

Welcome to Upton Meadows Primary School

The aim of this booklet is to provide you with some additional information about the school in a handy format.

School day

Start:	8.55
Morning break:	10.30 – 10.45
Lunch break:	12:00 – 12:50 for Reception children 12.15 – 1.05 for years 1-6
Afternoon break:	time to suit class
End of school day:	3.15

All children should be dropped off and collected from their classroom entrances in the playground. We encourage all parents to walk children to school but recognise that occasionally you may need to bring a car. Cars should not be parked in the school car park at the rear of the building. Bike racks are available for those children who wish to ride to school.

School uniform

Jade sweatshirt or cardigan

Navy polo shirt

Dark grey trousers, skirts or pinafores

Green or blue summer dresses

Black shoes

PE bags should be in school all the time. This should include green T shirt and navy shorts. Trainers or plimsolls are only needed when outdoor PE takes place.

Earrings need to be removed for PE and children should be able to do so themselves.

Assembly

We have a daily assembly or collective worship when we share thoughts about a range of issues, religious and moral. Parents have the right to request that their child is partly or wholly excused from assemblies and RE lessons

On Friday, at 9am, welcome parents to join our 'Celebration Assembly'. Each class in turn will present an assembly on a Friday.

School Food

KS2 can bring in a piece of fruit for morning break.

Water is available at all times for the children and milk can be purchased for a morning drink from The Cool Milk company. Under 5's have milk provided free. All of year R, 1, and 2 have a free piece of fruit in the morning.

We encourage parents to provide a healthy lunch box with a range of food types. Hot dinners are available and those parents who are eligible for Free School Meals should speak to Mrs Barley in the office. Envelopes relating to hot meals should be returned to the office.

No sweets are allowed in school.

Money

All money sent to school should be in a named envelope and taken to the school office. Cheques should be made payable to Upton Meadows Primary School.

Homework

Independent study is to be encouraged and children will be set a range of homework depending on age.

Behaviour and Discipline

The school has a Behaviour, Discipline and Anti-Bullying policy which is available on request. The school will contact parents if any poor behaviour or bullying occurs and sanctions will swiftly be put into place.

Friends of Upton Meadows Primary School

There is an active group of parents who raise money and organise activities for the school, parents and children. Any parent who is willing to help this group should contact Mrs Dicker via the school office or alternatively attend the next advertised meeting.

School Governors

The Governing Body meets regularly to discuss the school and the parents are represented through the parent governors. These are Mrs Slater and Mrs Borwick, Mrs Samways and Mrs White; contact details are available from the office. The Chair of Governors is Mr B Spearman who may also be contacted through the school office.

SCHOOL STAFF

HEADTEACHER Miss H Hollwey
ASSISTANT HEADTEACHER Mrs V Palmer

TEACHERS Miss K Hall Reception A
Mrs S Sear/ Mrs M Barringham Reception B
Miss C Barrett Year 1/2a
Miss K Parish Year 1/2b
Miss J Putman Year 1/2c
Mrs V Palmer Year 3a
Mr T Hallis Year 3b
Miss S Ryan Year 4
Mrs McColgan Year 5
Mrs Z McIntyre Year 6

SCHOOL ADMINISTRATOR Mrs J Barley
ASSISTANT ADMINISTRATOR Mrs C Nuttall / Mrs L Chambers

CLASSROOM SUPPORT Mrs E Starr Mrs P Singh Mrs S Slinn
Mrs S Foster Mrs L Gellard Mrs K Hans
Mrs J Burke Mrs A Williamson Mrs S Pawar
Miss S Longden Mrs C Trueman Mrs J Whitehead
Mrs H Treacy Mrs J Blythe Miss K Hyams
Mrs S Muddiman Mrs S Marshall Miss L Ovey
Mrs E Fawcett Mrs D Savage Mrs S Edinborough

LEARNING MENTOR Mrs S Golding Mrs K Read

SITE SUPERVISOR Mr D Newitt

LUNCHTIME SUPERVISORS Mrs H Treacy Mrs C Shocklidge Mrs S Jeyes
Mrs F Ahmed Mrs A Roweth Mrs J Johnson

HOUSEKEEPERS Mrs F Ahmed Mrs Y Ahmed Mrs K Hans
Mrs Z Pilsbury Mrs F Salah Mr J Kiputta
Mrs J Johnson

Concerns

If any parent has a concern about their child's wellbeing or progress then they should contact their child's class teacher initially and then Miss Hollwey if these concerns continue.

If you have any comments about this booklet or feel we have omitted something then do let us know.