



Langmoor Primary School

Kenilworth Drive

Oadby

Leicestershire

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Website: www.langmoor.leics.sch.uk

Headteacher: Mrs Helen Bonser

Chair of Governors: Ms Sam Pole

Remember to let the school know every day your child is absent!

Keep your child off school for at least 24 hours if they have been sick - allow another 24 hours before they come back from the last time they were sick!

Dear Parents,

It gives me great pleasure to welcome you to our school of which we are very proud! This booklet is designed to explain how Langmoor is organised and what we do whilst your son or daughter is with us.

Starting school can be a very traumatic experience but we try to make it as straight forward as possible. We have a committed staff, who all want to give your child the best start in life. Not only do we strive to achieve the highest level of Literacy and Numeracy but we also aim to provide an environment that will promote the all-round growth of our pupils. We are continually striving to refine and improve our methods of teaching in order to raise your child's standards of achievement and to prepare them for a life in which they can confidently use a wide range of skills and become useful members of society.

Langmoor also places a high priority on developing the whole child through socialisation, assemblies, enrichment, play and extra-curricular activities.

We always welcome parents into the school and if you wish to help in the school in any way, then please contact your son or daughter's teacher. Also if you have any worries or concerns about your child, please contact the school to arrange a meeting with either the class teacher or myself. We are also very proud of our Academy trust and the joint working that occurs across our schools to benefit everyone.

We hope your child enjoys their time at Langmoor and look forward to meeting you!

Yours sincerely

H Bonser
Headteacher

Staff

Head teacher

Mrs H Bonser

Teaching Staff

Mrs K Mayer-Gibb	Year 6	Literacy
Mrs J Chapman	Year 5	Humanities
Miss D Shelton & Mrs Redfern	Year 4	MFL
Miss N Ayub	Year 3	Computing/Science
Miss E Payne/ Miss J Bromell	Year 2	Maths/More Able/Eco PE
Mrs J Smith	Year 1	DHT/SENCO/Music
Miss S Waterfield	Reception	Art/DT
Miss K James	Reception	Nursery Nurse
Mr J Biddles		Sports Coach

Learning Support Assistants

Mrs D Ghilotti	Mrs K Sutcliffe	Mrs M Macleod
Mrs J Masson	Mrs S Kaur	Mrs S Mills
Mrs T Harvey	Mrs J Britcliffe	
School Business Manager	Mrs K Biddles	
Admin/Finance	Mr T Hassall	Mrs B Forbes
Premises Officer	Mr P Groom	

Dining Supervisors

Ms S Baggley	Mrs S Mills	Mrs R Ghani
Mrs H Whitmore	Mrs K Smith	Mrs J Britcliffe

Cleaners

Ms S Baggley	Mrs S Bull
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The School Day

A member of staff will be on duty from 8.35am for you to drop your children off.

School opens	8.35am (Breakfast Club is open from 7.45 am)
Class begin	8.45am
Registers close	9.00am (Children arriving later should report to Reception)
Lunch Break	12 noon (Key Stage 1) 12.15pm (Key Stage 2)
Classes restart	1.15pm
School closes	3.15pm (Kids Club is open from 3.15 - 6pm)

School Uniform

We are very proud of our 'Langmoor Blue' and the Governors would like to encourage the wearing of the school colours.

They support the view that the children's school clothing is 'working kit' which is both functional and attractive. **All clothing must be clearly labelled with the child's name**

Sweatshirts, pullovers and cardigans complete with the school badge are available from our school office.

The following list is given as a suggestion:

GIRLS	BOYS	COLOUR
Pinafore/skirt/trousers	Trousers/Shorts	Grey/Black
Blouse/Polo shirts	Shirt/Polo shirts	Pale blue/white
Jumper/Cardigan/Sweatshirt/Fleece	Jumper/Sweatshirt/Fleece	Royal Blue
Socks/tights	Socks	Grey/black
Summer Dresses		Blue & white

Footwear should be appropriate for school and we ask that children have a change of shoes for indoor use.

Jewellery should not be worn, and staff are not permitted to remove earrings for Health and Safety reasons.

What if my child is absent?

We appreciate parents letting us know the cause of a child's absence as soon as the child is away, either by telephone or a note to the class teacher. A child's absence must always be explained.

Parents wishing to take children away from school in term time **must first seek the head teacher's permission in writing.**

Parents may request a leave of absence from school, but each case is considered on its merits and authorisation is not automatic.

Because all absences disrupt a child's education, particularly those early in the school year, we would urge you to consider very carefully before booking a holiday in term time.

You can download a leave of absence form from our school website in the Parents section, under useful forms.

www.langmoor.leics.sch.uk

Parents and School

We recognise the central part that parents play in their children's education. Parent's interest, support and understanding can make the difference between success and failure. Talking to your child about their day, helping with homework, hearing them read and promoting positive attitudes towards school will all be very beneficial.

Please see the Home School Agreement which we encourage all parents and pupils to sign, which sets out in simple terms the expectations of the partnership between home, school and the child.

Parent's Meetings

Parent/Teacher meetings are held in the Autumn and Spring term to discuss your child's progress. Reports are issued once a year and can be discussed with the Teacher if desired. You are welcome to visit the school with any concern you might have about your child.

Homework

Tasks vary from year group to year group, but include daily reading, learning to read and spell key words, times tables and extended work based on topics in Key Stage 2. We value your part in supporting your child's homework in order to foster good working habits.

Special Educational Needs Children

Provision for pupils with special educational needs is given a high priority at Langmoor. All staff work closely with our SENCO to identify and provide for those pupils who require additional support to enable them to reach their full

potential. SEN policy and practice follows the guidance laid down in the SEN code of practice.

What is taught in School?

Langmoor places a high priority on children acquiring good literacy and numeracy skills through a creative curriculum.

We teach children through topics aimed at catching their interest and enthusiasm, and have a rolling programme of topics to ensure that children get a full and rounded education.

Literacy and Numeracy are taught separately but where possible link to the topics. Please see our Reading booklet and Numeracy booklet for further information.

We teach RE to the Leicestershire Agreed Syllabus which is non-denominational. Parents have the right to withdraw their child from RE according to the 1988 Education Act. If you wish to exercise that right, contact the Head Teacher.

We also have a wide range of ICT equipment that the children are able to access, alongside lessons on e-safety.

We aim to provide work that is both interesting and challenging. We value children having first-hand experience and include as much as possible in our teaching, for example, visits to historic and religious sites and geographical fieldwork.

P.E

PE offers a variety of activities to develop children's physical skills and strengths. Indoor work in dance and apparatus are complimented by athletic and sporting activities, according to the time of year.

Year 3 and Year 5 children are taught swimming at Parklands Leisure Centre and all children from Reception to Year 6 have professional coaching once a week.

It is essential that children have the correct kit in school, properly named.

- All children need plimsolls for indoor PE.
- All children need a complete change of clothing for PE
- White T shirt and black or navy shorts are suitable for indoor PE
- Tracksuits or similar are suitable for Outdoor PE in Key Stage 2 in late Autumn and Winter
- Trainers are also suitable for outdoor PE
- Children can wear goggles for swimming providing the class teacher has written permission from the parents
- All long hair should be tied back
- PLEASE NOTE - no jewellery should be worn, especially not earrings.

What is the school's approach to discipline?

Our behaviour policy follows the *Assertive Discipline* method, in which all adults expect children to conform to a reasonable set of straightforward rules.

1. Follow instructions the first time
2. Keep hands, feet and objects to yourself
3. Say nothing to upset anyone else in the class
4. *A rule chosen by the teacher and children together*

There are rewards for following the rules such as; praise, star points, stickers and certificates, class rewards, mention in the *Golden Book*, positive notes and letters to parents.

There are also consequences for not following the rules

1. Warning
2. Loss of *Golden Time* (5 minute intervals)
3. Two minutes away from the class group
4. 15 minutes in the paired classroom
5. Sent to the Head Teacher
6. Letter home to parents
7. Parents called into school

A school council made up from children in Key Stage 2 represent and meet regularly with the PSHCE co-ordinator and a school governor to address issues and give the children's perspective when finding solutions. Recent initiatives the School Council have been involved in include the choice of new curtains for the hall, raising money for

Charity, choice of equipment for the playgrounds and deciding upon a logo for the Academy Trust.

Health and Welfare of the Pupils

Headlice

From time to time there will be an outbreak of head lice in the school. The school nurse is no longer able to make regular routine checks so it is essential for parents to check their child's hair regularly. If you find that your child does have head lice, please inform the class teacher immediately and do not send your child to school until they have been treated.

First Aid

All staff in school are first aid trained and are able to deal with any illness, bumps or bruises. Parents will be contacted by telephone if their child is too ill to stay in school, so please ensure all contact details are up to date.

Child Protection

Children have the right to receive the highest possible standards of care and to be protected from abuse. We take our responsibilities seriously at Langmoor and are committed to following child protection procedures as laid down by legislation. We have a comprehensive Child Protection Policy and staff are trained every year. Should we ever have any concerns over the care of a child, whether at home or school, it may be necessary that we seek outside agency advice and involvement. This should be seen as a helpful measure to support both child and family.

Please note that whilst we allow the taking of photographs of children at our assemblies and productions they should only

be for the family's use, and should not appear anywhere else or circulated more widely. This is because they are likely to contain images of other children whose parents have not given permission for them to be filmed or photographed.

Medication in school

We are only able to administer medicine to children in school if they have an **ongoing medical need**, such as medication for ADHD. There is a form that needs to be signed with full details of the medication to be given. All requests for staff to administer medication need to be directed to the headteacher. If a child needs a midday dose of antibiotic, then a parent will need to administer this dose. Please do not send medicines into school with children.

School Meals

School meals are cooked on the premises under the direction of the cook. The children are supervised by the dining supervisors who also look after the children on the playground.

Equal Opportunities

The school fully supports the county policies on Equal Opportunities and Racism, as well as Disability. The school has recently had some alterations made to it, designed for those with a disability in mind.

Complaints Procedure

All complaints about any aspect of school life must go initially to the Headteacher, or in their absence, the Deputy Headteacher, who will in most cases be able to solve the

problem. Any complaint that cannot be solved enters the 'formal stage' where the Headteacher advises the parent how to take the complaint to the Governors. The Governors cannot consider a complaint which has not been previously directed to the school.

Breakfast Club and Kids Club

Mrs Harrison and her team run Breakfast Club and Kids Club. Breakfast Club and Kids Club operate daily - Monday to Friday.

Breakfast Club opens at 7.45 am until 8.45 am. Children are provided with a breakfast, such as toast and cereal.

For the most up to date charges please speak to the office.

Kids Club runs from 3.15 pm to 6 pm, and closes at 5 pm on the last Friday of each half term.

A variety of activities are provided for the children as well as healthy snacks and drinks.

Booking is required and 24 hours notice of cancellation is also required.

Langmoor Pre School

The aims of Langmoor Pre School are to:

- Provide high quality care and education for children from the age of 2 to school age
- Offer a safe and secure environment in which children have the opportunity to develop their individual potential
- Build children's self-esteem and to develop their understanding of taking responsibility for themselves, others and the environment.

- Work in partnership with parents/carers to help children to learn and develop
- Offer children and their parents/carers a service that promotes equality and values diversity

Our opening times are:

Monday 9am - 12 noon

Tuesday 9am - 12 noon & 12.30 - 3pm

Wednesday 9am - 12 noon & 12.30 - 3pm

Thursday 9am - 12 noon & 12.30 - 3pm

Friday 9am - 12 noon

Fees: Morning Sessions £10 per session

Afternoon Sessions £8.25 per session

We are in receipt of nursery education funding which enables children to accept a free place the term after their third birthday.

We offer a happy, safe and caring environment where activities are based on learning through play.

For further details or a full prospectus, please call in at the Pre School or contact Sally Harrison on 07710 192045

PTA

Welcome to Langmoor Primary School on behalf of Langmoor Friends.

What is the PTA of Langmoor?

'Langmoor PTA' is our Parent Teacher Association - a committee, headed by parents holding an elected office. The remainder of the Association is made up of parents and teaching staff. All carers are welcome and encouraged to

join our team and attend meetings although no one is under any obligation to do so.

Why do we need a PTA Association?

We aim to raise money each school year and have fun doing so! We arrange termly discos which each child is invited to attend as well as the Summer Fair. If any other ideas are put forward we look at arranging those too. Any new ideas are always welcomed.

How can you help?

Don't worry, you don't have to do it all yourself! The more people involved with helping, the easier it is for all involved. We arrange meetings when required and welcome you to come along. You do not need to attend all meetings, and can always pass on your ideas and comments via a note sent to the school.

Please feel free to come along to our informal meetings and see what we are up to and help if you are able. Any support is always welcomed!