



Parent/Carer Handbook 2021-2022

1 Welcome

1.1 We are pleased to welcome all parents and carers to Uplands Primary School and Nursery. The aim of this booklet is to provide a reference guide of useful information for parents and carers. Notices and further information on particular subjects and activities will be published in the weekly newsletter and via electronic communication during the year.

Classes

1.2 We are a one-form-entry primary school with a total of 210 primary school places available to children in the local community. This allows for 30 children per class. We also have a nursery on site, which is under the leadership of Uplands but has a separate admissions process, admitting a maximum of 32 children per session.

Forest Learning Alliance

1.3 As well as being a primary school and nursery, Uplands was a National Teaching School from 2013 to 2021. Uplands operates a number of additional services to local schools, which aim to improve standards of education across schools other than just Uplands, and work with colleagues from different schools to develop best practice.

1.3.1 The Forest Learning Alliance (FLA) has been a great benefit to the pupils of Uplands by allowing us to:

- Retain staff by providing additional leadership opportunities
- Increase staffing to support the needs of pupils
- Be involved with developing new research and practice to improve standards of teaching and learning.

1.3.2 As the Forest Learning Alliance (FLA), we focus on three key responsibilities:

- To provide high-quality school-led initial teacher training (ITT);
- To provide high-quality school-to-school support to spread excellent practice, particularly to schools who need it most;
- To provide evidence-based professional and leadership development for teachers and leaders.

1.4 Our school is one that prides itself on having a strong bond with its children and all adults involved with the school, and we ask that all parents/carers support the school in our goal to provide the very best education we can for all our pupils. Parents/carers have a large part to play in helping a school raise its standards, and we look forward to your full support. With the support of us – the school, and you – the parents/carers and family members, we will all be able to achieve our shared goal of creating an environment where your child can make the best progress they can at Uplands.



2 Our vision and behaviours

2.1 Our vision is for all to be inspired to achieve.

2.2 Our school behaviours are promoted throughout the school and nursery. We expect our children, staff, governors and parents/carers to be:

- Respectful
- Kind
- Resilient
- Brave
- Motivated.

2.3 Our motto is “Inspired to Achieve”.

3 Staff

3.1 Uplands and Forest Learning Alliance staff

Headteacher (Uplands and FLA), Strategic Lead of FLA and Nursery Manager	Mr Phil Sherwood
Deputy Headteacher	Mrs Ruth Deacon
Director of FLA	Mrs Ravinder Ghei
Administration Officer	Mrs Catrin Powell
School Finance Assistant and FLA Admin	
FLA Quality and Relationship Manager	Mrs Kelli Puttock
Facilities Manager	Mr Michael McKenna
Family Support Advisor	Mrs Sophia Ahmed
Emotional Literacy Support Assistant (ELSA)	Mrs Theresa Granger Mrs Sophia Ahmed



Early Years Foundation Stage (EYFS) and Key Stage One (KS1) Leader	Mrs Becky Paget
Key Stage Two (KS2) Leader	Mrs Cath Mileman
Special Educational Needs and Disabilities (SEND) Co-ordinator	Mrs Anne Crawford
Pupil Premium Lead	Mrs Ruth Deacon
Nursery class teacher	Mrs Katie Baker
Reception class teacher	Mrs Becky Paget
Year 1 class teachers	Mrs Liz Brooker Mrs Anne Crawford
Year 2 class teacher	Mrs Rebecca Deeks Mr Stuart McCann (maternity cover)
Year 3 class teacher	Miss Esme Aslett
Year 4 class teacher	Miss Amy Ostler
Year 5 class teachers	Mrs Cath Mileman Mr Zach Johnson
Year 6 class teacher	Mrs Claire Mockridge
Music Teacher	Mrs Janice Devine
Student teacher	Miss Laura Thomas
Sports Coach	Mr George Archer



Teaching Assistants	Mrs Lucy Batty Mrs Maureen Bull Mrs Louise Butler Mrs Alison Carr Mrs Louisa Chicken Mrs Claire Elbourne Mrs Wendy Everest Mrs Theresa Granger Mrs Caroline Grant Miss Emily Greenfield Mrs Lana Greenfield Mrs Heather Jarvis Mrs Sadaf Khamisani Mrs Samantha McCann Mrs Jo Passmore Miss Lisa Paz Mrs Chloe Reay Mrs Wendy Rogers (HLTA) Mrs Beverley Rough (HLTA) Mrs Helen Qadar Miss Vicky Stokes Miss Lisa Whidby
Lunchtime Supervisor	Mrs Samantha McCann
Lunchtime Controllers	Mr George Archer Mrs Alison Carr Mrs Theresa Granger Miss Erin Pharo Miss Vicky Stokes
IT Technician	Mrs Alison Stone
Library Assistant	Mrs Gill Evans
Chair of Governors	Mrs Jane Steadman/Mrs Libby May

4 Uplands Nursery

- 4.1 At Uplands, we understand that deciding on nursery provision for your child is an important process for parents and carers, and that many factors need to be taken into consideration. We aim to provide the best possible start to each and every child's



education and we are very proud of the work we do. Children attending Uplands Nursery have an excellent opportunity to commence their education in close association with the primary school from the age of three. Whilst Uplands Nursery is a separate entity in regards to admissions, it is very much a part of the Uplands family. This brings the added advantages of access to many of the school's resources, such as the school hall, the purpose-built cookery room, field, playground and trim trail, as well as having the opportunity to mix with the community of Uplands Primary School and Nursery.

- 4.2** Your child will be able to benefit from working with a fully-qualified teacher alongside other highly qualified early years practitioners. Some of the exciting opportunities that children will be able to experience include PE sessions with our sports coach, Outdoor Adventures sessions in our little patch of woodland, weekly engaging phonics activities, exciting trips out and visitors booked to come to us, cooking in our cookery room and our annual sports day. We are also passionate about 'The Curiosity Approach' and are embedding this ethos into our practice.
- 4.3** We enable pupils to have the best start in education by:
- promoting independence and confidence
 - monitoring and developing key personal and academic skills
 - celebrating and modelling core values
 - nurturing a love of learning
 - the skills and values that we promote prepare every child for transition into primary school.
- 4.4** We offer flexible provision, across the week, with morning, lunch and afternoon sessions. Uplands Nursery offers both the 15 hours and 30 hours of government-funded provision. Every three-year-old is entitled to a maximum of 15 hours of government-funded provision (starting in the term after they turn three). Some families will qualify for the government-funded extended provision (up to 30 hours). Sessions can be requested over and above the 15 hours of government-funded provision (or 30 hours, where families are eligible), and are subject to fees.



5 The primary school timetable

5.1 The school day:

Time	Activity
08:30 - 08:50	<i>Gates are open for morning drop off</i>
08:40 - 08:50	Start of school and Registration
08:50 - 10:30	Session 1
10:30 - 10:45	Break
10:45 - 12:15	Session 2
12:15 - 13:15	Lunch
13:15 - 14:45	Session 3
14:45 - 15:00	Assembly
15:00 – 15:30	<i>Gates are open for afternoon collection</i>
15:00 - 15:10 (KS1) 15:15 (KS2)	Class activity and end of the day

5.2 The following timings will be in place:

- Morning: Gates will open at 08:30 and close at 08:50 (Albion Road and York Way).
- Lunchtime: York Way gate will open 11:35 – 11:45 and 12:25 – 12:35 for Nursery session transition.
- Afternoon: Gates will open at 15:00 and close at 15:30 (Albion Road and York Way).

5.3 Parents/carers should note that we now have electronic gates on York Way entrance which will automatically open and close at these times, so families must ensure they have left the premises by the times stated in 5.2.

5.4 In addition to 5.3, the electronic gates will mean that vehicles cannot access the school drive and car park during the school day. Parents/carers are encouraged to park sensibly and courteously on neighbouring roads and be mindful of residents and their driveways.

Arrival times (morning drop off)

5.5 All entrances will continue to open at 08:30 (Albion Road and York Way) to allow families to drop children at school over an extended period of time (traditionally, the gates opened 08:40 – 08:55). School officially starts at 08:50. Every child is the parent/carers responsibility until a member of staff at the classroom door has welcomed the child into the classroom

5.6 Pupils/family members should queue up (see Figure 1 below). A member of staff will greet



pupils and family members at 08:40 and welcome pupils into the classroom. This will be your opportunity to pass any brief messages on to the staff (outside the classroom). However, it is recommended that you communicate via email with the school office to discuss anything or contact the school office to arrange a meeting with staff to ensure an appropriate time period can be given to discuss.

- 5.7** If you have more than one child, you should all queue up for one child and then go to drop off the other child/ren at their classroom/s afterwards. Year 6 pupils who travel to school alone may line up in their designated area without a parent/carers until a member of staff greets them. Year 6 will be expected to set a good example for the younger pupils who may see them by lining up sensibly.
- 5.8** Once a child has been welcomed into the classroom, parents/carers should leave the school premises immediately to avoid being locked within the school premises at 08:50.

Collection times

- 5.9** All entrances will open at 15:00. Families will be expected to queue up the same way as they did to arrive in the morning. Pupils will be released from the classroom to families at 15:10 for Reception and Key Stage 1, 15:15 for Key Stage 2 and any time from 15:15 to 15:30 for Nursery.
- 5.10** For the afternoon, please note that the place to line up and collect children from Year 2 is different to the morning collection (see green area in Figure 1 below). This is so that the class teacher can see the parents/carers collecting to release pupils to them.



Figure 1: A map of all queuing points around the school for arrival and collection of pupils.



6 Lunches and snacks

Hot lunches

- 6.1 School meals, which also include a vegetarian choice or jacket potato, are available daily. The current cost of a hot meal is published in the weekly newsletter. Parents/carers must pay online via Scopay (Schools Cash Office). All Key Stage 1 children are entitled to free school meals (known as Universal Infant Free School Meals (UIFSM)). Pupils in receipt of the Pupil Premium Grant may be entitled to free school meals (Free School Meals (FSM)). For more information on the Pupil Premium Grant, please speak to the school office (office@uplandsberkshire.org).

Healthy Snacks

- 6.2 As part of our aim to encourage all pupils to eat a balanced diet, which includes the recommended five portions of fruit/vegetables a day, we only permit children to bring a piece of fruit (fresh or dried), vegetables (e.g. carrot or celery sticks) and water, orange juice carton or milk to school for morning/afternoon break. At lunchtime, water jugs and beakers are placed on all tables for all pupils to use.
- 6.3 All pupils in Key Stage 1 are offered a free piece of fruit at morning break, as part of the Government's 'fruit for schools' scheme.

Water Bottles

- 6.4 Children are permitted to bring a water bottle to school to drink from. Bottles are available to purchase from the school office. For health reasons, please ensure bottles are labelled and taken home to wash. Indoor and outdoor water fountains are also available for the children to use.

7 School Uniform

- 7.1 The school uniform colours are green and grey. Full details of our uniform can be found in our uniform policy on the Uplands website.
- 7.2 For PE, children are required to wear a green Uplands t-shirt, black shorts and trainers. For activities in the hall, such as Gymnastics or Dance, bare feet are appropriate. In cold weather, a dark tracksuit is optional, but recommended.

Jewellery, make up and accessories

- 7.3 We do not allow children to wear jewellery in our school due to health and safety. The exceptions to this rule are earring studs in pierced ears, and small objects of religious significance, such as a crucifix on a chain. We ask the children to either remove these objects during PE and games wherever possible. If this is not possible, earrings may be covered with a plaster or surgical tape, to prevent them from causing injury to themselves or others.
- 7.4 Makeup, including nail varnish, is not permitted to be worn to school. Temporary tattoos should be removed before attending school.



Hair

- 7.5** Children must wear long or shoulder-length hair tied up with a hair band or other such grip/clip. Novelty hair accessories, such as 'cat ears' or 'JoJo bows' must not be worn for safety reasons. Extreme hair colours and hairstyles are not permitted. This rule also applies on non-uniform days.

Footwear

- 7.6** Platform shoes, open-toed shoes and high heels are not permitted to be worn for safety reasons. This rule also applies on non-uniform days.
- 7.7** Trainers are not permitted to be worn at school, except for at play times, during PE lessons and at other sporting or outdoor events.

Uniform Shop

- 7.8** Brenda's Schoolwear on Frimley Road, Camberley, stock our official uniform, which can also be ordered online from www.brendas.co.uk. As well as being able to purchase the clothing required above, you can also purchase the following Uplands-branded items:
- Book bag
 - PE bag
 - Sunhat
 - Fleece
 - Waterproof jacket
 - Rucksack

Labelling items

- 7.9** Please ensure that all items of clothing, book bags and bottles have your child's name on. Permanent marker pen is ideal for labelling plastic bottles and lunchboxes and iron-on name tabs are also a good way to keep your child's clothes named. We regularly have a large amount of lost property and most items do not have names on/in. Please help us to ensure that all lost property finds its owner! Please note that there is no official lost property box.

8 General Information

Cycling to school

- 8.1** Children in Year 6 are permitted to cycle to school on their own with their parents'/carers' permission. All children who cycle to school must wear a helmet. If a parent/carers wishes to cycle with their child/children, this is acceptable and encouraged. Bicycles and scooters must not be ridden up the school drive or on the school premises, and should be left padlocked to a cycle stand. The school cannot accept responsibility for any loss or damage to scooters or bicycles brought to school. Scooters and bicycles must not be ridden once on the school premises.

Walking to school

- 8.2** Children in Year 6 are allowed to walk to and from school, providing parents/carers have



given written consent.

Illness

- 8.3** Please do not send your child to school until 48 hours after their last bout of sickness or diarrhoea, or if they are unwell. Please see our Medicine in School policy for further details, which is located on the Uplands website.

Medicines

- 8.4** Uplands staff will only administer current prescription medicine. If medicines need to be administered at school, parents/carers must visit the school office to deliver medicines and complete the relevant forms.
- 8.5** It is also important to note that it is the responsibility of the parents/carers to make a note of all expiry dates on all items (including inhalers and adrenaline auto-injectors) and to ensure they are replaced when necessary. Please see our Medicine in School Policy for further details, which is located on the Uplands website. Pupils should always be allowed instant access to their own inhaler when they need it. Adrenaline auto-injectors are kept on the board in the staffroom.
- 8.6** Children with asthma and other allergies must complete an action plan. These must be completed when the child starts school and it is the responsibility of parents/carers to inform the school of any updates to their child's medical condition.

Health

- 8.7** The School Nurse visits the school regularly to check on the children's hearing, sight and general health.

Lost or damaged items

- 8.8** Uplands takes no responsibility for any of the personal possessions that any child brings to school. This includes, but is not limited to, watches, mobile phones, jewellery, toys or clothing. Uplands will always support children to learn how to look after their possessions and the school's items, but cannot guarantee that items will not be lost or damaged.

Dogs

- 8.9** No dogs are allowed on the school site at any time, unless they are a registered assistance dog. There is a designated waiting area for dogs just outside the gate next to Year 1.

Lockdown

- 8.10** In the event of an escape from Broadmoor, the children will be kept inside the main building or securely within their classrooms, depending on risk and/or time. At the end of the school day, children must be collected from the school by their parents or a nominated adult, unless directed otherwise by the school and staff. This information is held within our Emergency Plan.



9 Behaviour

9.1 Uplands has a clearly defined behaviour policy, a copy of which can be located on our website. Our policy and ethos is one of positivity and praise, and we aim to reward those children who display positive behaviour. However, the school has clear guidelines on sanctions for children, should their behaviour fail to meet the high standards expected at Uplands. Our main behaviour management strategy at Uplands is the Gold and Red Book system.

Gold Book

9.2 Each class has its own Gold Book, where children's names are written in if they have worked hard to complete a piece of work; been helpful, polite, kind; and/or demonstrated continuous good behaviour. Children whose names are entered into the Gold Book three times in one week receive a sticker and their achievements celebrated in Celebration Assembly.

Red Book

9.3 The Red Book is the school's primary tool for recording undesirable behaviour and work. There is a Red Book in all primary school classes (Reception to Year 6), with a consistent approach from all staff across the school.

Other rewards

9.4 Children in Years 3-6 can earn housepoints for effort, behaviour and achievement. These housepoints are added to a whole-school total, and a shield is awarded to the house that has collected the most housepoints throughout the year.

9.5 In weekly Celebration Assemblies, a Behaviours Champ certificate is awarded to pupils who have displayed one or more of our Uplands behaviours during the week. Stickers are awarded to Writing, Maths, Reading, Oracy, Science, PE and Homework champs. Children are also welcome to bring in any trophies or certificates that they have been awarded outside school to show in Celebration Assembly.

9.6 Other awards include the Anita Warwick Handwriting Cup, the individual Housepoint Trophy, the Diana Pidgeon O.B.E. 'Outstanding Contribution to our School' shield and the Sports Day shield.

10 Home Learning

Reading

10.1 Reading at home is a very important part of a child's development. It creates a connection between home and school and gives pupils the opportunity to practise reading skills such as fluency and comprehension.

10.2 Children in Reception are expected to practise learning their phonic sounds and, as they progress, all children in Reception and Year 1 should read some of their online (Bug Club) decodable reading books each night. They may also read their 'sharing' books together



with an adult. In Key Stage 1 and 2, children are expected to read aloud a minimum of three times a week. However, we recommend supporting your child in developing a routine of reading daily where possible. Reading records must be signed, dated and a comment made three times a week. This may be written by the child themselves or by the adult listening to the reading. Reading records are handed in on Thursday mornings.

Homework

- 10.3** For children in Reception, homework consists of reading (when ready), and practising phonics sounds (see above).
- 10.4** In Key Stage 1 and 2, homework is set fortnightly and tested weekly. Children will receive spellings each fortnight; these will be based on their phonics, spelling and grammar teaching, statutory spellings for the year group, spellings related to current learning and spellings that the children are finding tricky. As there is a strong focus on times tables and arithmetic in the National Curriculum, children are required to learn and recall number bonds and multiplication facts, and our homework reflects this.
- 10.5** Finally, the children in each class (Years 1 to 6) will be required to complete one project per academic year. This project will be approximately 4-6 weeks long and be linked to school learning. At the end of the project, parents/carers are invited in to school to see their child's work and view the other projects. These events will be organised as follows (exact dates to be confirmed during the year):
- Autumn Term: Years 5 and 6
 - Spring Term: Years 1 and 2
 - Summer Term: Years 3 and 4.
- 10.6** Each week, the children's homework will be discussed with them and acknowledged by a signature from a teacher or teaching assistant. There is also a comments box on the homework sheet for parents, children to staff to comment on the week's homework, if any party feels it necessary.
- 10.7** Although the school will not set regular additional weekly tasks for homework, we encourage children to explore and pursue areas that interest them. However, this does not need to be recorded in their homework book. Any additional homework will be looked at by the class teaching team and will be verbally discussed with the pupil where appropriate.
- 10.8** Documents that explain and show the calculation methods that we use in Uplands can be found on the school website. In addition, you can find ideas on how to help your children learn their weekly spellings.

11 Uplands Fundraising Community

- 11.1** The Uplands Fundraising Community (UFC) is our name for a Parent-Teacher Association (PTA).



- 11.2** Our community of staff members, family members and community figures is a key part of our school, and provides vital fundraising for the children of Uplands Primary School and Nursery. Without the support of our families and wider community, we would simply be unable to provide the same opportunities for our children. We have had parents, uncles and aunts, friends, grandparents, local businesses and staff friends and family who have all supported the school in various ways, so we would encourage anyone who is interested to volunteer their support. This can be financial support, offers of time at events, an agreement to run an event, provide home support (e.g. wrapping gifts for stalls at a fayre) or any other type of support a person can think of! It is all about doing whatever we can to improve the school experience and outcomes for our children.
- 11.3** We really need the support of all our families, community members and staff, so please come to our meetings where possible, and support our events. We look forward to seeing you at our meetings and events.

12 Parent/Carer Council

- 12.1** At Uplands, we hold regular Parent/Carer Council meetings throughout the year to discuss various topics. The aim of the Parent/Carer Council is to seek the views of parents and carers across the school on a variety of issues and improve the relationship between the school and our families. The agenda items are set in conjunction with the school and parents/carers, and this is an open forum to suggest ideas of improvements and provide feedback on changes and aspects of school life that are really successful. Our Parent/Carer Council has already been instrumental in helping us to make important decisions on many issues, including homework, uniform and School Behaviours. The school welcomes any feedback on what is working well at Uplands, as well as any suggestions you may have for improvement. If you have an item you would like to raise for the agenda, please keep an eye on the newsletter for the date of the next meeting and who to send your comments or agenda items in to.
- 12.2** We find that face-to-face conversations are always easiest, and therefore encourage parents/carers to attend the meetings to discuss their issue. However, we understand that some parents/carers will be unable to attend some meetings, which is why we invite email comments as well. Meetings throughout the year are held at different times and on different days in order to enable a wider range of parents/carers to attend.
- 12.3** At Uplands, we are constantly striving to be the best that we can be, so we would love to hear your thoughts.

13 And finally...

- 13.1** Our door is always open; if you would like to speak to us about anything, please contact the office on office@uplandsberkshire.org.