

What importance does the school place on good behaviour?

In fulfilling the school's motto, to prepare children for life, high importance is placed on developing good relationships with everyone within the school community. Teachers model good manners for children to follow and children learn to understand how their actions affect others. The school's positive behaviour policy is made available to all parents and is the basis for helping children to develop the skills necessary to become a valuable member of society.

How does the school plan to nurture creativity?

Langley Hall Primary Academy believes passionately that providing opportunities for a child to develop creatively is essential. All children are encouraged to choose and learn to play a musical instrument and music will feature significantly in full school life. Drama, Art, Philosophy and Dance all help to build a child's self-esteem, confidence and general enjoyment of school activities. From the age of five children are included in the annual residential trip to Carrot Wood, where they will be able to build dens, explore wooded areas and play with their friends in a safe, secure and exciting environment

What happens to personal information I give the school?

Personal information about your child, or other members of your family, that you give us on forms you are asked to complete for the school and during formal or casual meetings, will be used for your child's education and welfare.

We take seriously your right to privacy and confidentiality and staff will not disclose any information about you to outside organisations or third parties without your written consent, unless the law requires us to do so.

MEET THE TEAM

The list below shows the staff employed for the academic year 2017/2018.

Sir Christopher Ball
Member

Canon Robin Morrison
Member

Richard Carleton
Trustee

Sally Morrison
Trustee

Manjula Odedra
Governor

Avril Read
Governor

Louise Killian
Teacher Governor

Shirley Field
Non-Teacher Governor

Vinod Mahi
Parent Governor

Julian Kelly
Parent Governor

Sally Eaton

Chief Executive Officer

James Petrie
Elizabeth Hall
Janet Fallows
Alex Steele
Shane Broderick

Head of Lower School
Deputy Head of Lower School
Head of Upper School
Assistant Head of Upper School
Assistant Head of Upper School

Catriona Eadie
Michele Bradbeer

Head of Children Services (Designated Safeguarding Lead)
Head of Inclusion and Learning (*Teaching & Learning*)

The complete staff list can be viewed with photographs on our website and in the parent waiting area on each school site.

HOMework

Langley Hall Primary Academy advocates that homework is a powerful tool which reinforces learning at school and can make a valuable contribution to your child's education. Homework instructions will be added on the Laser and parents and children will be able to access it from there. Worksheets, videos or photographs may also be uploaded and used as a homework resource. Some homework when it is completed can be uploaded to the Laser and returned to the teacher electronically if previously agreed, or a 'hard copy' will be expected to be handed in.

Our aims for setting homework are for children:

- To develop individual study;
- To develop perseverance and self-discipline;
- To reinforce skills learned in the classroom;
- To support a child's rate of progression;
- To further develop areas of study and to encourage extended use of materials and resources, and in some cases those not easily accessible in the classroom;
- To encourage parents to be directly involved in their children's learning.

Workshops to explain maths and reading principles will take place to help parents with skills and ideas to support their child.

You may feel that there is little that you can do to help, but in fact there are many ways of helping children.

- Encouraging and supporting them.
- Checking presentation.
- Checking handwriting.
- Checking spelling.
- Testing what has to be learnt.
- Listening to them read.
- Asking them to explain what they have been studying.

GENERAL SCHOOL ARRANGEMENTS AND INFORMATION

Car Parking

Lower School has a car park available to parents for the drop off and collection of their children. Due to the narrow lane, the Lower School has a strict '**No Right Turn**' policy. Parents are asked to turn left into the car park from the bridge end of St Mary's Road and on exit, turn left away from the bridge. This ensures smooth running of the school and local traffic. This has been endorsed by the local police as the best way to keep traffic flowing. Parents wishing to use the school's parking facilities must adhere to the Home/School Agreement. Unsafe driving practices or abusive behaviour towards staff may result in parents being asked not to use the car park.

The Upper school is situated in an area where there is a lot of traffic. However, there are 2 places where you will be able to park a) in the streets adjacent to the school and b) in the Harrow car park. The Harrow car park has free parking for the first 20 minutes. Where possible we would encourage you to walk your child to school or use public transport as we are ideally placed on a number of bus routes and on the main Paddington to Reading train line.

There are allocated bicycle areas. Those who wish to cycle to school please note that only Year 6 children are allowed to cycle to school independently, after gaining permission from school to do so.

The Beginning of the School Day

Entry to the Lower School site is between 8.15 am and 8.45 am via the playground (with the exception of Raphael & Leonardo Classes who enter via their class garden). Children arriving after this time must go to the school office to be registered as late.

Children should enter the Upper School site via the gate at the very front of the school. This gate will be opened at 8.20 am and a member of staff will be on duty until 8.35 am. After this the gates and entrances will be locked and you will need to press the buzzer to ask the Parent Liaison Manager to let you in.

Parents with children attending Early Bird Club should press the buzzer on the gate (Upper School) or go through the main entrance (Lower School) from 7.30 am onwards and they will be let into the building.

Wet Weather Arrangements

Start of day

As usual children will be able to enter school from 8.20 am and will go straight in to their classrooms as normal.

End of day

Children will be escorted by their class teacher to the Under 5's play area in Lower School and to the playground area in Upper School where they will shake their teacher's hand who will then dismiss your child to you.

Awards

Langley Hall Primary Academy rewards a wide range of achievements including kindness, caring for the environment and overcoming a difficulty by accepting a challenge. Rewards used at present are:

- tickled pink comments on children's work;
- stars rewarded in class for following the Golden Code or showing the Learning Attitude;
- Star of the Week Assemblies;
- Swimmers of the week awards
- Stickers for individual sticker books in place across the school leading to Bronze, Silver, Gold and Diamond certificates and badges;
- Headteachers pencil awards (Lower School)
- sharing achievements with parents via Positive Notes, the school Laser, phone calls and dismissal;
- opportunities for greater responsibility in school (Year 6 Roles of Responsibilities , School Captains);
- specific privileges in use of school facilities or equipment (e.g. radio and film studio);
- communicating with children in a positive way;
- regular 'End of Term Assemblies' where public mention and note is made of good examples, both of work, behaviour and attendance;

Assessment

Children's work and progress is continually assessed and monitored through the school year.

Each term one week is set aside for Test Week. All children sit a number of carefully selected nationally recognised tests. The results of these are included in their end of year report and are collated and analysed by staff in school.

Any child found to have difficulties in basic curriculum areas may be offered interventions.

Year 2 and Year 6 pupils will sit SAT tests in May each year and the results of these will be published to parents.

Year 1 pupils will complete the phonics assessment during the Summer Term.

Leave of absence for any reason will not be granted to children during Test Week.

Reports

Interim reports are issued at the end of the Autumn Term and Spring Term, with a full written report at the end of the school year.

Parents Evening

Parents' evenings are held twice a year, in the autumn term and spring term. At these evenings you will have the chance to discuss your child's progress with their class teacher. Dates are given out well in advance so please do try to attend. However we would encourage you to discuss with us any concerns you or your child may have when they arise rather than waiting until the next parents' evening.

Open Day

Our annual Open Day is always held on the last Saturday in June and gives you an opportunity to see the work that has been produced throughout the year. All children are expected to attend and most of them will be involved in displays and presentations. Please keep this Saturday free and come and support us! Please note that the children do not attend school on the Friday before Open Day.

School Trip and Visits

Visits and journeys have an important part to play in the education of children at Langley Hall Primary Academy. They are an integral part of the curriculum and may take place during weekdays, weekends or holidays.

Within Langley Hall Primary Academy we have a policy on educational visits and journeys, which staff adhere to. This includes risk assessments, purpose of visit and staff/pupil ratios.

It is expected that children will go on our residential trip from Year 1. We do not want any child to feel excluded so we make it possible for every child to attend.

Daily Act of Worship

We have a daily act of worship which is Christian based in accordance with requirements.

What does this mean?

Langley Hall Primary Academy has an inclusive, non-denominational, Christian ethos which permeates the school culture and informs the character education of our pupils with respect to their values, moral development and spiritual appreciation.

This ethos is not confined to individual lessons or specific parts of the day but can be evidenced in everything we do.

We encourage children to be good citizens, respectful of those whose views are different from ours, discerning and kind hearted.

Assemblies

Existing statute laws relating to the provision of 'collective worship' and RE are embedded into our practice. School assemblies are wholly or mainly of a broadly Christian character and we incorporate the recognition awards and achievements into our assemblies. It is a time when the whole school community comes together at the beginning of each day and is a very important aspect of school life.

Religious Education

Religious education is multi-faith, reflecting the ethnic diversity within our community but giving priority to the Christian history, traditions and culture of the UK. Through our study of religions we encourage children to look at principles and values that might guide their lives and by which they might live to the benefit of all.

Spiritual Hymns & Songs

As part of its Christian ethos, Langley Hall Primary Academy teaches children hymns and spiritual songs alongside other types of music. From time to time the school choirs will perform in churches or be given the opportunity to take part in religious events such as Evensong.

If your child is invited to join one of our choirs they will be expected to attend performances for which they have rehearsed.

Sex Education

Langley Hall Primary Academy provides sex education in accordance with the requirements of the National Curriculum as part of its Lifeskills / PHSE curriculum.

Parents will be advised in advance of the content of the lessons but Section 404 of The Education Act 1996 does not permit parents to request their child is excluded from this part of the National Curriculum.

Visitors to the School

As you will appreciate, safety is paramount and we have taken great steps to ensure that all entries and exits to the school are completely safe and security coded.

All visitors will be admitted by the Parent Liaison Manager and accompanied at all times. There is a video entry system at the Upper School site so that we can monitor everyone before they come in. Once inside the building all visitors, including parents, will need to sign in at the school office and will be given a visitors badge which should worn at all times whilst on the school premises.

All staff, children, parents and visitors can expect respect. Everyone within the school will be courteous to you, parents, at all times. In return we expect you to be courteous to all members of staff. Intimidation, verbal or physical abuse, bullying, threats and aggressive behaviour are unacceptable at Langley Hall Primary Academy.

Parent Helpers

There are many ways that parents can become involved around the school.

The children often benefit from extra help e.g. changing for swimming, listening to readers etc., or perhaps you have a special skill/talent such as music, cookery, art, computers that you would like to contribute to the school.

Whatever you feel you could help with and for however small an amount of time you feel you could spare, please let us know and we will welcome you with open arms.

All regular parent helpers will be asked to complete an application form and undergo a Disclosure Barring Service check (formerly known as CRB). Parent helpers will undertake a parent helper induction programme.

Jewellery

Rings, necklaces of any material, brooches, badges (other than those issued by the school) and bracelets may not be worn at school. Religious bracelets may be worn but, for safety reasons, they must be removed for games and swimming. One plain gold stud earring may be worn in each ear lobe. Earrings ideally should be removed by parents on days that their child has PE or swimming lessons. If earrings cannot be removed by the parent then they should be covered e.g. with micropore tape. Watches may be worn but must be removed for games.

Paint

The paint and glue that we use at school is washable, although we have been advised that clothing should be washed according to the instructions below.

"Use non-biological powder or liquid and lukewarm water, otherwise the stain will become permanent. Soak if necessary. Do not apply heat (e.g. tumble dry) until the stain has gone."

School Uniform

Wearing the school uniform sets our children apart. A smartly turned out child is, therefore, essential if we are to promote the school successfully. People consciously and unconsciously make value judgements based on the way our children look.

The wearing of school uniform plays an integral part in securing high and improving standards of education and avoids disparities of wealth and style. It discourages the making of religious statements through clothing which, if allowed, might be in conflict of our equality and inclusion policy.

We ask all parents to ensure that the children come to school neatly and correctly dressed in their school uniform. Wearing the correct uniform applies to swimming, games and P.E. During practical activities an apron is worn to keep uniform clean.

Please ensure that items of uniform are clearly named.

On the following page there is a complete uniform list for both boys and girls. No other items are allowed. Only logo items and the kilt need to be purchased from our uniform supplier and other items, as long as they are identical to the named item on the list, may be purchased anywhere. An example of this is the Langley Hall blouse which can be purchased from Tesco's, Marks & Spencers and Asda but must have rounded collars and short puffed sleeves.

School Uniform

Girls

Winter

Langley Hall blouse
Langley Hall kilt
Turquoise cardigan (with logo)
White long socks/turquoise or black tights
Black shoes
Langley Hall black coat
School felt winter hat
School woolly hat, scarf & gloves
Langley Hall cravat

Summer

Langley Hall dress
Turquoise cardigan (with logo)
Short white socks
Black shoes (no open toe or half sandals)
Blazer
Boater
School sun hat

Additional items

School tracksuit (with logo)
Swimming suit
PE shorts
Polo shirt
PE/swimming bag
Art/science apron
School rucksack

Boys

Winter

White long-sleeved shirt
Long black trousers
Turquoise jumper (with logo)
Langley Hall tie
Black socks
Black shoes
Langley Hall black coat
School woolly hat, scarf & gloves
School cap (Lower Phase only)

Summer

White short-sleeved shirt
Long or short black trousers
Langley Hall tie
Black socks
Turquoise jumper (with logo)
Black shoes
Blazer
School sun hat
Cap (Lower Phase only)
School waistcoat

Additional items

School tracksuit (with logo)
Swimming trunks
PE shorts
Polo shirt
PE/swimming bag
Art/science apron
School rucksack

Timetable and Equipment

Your child will be issued with a copy of their timetable which will be uploaded onto your laser homepage. Keep this in a prominent place since it is very important that your child brings the correct equipment / kit to school each day. Please ensure all equipment is named.

Upper Phase children will need the following equipment:

- A long see through pencil case containing:
 - HB pencils - at least 3
 - Pencil sharpener
 - Eraser
 - Ruler
 - Coloured pencils
 - Coloured felt tip pens
 - Glue stick
 - Paper scissors

- A spiral bound rough notebook



TERM DATES 2017/2018

Autumn Term 2017	Beginning of Term	Wednesday 6 th September 2017 (Years 1-6) Thursday 7 th September 2017 (Reception)
	Half Term	Monday 23 rd October - Friday 27 th October 2017
	LS Parents' Evenings	Tuesday 17 th October 2017 Thursday 2 nd November 2017
	US Parents' Evenings	Thursday 19 th October 2017 Tuesday 31 st October 2017
	End of Term	Friday 15 th December 2017

Spring Term 2018	Beginning of Term	Monday 8 th January 2018
	Half Term	Monday 12 th - Friday 16 th February 2018
	LS Parents' Evenings	Tuesday 6 th February 2018 Thursday 22 nd February 2018
	US Parents' Evenings	Thursday 8 th February 2018 Tuesday 20 th February 2018
	End of Term	Wednesday 21 st March 2018

Summer Term 2018	Beginning of Term	Monday 9 th April 2018
	Bank Holiday (closed)	Monday 7 th May 2018
	Residential Trip weeks	Tuesday 1 st May – Friday 25 th May 2018 Sunday 1 st July – Friday 13 th July 2018
	Half Term (2 weeks)	Monday 28 th May - Friday 8 th June 2018
	Closed for Open Day Preparation	Friday 29 th June 2018
	ALL CHILDREN TO ATTEND OPEN DAY	Saturday 30th June 2018
	End of Term	Friday 20 th July 2018

Reading Together

At Langley Hall Primary Academy, one of the most important aspects of the curriculum is learning to read confidently. However, although it is a mutual desire that all children progress well through the reading scheme, we must not forget that the development of literacy involves far more than a school reading scheme alone. Developing a love of books is essential as this will inevitably encourage a desire to read for oneself and thereby make real progress in reading.

Here are some pointers:

- DO** have plenty of books of all kinds in your home.
- DO** encourage your child to look at the books around them even if they cannot yet read them.
- DO** let your children see you enjoying books.
- DO** encourage respect in the treatment of books.
- DO** read a wide variety of stories and books to your child.
- DO** encourage them to read and share these books with you and ask them to identify familiar words.
- DO** make reading together a relaxing and enjoyable time.
- DO** encourage your child to talk about their reading books, asking questions about the pictures and events in the story.
- DO** be supportive, providing words if a child is hesitant for too long.
- DO** give lots of praise. Even if a child is struggling they are still trying hard.
- DON'T** rush your child or make reading time stressful in any way.
- DON'T** restrict your child's reading to their school reading book alone there is much to be gained from providing a wealth of story books for them to read along or share.

ABOVE ALL reading should be a pleasure, never a chore, and attitudes developed now are likely to remain with your child in the future.

WHEN YOUR CHILD IS ILL

If your child is absent for any reason, please contact the school before 9:00 am on each day of the child's absence. You may advise the school by phone or by e-mailing the admin team using the school Laser. In the interests of child safety, we will contact you if your child is absent without apparent reason from school.

Children requiring medicine during the school day must complete a school medicine form (available in the reception or via the school Laser). The medicine will be administered by an adult. However whenever possible we would ask you to try and time medication so that it does not include the school day.

We will only administer medication that has been prescribed by a doctor or medical professional. This medicine should be provided in its original packaging and be labelled accordingly by a pharmacist.

Children not well enough to do P.E. should have a valid note from a parent. Children attending school will be expected to swim unless they have a doctor's note advising that they should be excused. A valid prescription may be submitted in the absence of a Doctor's note however authorisation will be at the discretion of the school.

If your child becomes unwell and we feel that they should be at home you will be contacted and requested that you collect your child immediately. This applies even if your Doctor has said your child is fit and not infectious.

Children leaving the premises during the day will be signed out of school on laser.

It is essential that the school office has up-to-date contact numbers should an emergency arise. Please keep us informed of any change of address or telephone number.

Information about recommended exclusions from school for common illnesses can be found within the Policies and Procedures for Parents document which is available on the Laser.

LOWER SCHOOL ARRANGEMENTS

Classes

There are 12 classes in the Lower School.

These are:

Michelangelo Class	Reception
Leonardo Class	Reception
Raphael Class	Reception
Donatello Class	Reception
Rembrandt Class	Year 1
Rubens Class	Year 1
Beale Class	Year 1
Goya Class	Year 1
Turner Class	Year 2
Blake Class	Year 2
Constable Class	Year 2
Kauffmann Class	Year 2

The Curriculum

Reception Year

The curriculum for this age group will be play-based and will provide a firm foundation for learning in Years 1 to 6. The class base for the reception classes will be larger than other class bases allowing for a variety of learning activities to be created and enjoyed within these areas. When you come to visit you will see children choosing to play in the learning areas that the staff have carefully created. These will include a large sand and water play area, a cosy book area, opportunities to look at and discuss natural resources and a sensory area where children can see, hear, touch and smell their ever-changing environment. There will be painting, arts and crafts areas, the smell of cooking in the air and a wide range of good puzzles, toys and free-construction areas. All children will be fully engaged and the staff who work alongside them will be on hand to guide and interpret learning, providing further challenge and development.

Key Stage 1

Our full curriculum will be made available to parents via the Laser but will broadly follow the National Curriculum. Geography, History and Science are taught using the International Primary Curriculum and you can find more information at <http://www.greatlearning.com/ipc/>. All learning will encourage pupils to participate fully and to be curious to learn about the world around them and their place in it. Children will learn to be thinkers, enquirers, communicators, open minded and reflective. They will be willing to challenge themselves by approaching unfamiliar situations and learning with courage and will have a growing sense of independence.

It is not the teaching content that will be innovative - children broadly need to know and understand the same things whatever school they attend - but it is the way in which the teaching is carried out that will be different. Children will be inspired to want to know and learn more because of the way in which the teacher stimulates their interest.

UPPER SCHOOL ARRANGEMENTS

Classes

There are 16 classes in the Upper School.

These are:

Monet Class	Year 3
Renoir Class	Year 3
Rousseau Class	Year 3
Cassatt Class	Year 3
Degas Class	Year 4
Matisse Class	Year 4
Klee Class	Year 4
O'Keefe	Year 4
Kandinsky Class	Year 5
Miro Class	Year 5
Van Gogh Class	Year 5
Hepworth Class	Year 5
Dali Class	Year 6
Picasso Class	Year 6
Warhol Class	Year 6
Rego Class	Year 6

The Curriculum

Key Stage 2

Our full curriculum is made available to parents via the school intranet but broadly follows the National Curriculum. Geography, History and Science are taught using the International Primary Curriculum and you can find out more information at <http://www.greatlearning.com/ipc/>. All learning encourages pupils to participate fully and to be curious to learn about the world around them and their place in it. Children learn to be thinkers, enquirers, communicators, open-minded and reflective. They are willing to challenge themselves by approaching unfamiliar situations and learning with courage, and have a growing sense of independence.

It is not the teaching content that is innovative - children broadly need to know and understand the same things whatever school they attend - but it is the way in which the teaching is carried out that is different. Children are inspired to want to know and learn more because of the way in which the teacher stimulates their interest.