

Southwold Primary School & Early Years' Centre



Parent Handbook

2025 - 2026



We have 8 classes at Southwold: Foundation 1 and Foundation 2 classes in the Early Years' Centre; Classes 1 and 2 in Key Stage 1 and Classes 3, 4, 5 and 6 in Key Stage 2.

EYFS timetable

8:45am: school starts

12:00 - 1:00pm: lunchtime

3:15pm: school finishes

Morning children: 8:45am – 11:45am

Afternoon children: 12:15 - 3:15pm

Key Stage One (KS1) and Key Stage Two (KS2) timetable

8:40am: Playground gates and classroom doors open for children to enter into school

8:55am: school starts; playground gates are locked

10:30 - 10:45am: playtime

12:15 - 1:10pm: lunchtime

2:40 - 2:50pm KS1 playtime

3:15pm: school finishes

Assemblies

We have a morning assembly on Monday and afternoon assemblies on Tuesday and Wednesday in the hall. Monday is the Head Teacher's assembly, Tuesday is Personal/Social/Health/Cultural/Emotional (PSHCE) assembly and Thursday is singing assembly.

Our Superstars assembly is on alternate Fridays from 2:40 - 3.10pm. Staff choose pupils to achieve Endeavour/*Superstar Awards* and *Stars of the Week*.

Curriculum

Our curriculum comprises all of the experiences, opportunities and learning we offer our children at Southwold. The Southwold curriculum is broad, balanced, exciting and engaging, built upon the context of our school and the needs of our pupils. We ensure children are developing and embedding skills essential for them to be successful citizens of the future and to be lifelong learners. Our curriculum vision is closely linked to our six core values:

- **Aspiration** – Challenging pupils to build on and embed skills essential for them to be successful citizens of the future
- **Collaboration** – Promoting the power of working together to go above and beyond to exceed expectations
- **Creativity** – Promoting free expression and developing the holistic child
- **Exploration** ('learning not just doing') - Offering all of our children a wide variety of memorable, real learning experiences with children thinking about their learning through problem solving and investigating activities
- **Perseverance** - Ensuring pupils are ready, willing and able to lock into learning and learn from their mistakes
- **Respect** - Embedding understanding and tolerance of different faiths and beliefs and of all people within and beyond the Southwold community

Our curriculum in Early Years Foundation Stage (EYFS) follows the Statutory Framework for the Early Years Foundation Stage. Key Stage 1 and 2 use the National Curriculum as a starting point to build Progression Frameworks for each subject, but we offer a cross-curricular approach, based around a 'Project-Based Learning Curriculum', where pupils investigate and problem solve to answer essential questions. We aim to offer all of our children a wide variety of memorable and life-long learning experiences. We are committed to developing the whole child and enriching their curriculum with opportunities they may not normally have. Our children have opportunities to be creative, physically active, involved in the local community and they are also challenged academically. We have a strong commitment to outdoor learning. Work is differentiated and challenge and extension activities are a regular part of children's learning.

Our rigorous Maths curriculum is taught using a mastery approach, covering all the year group objectives. Children develop their writing through focused writing tasks, as well as cross-curricular writing. Phonics, grammar, handwriting and spelling are also taught. Children are taught reading strategies through 'Shared Reading', with children sharing a class novel and wider texts each day.

We value our children as individuals and are proud of the respect we promote for a wide variety of backgrounds and cultures in our school community. Our curriculum reflects the diverse make-up of school. We value the spiritual, moral and cultural development of our children, as well as their intellectual and physical growth.

The Head-Teacher, Senior Leadership Team and Leaders of Learning regularly review planning and children's work, alongside lesson observations and pupil interviews to ensure that the Southwold Curriculum is delivered effectively.

For more detailed information on Southwold's Curriculum, please see the school website.

Assessment and Reporting

In Early Years Foundation Stage (EYFS = Nursery and Reception), ongoing assessments enable staff to plan for children's next steps in learning. At the end of each term, children's progress is assessed and recorded onto class tracking documents. At the beginning of the Reception Year, there is a statutory Reception baseline test that is completed within six weeks of children entering the class and at the end of the Reception year, children's achievements are recorded into an individual profile.

In Key Stage 1 (KS1 = Years 1 and 2) and Key Stage 2 (KS2 = Years 3 to 6), Teachers make judgements about whether children are working below, at or above the National Standards for Reading, Writing and Mathematics, as well as for foundation subjects. We ensure that children are given equal opportunity to reach the national standard and meet expectations for their age group. Pupils who meet the National Standard quickly will be immersed in teaching and learning which will ensure that they have 'mastery and depth' within their subject knowledge.

Equality and Inclusion

A main principle in our approach to all aspects of teaching and learning at Southwold Primary School and Early Years' Centre is a belief in equal access to learning for all children. We aim to recognise the needs of each individual child according to ability and aptitude and our approaches and resources reflect balanced, positive images of race, gender and disability. We aim to ensure girls and boys and pupils from all backgrounds are equally encouraged to participate positively and to achieve their potential. We ask that all parents fully support the home-school agreement linked to equality and inclusion.

Homework

All children at Southwold have weekly homework activities: reading, spellings and maths, which are compulsory. When children read at home, parents/carers sign their reading record book and the child then receives a stamp on a coloured bookmark. After 30 stamps, the children receive a prize then move to the next colour of bookmark (working through the colours of the rainbow). Children also have termly project-related homework activities to complete and can earn a reward depending on how many activities they complete. EYFS children have one homework activity each half-term related to their project (sticker if completed).

Absence Policy

Pupil attendance is tracked continuously and the school is aiming for a whole school attendance of above 97%. If a pupil is taken out of school for a holiday, it is more than likely the parent/carer will be issued with a fixed penalty notice. No holidays during term time are authorised. If parents/carers still take their child out of school for a holiday, they will receive a fixed penalty notice.

Any extended leave during term time is only considered if there are extreme exceptional circumstances. Absence requests are taken to our school Attendance Panel, made up of school attendance staff and governors.

Any appointments for pupils should be made out of school hours wherever possible.

School website

Our school website is found at www.southwoldprimary.com. Our school Twitter page is [@southwoldschool](https://twitter.com/southwoldschool) and our Instagram page is [@SuperSouthwoldSchool](https://www.instagram.com/SuperSouthwoldSchool).

Recent newsletters and important policies, dates and information are found on the school website. The website, Twitter and Instagram also celebrate the achievements occurring at Southwold Primary School.

Safeguarding

Mrs Salmeron is the Designated Senior Leader (DSL) for safeguarding at Southwold and Mrs Stone is Deputy DSL and Looked After Child (LAC) Officer.

If parents have any concerns about the safety of a child, where possible, this should be referred to one of the members of the Safeguarding Team.

Southwold Primary is committed to the safeguarding of all pupils, staff and visitors. Safeguarding is a priority with arrangements in place to ensure all children feel safe and are safe on school premises and during offsite activities. The school provides a safe physical environment for all its pupils and staff, ensuring that premises are of a good standard.

Behaviour

We expect the highest standards of behaviour from our children at all times at Southwold. Alongside building and maintaining positive relationships, staff use individual and class rewards to encourage and reward good behaviour. Good behaviour is recognised in many ways. Staff give house points and the team with the most tokens at the end of term is awarded the House Cup and receive a team reward.

There is a recognition board for behaviour in each class: all children encouraged to work together to achieve a class target. The children will choose the reward (no material prize) to receive, when the target is achieved.

Always Children finishes each day without the need for any reflective sessions, they will receive an end of term reward. If a child is receiving two or more reflective sessions, parents will be notified and the child might be given a behaviour chart.

Children can also be chosen for the weekly Achievement assembly for showing above and beyond learning behaviours. One child from each class is chosen for a termly behaviour, achievement and kindness award.

However, it is sometimes necessary to use consequences in cases of poor behaviour. Our school behaviour policy is shared with pupils and parents.

School Uniform

The wearing of a school uniform is essential at Southwold Primary School and Early Years' Centre. The uniform does much to engender pride in the school and a sense of identity. The uniform consists of the following:

- White blouse/white shirt/white polo shirt
- Grey school skirt/pinafore, trousers
- Royal blue sweatshirt/cardigan with or without the school logo
- Sensible black school shoes or smart black trainers
- Summer: Blue gingham dresses/ Grey school shorts

School sweatshirts and cardigans with the school logo can be purchased from the school office. Current prices are: sweatshirts £11 and cardigans £12.

Please make sure that every item of your child's uniform is labelled clearly with their full name.

Stud earrings and watches are allowed to be worn in school but all other jewellery should not be worn. Religious jewellery may be worn with parental permission.

PE/Games:

There are also high expectations for appropriate PE uniform so that the children look smart:

- Blue or black shorts or jogging bottoms
- White t-shirt/white polo shirt, black plimsolls (indoors) and black or white trainers (outside).

All children should arrive at school wearing their PE kit on the day of their PE lesson.

Swimming kit: A one-piece swimming costume and swimming trunks (not long shorts) and a towel. Children who wish to wear goggles must have a letter of permission from their parents/carers – please remind children of this before swimming starts.

Long hair must be tied back for PE lessons and swimming lessons and no jewellery may be worn during PE lessons and swimming lessons.

Extra-curricular clubs

Clubs at Southwold vary and are run at different times of the school year. Letters are sent out to parents informing them of when they are starting, and include a permission slip which needs to be signed. Club places are usually offered on a first come, first served basis.

School Dinners

Children in Foundation 2 (Early Years Foundation Stage) and Years 1 and 2 (Key Stage One) receive the universal free school meal offer and do not need to pay for their lunches.

Full-time Trekkers (Foundation 1) pay £2.65 for a nursery meal and children in Years 3 to 6 (Key Stage 2) pay £2.90, **unless parents are eligible for 'free school meals' (joint parental earnings less than £16,190).**

Letters and Communication with Home

Newsletters are sent home via email and on Class Dojo rather than paper copy. Copies of each newsletter can be found on the school website. Most communication between teaching staff and parents takes place via our online platform Class Dojo. Parents are given a log-in so that they can receive information about class learning, as well as any ongoing pertinent class information. Parents and carers can also contact Teachers via these online platforms, so long as communication remains respectful and within the hours of 8:00am and 5:00pm.

First Aid

All staff receive regular first aid training. Miss Whiley is qualified in First Aid at Work and Mr Kingham is qualified in Paediatric First Aid.

First aid letters and head bump letters are sent home with the child who has received first aid.

Photographs and Videos in school

Parents need to complete a photograph permissions slip, which is now part of the Home School Agreement booklet. Parents can choose the level of permission they give: A = within school or wider community (Twitter, local press, etc); B = within school & school website; C= within school only; D= no permission.

Parents are allowed to take photographs and videos of their children during school assemblies and events, but must agree to not sharing these publicly, including on social network sites. This agreement also forms part of the Home School Agreement.

Collection of children after school

Children must be collected by their parents/carers after school, unless arranged that another family member or family friend will collect them. The school office must be notified of these arrangements. Children must not be collected by anybody under the age of 16, including older brothers or sisters.

EYFS, KS1 and KS2 children are collected from their outside doors. Children in Year 5 and 6, are allowed to walk home alone, providing school has received written permission from their parents/carers.

Children who are not collected promptly are taken to the school office and their parents/carers are contacted. The parents/carers of children who are persistently collected late will be asked to come into school for an appointment.

Children must be collected from extra-curricular clubs after school by their parents/carers or agreed family member/family friend promptly, unless permission is given for KS2 children to walk home alone.

There must be prior notice of any parents collecting other children on behalf of a family friend or family member. If a parent wishes to collect another parent's child and school have not been informed, the child will not be allowed to go with that parent until school has telephoned and confirmed this arrangement with the parents.

Parental Involvement

Parents are invited into school at various times during the school year for meetings to help them support their children's learning at home (e.g. reading, phonics, maths), or to specific celebratory assemblies. Parents are also invited into classes at the end of each term for a 'Project Exhibition', to learn about what their child has been learning and to answer the project's essential question.

Parents and carers are kindly asked to support their children's reading at home and sign reading record books **at least three times per week**, so that children can be awarded prizes for working through our rainbow reading initiative.



We expect parents and carers to show respect and concern for others by:

- ❖ Supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community
- ❖ Working together with Teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution
- ❖ Correcting own child's behaviour, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour
- ❖ Respecting the school environment, including keeping the school tidy by not littering
- ❖ Following the parking rules and doing the right thing when delivering and collecting children from school

In order to support a peaceful and safe school environment, the school cannot tolerate:-

- Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds
- Using loud and/or offensive language or displaying temper
- The use of verbal aggression or threatening harm to another adult or child. This includes approaching someone else's child in order to chastise them
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.)
- Damaging or destroying school property
- Abusive or threatening emails, phone or social network messages
- Smoking, vaping and consumption of alcohol or other drugs or accessing the school site whilst intoxicated

Disrespectful and unacceptable behaviour will not be tolerated and the necessary actions will be enforced:

- ❖ The parent will be given the opportunity to discuss matters with a senior member of staff to discuss and resolve the issue
- ❖ If the matter cannot be resolved immediately, the parent will be asked to leave the school premises until a meeting is held to discuss and resolve the issue
- ❖ However, in the event of severe or continual abuse, the Local Authority and police will be informed and the parent will be banned from the premises.

Southwold Staff



Yolanda Salmeron – Head Teacher, Strategic Direction, Assessment, Curriculum, Pupil Premium, DSP, Upper Phase Line Manager, Diversity

Matthew McArthur – Deputy Head Teacher, Upper Phase Lead, Year 6 teacher, Maths and Computing Lead, Curriculum, Community Rangers Team Leader

Thomas Harvey – Year 1 teacher, Geography and History Lead

Emily Kerrison – Lower Phase Leader, Year 2 teacher, Literacy Lead, No Outsiders Team Leader

Marie-Turner Jones – Year 2 teacher, KS2 teaching assistant, Forest Schools

Katherine Reddings – Year 3 teacher (J/S), Special Educational Needs Co-ordinator (SENDCo)

Michelle Stonier – Year 3 teacher (J/S), Design & Technology Lead

Marcus Clarke – Year 4 teacher, Music and Performing Arts Lead, Reading Lead

Amber Latif – Year 5 teacher, Science Lead, PE Lead

Sarah Whiley – Year 1 teaching assistant, RE Lead, Paediatric First Aid

Sarah Benton – FS1 and KS1 teaching assistant, Breakfast club

Jennie Dunn – KS1 teaching assistant, KS1 Phonics, Health & Safety

Rebecca Stone – Senior/KS2 teaching assistant, ELSA, Learning Mentor, Deputy DSP, Senior Mental Health/Well-being, PSHE Lead, Mental Health Ambassador Team Leader

Ayanna Laud – KS2 PPA/Management cover teacher, Arts Lead

Katie Hardy – KS2 teaching assistant, PE, Arts Award

Nick Kingham – KS2 teaching assistant, French Lead, Drumming, Paediatric First Aid

Julie Chantrey – KS2 teaching assistant

Lindsey Johnstone – EYFS Lead Teacher, Phonics and Early Reading Lead, Paediatric First Aid

Naomi Mitchell – FS1 Lead TA

Claire Melnyk - FS2 teaching assistant

Sharon Benner – Deputy SENDCo, SEND teaching assistant

Hanah Bukhari – SEND teaching assistant

Deborah Farmer - SEND teaching assistant

Dwayne White – SEND teaching assistant

Paul Williams – Site Manager

Ann-Marie Whitsed-Williams – Business Manager, Data Protection Officer

Sarah Smith – Admin Officer, Danielle Bates – Admin Assistant

Southwold Governors

Sally Longford – Chair of Governors

Michelle Gabbitas – Co-Vice Chair of Governor

Wendy Greenwood – Co-Vice Chair of Governors

Yolanda Salmeron – Head Teacher

Kathryn Truman – Co-opted Governor

Veronica Bell – Co-opted Governor

Rupert Knight – Co-opted Governor