



September 2023

The new academic
year

Information for
parents and pupils

Looking ahead to September:



Another school year is drawing to a close and what a busy –but what a successful- year it has been! It continues to be a great pleasure to lead our school on its improvement journey and I am excited for the new academic year ahead.

As a busy working mum myself, I know how important it is to get ahead with preparations for the new academic year. From preparing our children for their new class/teacher, to ordering uniform and other school essentials, to plotting out key diary dates... this information pack has been designed to support you with all of these tasks.

We look forward to working alongside you in the coming year; celebrating your child's successes and championing them every step of the way!

Mrs L Middleton
Head of School

Our 'core values'

- ▶ The following three words underpin our hopes and aims for all pupils: **BELIEVE—INSPIRE—ACHIEVE**
- ▶ Our school values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our pupils as confident, happy citizens. Our values are:
 - **Believe** (The promotion of self-belief and the importance of believing in others within our school too.)
 - **Inspire** (The promotion of inspirational people, role models and resilience, whilst also recognising that every individual has the capacity to inspire others.)
 - **Achieve** (The promotion of planning for, recognising and reaching for goals of importance to each individual.)



Our staff:



We are lucky to have a fantastic team of staff at Sutton Park Primary. There are several departments and teams who work within school, including: Senior leaders, Pastoral team, Sports team, Teachers, Teaching Assistants, Site and Office support.

Below are some photographs of staff who you are likely to meet and encounter irrespective of which year group your child is in.

Senior leaders are on gate duty every morning and afternoon during drop off and collection. If you have any queries, please just ask.

**Mrs Middleton,
Head of School**



**Mrs Dunning,
Deputy Head Teacher**



**Mrs Runacus,
Lead Practitioner
for Inclusion**



**Mrs Davis,
Office Manager**



**Mrs Johnson,
Receptionist**



**Mrs Kender,
Receptionist**



Our staff:



YEAR GROUP:	TEACHING STAFF:
Nurture Group:	Miss Khan
Nursery:	Mrs Nicholson
Reception: (1 class)	Mrs Stanley & Mrs Murphy
Year 1: (2 classes)	Miss Painting Mrs Davis
Year 2: (2 classes)	Mr Pugh Miss Trowman
Year 3: (2 classes)	Miss Begum Miss Watson
Year 4: (1 class)	Mrs Walker-Shelton
Year 5: (2 classes)	Miss Dhillon Mx Özen
Year 6: (2 classes)	Mr Bullock Miss Kaur
Additional teaching staff: (e.g. intervention teaching, target group teaching)	Mrs Msanide-Brookes (mat leave) Mrs Davin (AHT) Mrs Jones (AHT)

SUPPORT STAFF:	YEAR GROUP / ROLE:
Mr Murphy Mr Blackburn	EYFS practitioners
Mr Westwood	Y1 Teaching Assistant/Intervention
Mrs Macfarlane	Phase EYFS & 1 Teaching Assistant/ Intervention
Mrs Langley	Phase 2 & 3 Teaching Assistant/ Intervention
Miss Gudgin Mrs Owen Miss Zalmai Mr Ward	Inclusion support
Miss McCoy Miss Teer	Learning Mentor Pastoral support
Miss Mayne	Sports apprentice

Our Senior Leadership Team are responsible for provision in school and school improvement. They are listed below, alongside the roles they fulfil.

SLT Name:	Role:
Mrs Middleton	Head of School Designated Safeguarding Lead Writing Lead
Mrs Dunning	Deputy Head Teacher Y6, History & Assessment Lead
Mrs Runacus	Lead Practitioner for Inclusion
Mrs Davin	Assistant Head Teacher Y3, Y4 and Y5 Lead Science Lead
Mrs Jones	Assistant Head Teacher EYFS, Y1 and Y2 Lead Reading & Phonics Lead
Miss Maltby	Trust Leader for Pastoral Behaviour, Safeguarding and Attendance Lead

Classes for September:

All pupils will meet and spend time with their new teacher on Wednesday 12th July. Our new Reception children will also visit school on this day.

Current class name:	Class name in September:	Teacher:
Nursery (starting compulsory school in September, not our rising 3s)	RMS	Mrs Murphy & Mrs Stanley
RJS	1D or 1P (Reception teachers can inform you of which class your child has been allocated)	Mrs Davis or Miss Painting
1D	2P	Mr Pugh
1P	2T	Miss Trowman
2P	3B	Miss Begum
2M	3W	Miss Watson
3K	4WS	Mrs Walker-Shelton
4B	5D	Miss Dhillon
4K	5O	Mx Özen
5O	6B	Mr Bullock
5WS	6K	Miss Kaur



Our uniform:

Uniform is an important part of our school identity. We want our pupils to wear it with pride and to understand that it represents that they are valued members of a special community.



The compulsory uniform for Sutton Park Primary is:

- *Sutton Park Primary sweatshirt/cardigan (SP logo preferred)*
- *White polo shirt (SP logo embroidered is preferred)*
- *Grey trousers/skirt/pinafore*
- *Grey tights/socks*
- *Black school shoes (no trainers)*

For PE, the compulsory uniform is:

- *Burgundy sports t-shirt (SP logo)*
- *Black shorts*
- *Black PE pumps/trainers for outdoors*
- *Plain black tracksuits can also be worn.*

NB: Children wear their PE kits all day on their timetabled PE days.

These will be shared by your child's class teacher in September.



School have offered financial support in resourcing uniform multiple times this academic year. One such offer is currently open via the MS Forms link shared with all parents.

The wearing of school uniform is **COMPULSORY** and all pupils must attend school in the items listed here, not their own clothes.



There is no expectation from school for parents to provide stationery items for their child.

School will provide pens, pencils, rulers, glue sticks etc. to every child in September.

Own pencil cases are not permitted in school.

You can find further information about how to order school uniform on our website. It can be ordered here:

<https://www.schoolwearsolutions.com/product-category/our-schools/sutton-park-primary-school/>

Starting school:



September 2022:

Monday 4th and Tuesday 5th September – Teacher training days

Wednesday 6th September – School begins for all pupils from Reception-Y6

Arrival and Departure Procedures:

- The doors to school open at **8:45am** and we operate a 10-minute window for children to get into school each morning.
- Registration begins at **8:55am** and any child who is not in the classroom by this time, is late.
- **Lates** must enter school via the main school reception to receive their mark.
- The school day ends at **15:15pm**.
- Children should be dropped off and collected from their phase playground (Phase 1, Phase 2 or Phase 3) If your child is in Nursery or Reception, they are dropped off at the EYFS gate, adjacent to the main school field.



THE GOVERNMENT ARE ENFORCING INCREASED SANCTIONS FOR POOR ATTENDANCE AND PUNCTUALITY FROM SEPTEMBER. IT IS VITAL THAT CHILDREN ARE IN SCHOOL (AND ON TIME) EVERY DAY.

Where there are attendance or punctuality concerns:

Don't be surprised if a class teacher or senior leader speaks to you about your child's attendance. The aim for all pupils is a **minimum 95% attendance** across the academic year.

School have a legal responsibility to act when attendance or punctuality falls short of this expectation. It is extremely important to us that all children are in school and on time, daily. Not attending school regularly is proven to damage a child's academic potential.

We use Fast Track processes and do not authorise any leave during term-time. Please do not book any family holidays during term time as these will not be authorised and there is a high probability of you being fined.

When things are happening at home that may affect your child's attendance or punctuality:

Communication is extremely important. We understand that families can face challenges and will always work with parents and carers to find solutions to any barriers to attendance/punctuality. Your first port of call for contact in these situations is Miss Maltby.



Lunchtimes:

- ▶ Our kitchen team provide delicious, nutritious hot meals every day. These are automatically free to any child in Reception, Y1 or Y2 as part of the universal free school meals initiative from the government.
- ▶ Other children may also be eligible for a free school meal, as part of the pupil premium free school meals offer. If you think this applies to you, please contact our school office via enquiry@suttonparkprimary.co.uk for more information.
- ▶ Dinners can be purchased at a cost of £2.25 per day* (payable via ParentPay) Healthy packed lunches are also permitted for all pupils who do not wish to have a hot school dinner.

*price correct at time of publishing this information. (July 2023)

Snack time:

- ▶ Children in Years 1-6 are permitted to bring a healthy snack, such as fruit or a cereal bar, with them to school each day. Crisps, biscuits and sweets are examples of snacks not permitted in school.
- ▶ We are a **NUT-FREE school** so no products containing nuts can be brought into school.



Water bottles:

- ▶ Pupils have access to fresh, filtered water freely across the school day in all year groups.
- ▶ **NEW FOR SEPTEMBER:** School have purchased a SP water bottle for all pupils for access to water in classrooms. No water bottles brought from home will be permitted in class. These can only be used at lunchtime with packed lunches.







Houses:



From September, classes will be moving from the house corridor approach previously used and back to 'phase' corridors. This change will ensure pupils regularly see friends from the other class in their year group and allow for greater curriculum collaboration too. Phase playgrounds and class locations are explained below.

EYFS	Phase 1	Phase 2	Phase 3
Enter via the EYFS gate adjacent to the school field	Enter via Phase 1 doors (previously Dahl entrance)	Enter via Phase 2 doors (previously Rowling entrance)	Enter via Phase 3 doors (previously Lewis entrance)
Nursery Reception	Year 1 Year 2	Year 3 Year 4 Nurture Group	Year 5 Year 6
Closest school entrance: George Frederick Rd	Closest school entrance: Coppice View Road	Closest school entrance: George Frederick Rd	Closest school entrance: Coppice View Road

			
Reception Class 1D Class 5O Nurture Group	Class 2P Class 4WS Class 6K	Class 2T Class 3B Class 6B	Class 1P Class 3W Class 5D

- Houses form an important part of our rewards system. Children work individually and collectively to earn as many house points as they can across the school week.
- Totals are shared in our celebration assemblies and special, half-termly rewards are planned for the winning house.

Behaviour:

- We encourage children to behave in a sociable and mindful way through positive encouragement.
- We have rules in school that are for the children's safety and well-being.
- Children are encouraged to understand the necessity of rules.
- We have high expectations at Sutton Park Primary and unacceptable behaviour is always recorded and reported to parents.
- Should there be any concerns about your child's behaviour we will inform you at an early stage. We always work co-operatively with parents to identify the reasons and plan positively to help your child overcome them.



Children's positive behaviours are celebrated in many ways including:

- House points
- Star of the week awards
- Celebration assemblies
- Positive praise postcards
- Headteacher awards
- Annual prize-giving ceremony



Working with parents:

No one knows your child better than you!

Our parent-partnership is an integral part of school life.



We pride ourselves on being available to listen to any queries, concerns or important information you need to share.

Our pastoral and inclusion teams are also on hand to provide advice, support and a listening ear when one is needed.

Parent and School Communication

As a trust, effective communication with our school communities is extremely important to us. From time to time we know that you may have queries or questions that you need to raise with school staff or the senior team. We understand that it is important for you to know when you should expect to receive a response.



We will aim to respond to parent enquiries as follows:

- *If you call the school and require a phone call back, we will endeavour to return your call within 24 hours.*
- *If you email your enquiry, we will endeavour to reply to your email within 48 hours of receipt.*
- *If you send in a written letter, we will endeavour to acknowledge receipt of the correspondence within 72 hours (unless an existing policy sets out an alternative timeframe).*

We hope that you will find these timeframes useful for your reference. They apply to the working day and are not applicable during holiday periods.

As ever, members of the staff team will always try to make themselves available to you in the morning and at the end of the day and in the first instance you should see your child's class teacher in order that they can assist you in a timely way. If you ever have an urgent concern, please make the school aware so that we can respond appropriately.

We politely remind you that we can only discuss your child with you and are not able to discuss or share information relating to any other pupil.

All contact details for the school are available via the school website.

Other important information:

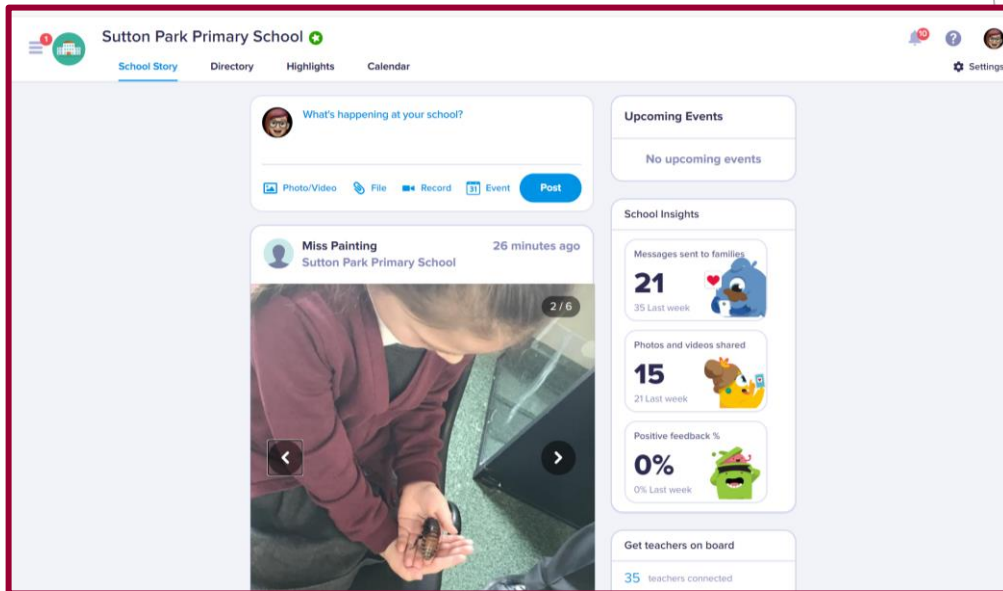
Parent communication:

We regularly update our school Twitter page (@suttonparkpri) and our school website too.



However, the majority of our parent communication is sent via the **Class Dojo** platform. This free-to-use app can be downloaded by multiple family members to ensure everyone is kept informed.

All existing parents have already been invited to join Sutton Park Primary for this purpose. Please ensure you are signed up and able to access our 'school story'. If you are new to school, our school office can share a Dojo link with you to enable you access too.



Medicines and illness:

- ▶ We are willing to help with asthma, allergies or long-term illnesses. Please ensure that you visit the school office and complete any relevant paperwork for medication to be administered during the school day.
- ▶ It is vital that school are made aware of **any medical need** for your child so that we can support appropriately. Children with any medical need that requires medication e.g. an inhaler or EpiPen, **must** have medication in school and this **must be in date**. It must be prescribed by a medical practitioner and clearly named.
- ▶ If your child has been suffering from sickness and diarrhoea, please **DO NOT** bring them into school for at least 48 hours, until after the infection has cleared.

Academic Year Calendar Dates:

The main school calendar dates for next academic year are shown in the table below. These clearly identify planned teacher training dates, term start dates and end dates too. Any necessary amendments or additions will always be communicated with parents as quickly as possible to minimise disruption to commitments such as work and childcare.

A more detailed calendar overview which includes school events, celebrations and parent events will be sent out in September.



TERM DATES FOR ACADEMIC YEAR 2022-2023		
TERM:	DATES:	ADDITIONAL INFORMATION:
AUTUMN	Wednesday 6th September	School opens to all pupils from Reception to Y6 (8:45am)
	Friday 27th October	Term 1.1 finishes – school closes at 3:15pm
	Monday 6th November	Teacher training day School closed to all pupils
	Tuesday 7th November	School reopens to pupils Term 1.2 begins
	Friday 22nd December	Term 1.2 ends. School closes for Christmas holidays to all pupils at 1pm
SPRING	Monday 8th January	Teacher training day School closed to all pupils
	Tuesday 9th January	School reopens to pupils Term 2.1 begins
	Friday 9th February	Term 2.1 finishes – school closes at 3:15pm
	Monday 19th February	School reopens to pupils Term 2.2 begins
	Friday 22nd March	Term 2.2 ends. School closes for Easter holidays to all pupils at 1pm
SUMMER	Monday 8th April	School reopens to pupils Term 3.1 begins
	Monday 6th May	Bank holiday – school closed to all pupils
	Friday 24th May	Term 3.1 finishes. School closes for half term at 1pm
	Monday 3rd June	School reopens to pupils Term 3.2 begins
	Friday 19th July	School closes for pupils for summer holidays at 1pm



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