



# TOTLEY PRIMARY SCHOOL

Nourishing our Children to Flourish in the World

## Parent Information Pack



**School Contact details:**

**Totley Primary School, Sunnyvale Road, Sheffield, S17 4FB**

**Tel: 0114 2364482      Fax: 0114 2353403**

**Email: [enquiries@totley.sheffield.sch.uk](mailto:enquiries@totley.sheffield.sch.uk)**

**Website: [www.totley.sheffield.sch.uk](http://www.totley.sheffield.sch.uk)**





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## Safeguarding

### Safeguarding at our school

Totley Primary School is committed to safeguarding and promoting a safeguarding culture to ensure the happiness, health, and safety of children in school, as responsible citizens both in person and online. All staff receive regular training and are aware of how to keep our pupils safe and what signs to look out for. Our pupils are encouraged to share any concerns and we have robust policies and procedures in place that support safeguarding. We aim for our pupils to be confident in understanding how to keep themselves safe and who to tell if they need help.

### Keeping Safe Online

We know that many children at Totley Primary enjoy a range of media, including computers, tablets and games. These are great fun, but it is important to be aware of the risks involved in each of these.

Within our curriculum, we teach safety online to all our children, however it is vital that parents have an overview of what technology children are using and what risks these may pose.

Please find below some useful hints and tips to keep safe on the most popular forms of media. If you believe a child is at risk online, you should contact the school to discuss this. If you believe children are in immediate danger, please call 999 and ask for the police.

Parents can also refer to <https://www.thinkuknow.co.uk/> for general information with regards to safety online.

Please see our webpages about safeguarding here:



# Your Safeguarding Team



**Mr Paxman**  
**Headteacher**  
**Designated Safeguarding Lead**



**Mrs Corrin**  
**Deputy Headteacher**  
**Deputy Safeguarding Lead**



**Mr Atkinson**  
**Deputy Headteacher**  
**Deputy Safeguarding Lead**

Sometimes, you might need to talk to an adult about things that are worrying you. You can talk to any adult in school, however they might need to pass on what you've said to Mr Paxman, Mrs Corrin or Mr Atkinson. This is because they have a special job in making sure school is a safe and happy place to be.





# TOTLEY PRIMARY SCHOOL

Nourishing our Children to Flourish in the World



At Totley Primary School, our aim is to nourish all aspects of a child's development to enable them to thrive in the world. We are an inclusive school that values high academic achievement and personal development at all stages.

Our inspiring and ambitious curriculum focuses on building children's subject knowledge in all areas and ensuring that this knowledge is retained and applied to authentic and challenging outcomes. Our committed staff team cares deeply for the children and is skilled in planning to meet their individual needs, both personally and academically.

We believe that strong relationships and wellbeing are crucial to children's development, and we encourage everyone at Totley Primary School to build exceptionally positive relationships. Our motto, "Good Friends Stick Together," reinforces this belief. Older children are encouraged to take on responsibilities and be excellent role models for younger children.

We place a strong emphasis on reading and aim for every child to be a fluent reader by the age of seven. If a child is not reading fluently, they are given every opportunity to catch up so that they can access a broad and balanced curriculum.

Our vision of nourishing children to flourish is supported by our school values of Relationships, Outcomes, Attitudes, and Development. We believe that learning is a journey, and we are committed to supporting every child on that journey.

Ben Paxman  
Headteacher



# ROAD

**At Totley Primary School  
learning is a journey**



Positive relationships provide a true sense of belonging for all our community.



High expectations drive all children to aspire to achieve exceptional outcomes across and beyond the curriculum.



Through a culture of learning, children are life-long, self-motivated learners with the resilience to embrace future challenges.



Nurture the personal growth of happy well-rounded and balanced citizens with a deep-rooted appreciation of British Values.



# TOTLEY PRIMARY SCHOOL

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## The Golden Rules

Our Golden Rules are very important to us. In school, we praise and reward children for following and upholding the Golden Rules through awarding hour points, Headteacher's Awards and praising children with warmth and kindness.

Our rules help to keep things fair. We all know that there are times that children need teaching or reminding what it means to behave well. Below is a summary of the steps we take in school if a child does not make the positive choices we expect. You may also find it helpful to refer to the behaviour policy, which is available on the school website [here](#).

**Step 1 – Verbal warning.** The emphasis is always on the poor choice made and labelling of the behaviour, not the child.

### **Step 2 – second warning and in-class reflection / time out**

A second reminder is given if the inappropriate behaviour continues.

If needed, the class teacher conducts a short minute verbal reflection time with the pupil. This could be after the session in the classroom or following a short 'time out'.

### **Step 3 – consequence and reflection time with a member of the Senior Leadership Team (SLT)**

If the child persists in making poor choices, a formal reflection time with SLT is issued, to be completed during the soonest possible break time. This is logged formally in school and parents will always be informed. Missing break time as a consequence is part of this step.

**Step 4– Behaviour Report.** A child will go onto behaviour report if three consequence and reflection times are issued in a half term period. This is formally logged in school.

**Step 5– Behaviour contract.** This is formally logged in school. Specific targets for improvement are identified with the child and parents.

**Step 6–** Parents will be called into school to discuss suspension.

# Golden Rules







# TOTLEY PRIMARY SCHOOL

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## Attitudes to Learning

What are Attitudes to Learning?

These are the behaviours that we know will help children be successful learners and help them to be ready for their next step in school and life beyond.

### How do we teach the attitudes to Learning?

We teach what each attitudes 'looks like'- what would you need to do to develop this attitude? Teachers have worked together to write examples of when each attitude isn't being done well, when it is being done well enough and when it is being done exceptionally well. That way, in school we have a helpful consistency and a clear progression across year groups. We understand that some children, including those with Special Educational Needs, might display their attitudes to learning differently and so we tailor accordingly so every child feels success.

### How do we reward children for their Attitudes to Learning?

We give specific praise for showing the behaviour we want to see. Each child has a reward chart- you may have seen a full chart last year when your child earned a star. When a child has demonstrated an attitude to learning exceptionally well four times, they are awarded a Head Teachers Award. When the chart is full, they are awarded with their bronze star. This is a badge we hope children will wear with pride and publically recognise their achievements. After their Bronze Star, then children will work towards their Silver, Gold and, ultimately, they may reach their Role Model Star.

So there is a clear progression through school, Bronze, Silver, Gold and Role Model Awards restart at the beginning of FS2, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2. Teachers thought that this way, the behaviours they teach the children will develop and progress, and it would give enough time for all children to make progress in their attitudes to learning.

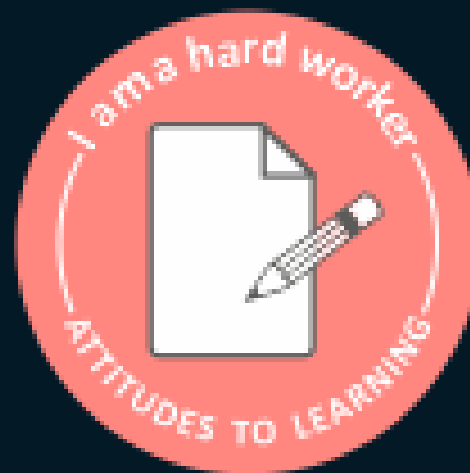
### How do Attitudes to learning help?

- We recognise and praise children when they show us their exceptional attitudes in the classroom.
- We can teach children what it means to be a Good Listener, Hard Worker, Independent, a team Player, Confident and Resilient in a very child-friendly way.
- We can talk to children in a reflective way to help them improve their behaviour where this is needed.
- As a school community, we can show children we value the choices of behaviour for learning.





# Attitudes to Learning

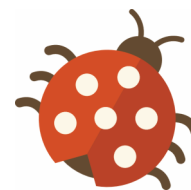




# TOTLEY PRIMARY SCHOOL

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## Attendance and Punctuality




Ensure your child attends school every day they are well enough.





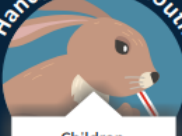
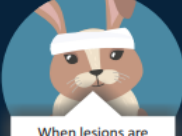



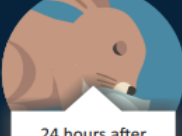
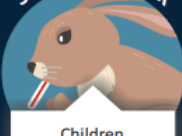
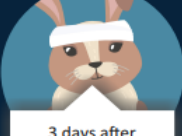
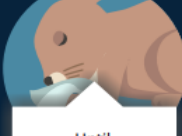
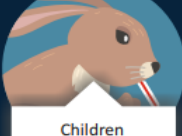

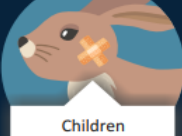
It may sound obvious: **children who attend school the most, learn the most and make the most progress.**

You should not book a term time holiday. **You will not be given permission** and it will be **formally logged as an unauthorised absence.**

You will be **fined £120 per child, per parent.**

Data from 2019 shows that 84% of Key Stage 2 pupils who had 100% attendance achieved the expected standard, compared to 40% of pupils who had attendance under 90%.

**When should my child return to school?** 

<b>Chicken Pox</b>  When all spots have crusted over	<b>Conjunctivitis</b>  Children don't need to be off at all	<b>Diarrhoea &amp; Vomiting</b>  48 hours from last episode	<b>Glandular Fever</b>  Children don't need to be off at all
<b>Hand, Foot &amp; Mouth</b>  Children don't need to be off at all	<b>Impetigo</b>  When lesions are crusted & healed or 48 hours after commencing antibiotics	<b>Measles or German Measles</b>  4 days from onset of rash	<b>Mumps</b>  5 days from onset of swelling
<b>Scabies</b>  After first treatment	<b>Scarlet Fever</b>  24 hours after commencing antibiotics	<b>Slapped Cheek</b>  Children don't need to be off at all	<b>Covid 19</b>  3 days after positive test
<b>Flu</b>  Until recovered	<b>Headlice</b>  Children don't need to be off at all	<b>Threadworms</b>  Children don't need to be off at all	<b>Tonsillitis</b>  Children don't need to be off at all



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Arriving on time to school is really important. At the start of each day, children do important retrieval tasks. This is when children revisit prior learning which helps them to remember it for longer. If your child arrives 5 minutes late, they miss these important opportunities for their learning. Being 5 minutes late each day is the same as 3 whole days of lost learning!



What you can do:

- Set a reasonable and consistent bed time to make sure they get enough sleep.
- Help your child to get their clothes and equipment ready before they go to bed.
- Have a regular routine for the start of each day that gives enough time for breakfast.
- Get your child to school between 8.50 and 8.45am each day so they have a calm start to the day and don't miss a minute of learning.
- Let us know if your child has missed breakfast. We have plenty of bread and cereal in school– we don't want anyone to go hungry!



## The School Day

8.45am	Classrooms open and morning work starts.
8.50am	Classroom doors close and registration begins.
8.55am	Arriving after this time is officially recorded as late.
Morning break	20 minutes. Different times for different key stages.
Lunch	1 hour. Different times for different key stages.
Afternoon break	FS2 and KS1 only
3.15pm	School day ends and after school clubs begin.





# TOTLEY PRIMARY SCHOOL

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## Learning Together At Totley Primary School



If nothing has been remembered, nothing has been learnt.

At Totley Primary, we devote time to remembering what we have already covered in class. This helps important learning to stick in your child's long term memory. We call these tasks Retrieval Practice (recalling prior learning in order to help it stick) and Refresh (a task to remember the most useful learning for right now).



Retrieval Practice



Refresh

### Talking about school

Talking to your child about their day at school is really important and very helpful for their learning. But...

'What did you do at school today?' asked Dad.

'Nothing,' mumbled Bob.

The article from The School Run at [this link](#) might be useful for you.

#### Some top tips:

Be specific

'Tell me one thing you learnt today that you didn't know this morning.'

'Did you ask your teacher for help with anything today?'

'Did you help anyone on the playground?'

'Who thinks up the best games?'

#### Text messages home

We will text you from time to time about your child's learning.

E.g. "Learning Together at TPS in FS2. Ask me which sound I learnt in phonics today. Can I remember 'ck' special friends?"

" Learning Together at TPS in Y2. Ask me about the continents of our planet. Can I remember all 7 from geography today?"

"Learning Together at TPS in Year 4. Ask me about the first chapter of Harry Potter and the Philosopher's Stone.



# CURRICULUM

Here is an overview of what we will be learning in the Autumn Term.



As artists, we will be learning to create our own Beowulf based sculpture. We will learn the process of making sculpture by analysing sculptures, creating a maquette, armature and using slip to add detail.



As citizens, we will be learning about strategies to help us with our emotional regulation, the difference between worry and anxiety and what it is like to be ourselves.



As computer technicians, we will be learning how to keep ourselves safe online, how the school system works and the skills needed to use word and publisher.



As designers, we will be creating a 3D winter decoration by joining and embroidering with a running stitch and cross stitch.



As geographers, we will be learning about the UK climate and weather. We will do this by learning how to measure the weather in Totley, understanding the water cycle and how the weather differs around the UK.



As historians, we will be learning about how the Anglo Saxons settled in Britain after the Romans and how their settlement changed Britain.



As musicians, we will sing, listen and perform in our lessons. We will understand how to analyse music in terms of tempo, timbre, pitch and dynamics.



As linguists, we will build our conversational skills and be able to discuss the weather in French.



As sportspeople, we will be focusing on Athletics and gymnastics.



As theologists, we will be learning about the origins of Judaism, Islam, Christianity and Hinduism.



As scientists, we will be learning about what sound is and how it travels. We will also be exploring the states of matter and their properties.



As mathematicians, we will cover a wide range of skills and knowledge needed to be a Y4 mathematician. **A big focus will be our times tables knowledge—please help your child practise these each week.** We will:

- Learn about place value and use numbers up to 10,000 and how to round these numbers to the nearest 10, 100 and 1,000.
- Learn the formal methods for addition, subtraction, division and multiplication.
- Recognise and understand decimal fractions.
- Understand negative numbers.
- Learn how to multiply and divide by 10, 100 and 1,000.
- Convert between different units of measure

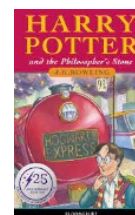


As writers, we will:

- Write an autobiography.
- Write a setting description based around the story of Beowulf.
- Write a passage of speech.
- Write a character description based around Harry Potter.
- Create an instructional text based on the story of Matilda.
- Write a winter related newspaper report.



As readers, we will enjoy two class texts this term: Harry Potter and the Philosopher's Stone and Matilda.



Our reading lessons will cover a wide range of reading skills and be based on a broad collection of texts.



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## Events and Dates for the Diary for the autumn term

### Whole School Events

16 <sup>th</sup> September	The Totley Show
22 <sup>nd</sup> September	Poetry assembly (Key Stage 2 only)
6 <sup>th</sup> October	Diwali celebrations across school
19 <sup>th</sup> October	PTA Pumpkin Hunt
23 <sup>rd</sup> -27 <sup>th</sup> October	Half Term holiday
17 <sup>th</sup> November	INSET Day- school closed to children
14 <sup>th</sup> December	FS2 and KS1 Pantomime trip
19 <sup>th</sup> December	KS2 Pantomime trip

### Year 4 Events

29 <sup>th</sup> September	TT Rock Stars day
13 <sup>th</sup> October	History Van visit in school





# SHEFFIELD CITY COUNCIL

## SCHOOL CALENDAR FOR THE 2023/24 ACADEMIC YEAR

For community and voluntary controlled primary, secondary and special schools

### September (20 Days)

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### October (17 Days)

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### November (22 Days)

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### December (16 Days)

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January (18 days)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February (16 days)

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

### March (20 Days)

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### April (12 Days)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### May (17 Days)

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### June (20 Days)

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### July (17 Days)

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Denotes Bank Holidays



Denotes School Holidays



School closed to children. INSET training day for staff.

195 days – including 5 days to be taken as professional development days for teaching staff



# Uniform Guide



White or navy polo shirt



Navy jumper or cardigan  
Navy jumper/sweater/plain hoodie  
on PE days



Black, grey or navy  
trousers or shorts



Black, grey or navy  
skirt



Navy gingham dress



Any school shoes  
or trainers



Up to two  
studded earrings



Watches allowed, but  
no smart watches



No make-up, nail polish  
or lip gloss

## PE KIT



House team coloured  
t-shirt (can be without logo)



Black joggers, shorts  
or leggings



Hair tied back for  
PE and DT





# TOTLEY PRIMARY SCHOOL

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## Letters Home

Each week, we email home a letter which contains links to whole-school or year group-specific letters.

An example is below.

On the website, you can also access previous letters.

View whole school letters [here](#).

Click the link to see letters for each year group.

[FS2](#)

[Year 1](#)

[Year 2](#)

[Year 3](#)


[Year 4](#)

[Year 5](#)

[Year 6](#)

We include these links in our weekly letter too.





**TOTLEY PRIMARY SCHOOL**  
Sunnyvale Road  
Totley  
Sheffield  
S17 4FB  
0114 236 4482  
[enquiries@totley.sheffield.sch.uk](mailto:enquiries@totley.sheffield.sch.uk)  
[www.totley.sheffield.sch.uk](http://www.totley.sheffield.sch.uk)  
Headteacher: Mr Ben Paxman  
Chair of Governors: Mr Nick Harris

21<sup>st</sup> July, 2023

Dear families,

School Reports

We have received lots of helpful feedback on the children's school reports. Thank you for this! Apologies for the teething troubles around accessing them via Edulink. Any gremlins should now have now been sorted out and things should be working smoothly if you visit the 'Documents' tab once you have logged in.

Here are the letters for this week.

**Links to letters**  
Please click the link to view each letter that is relevant to you.

For all families	Letters and messages for specific year groups
An end of term letter from Mr Paxman. <a href="#">Click here to see the letter</a> All previous letters can be accessed at <a href="#">this link</a> .	<ul style="list-style-type: none"><li>Year 4 <a href="#">Click here</a> to see a letter about swimming arrangements for next year. Please note there is no attached form. We will ask for permission to wear goggles via ParentPay in September.</li></ul>

Message from Mr P,

Do have a look at my end of term letter, which wraps up the year as we head into the summer break.

In other news, we have had very positive feedback on this new system of weekly bulletins, which has hopefully made school-home communications more predictable and manageable. We will continue with this next year.

Best wishes,  
Mr Paxman  
[headteacher@totley.sheffield.sch.uk](mailto:headteacher@totley.sheffield.sch.uk)

## **School Routines and Other Information**

### **School Timings**

Children should arrive to their classroom between 8.45-8.50am. At 8.50am, classroom doors will close and children will need to be dropped off at the main entrance.

### **Uniform**

School uniform consists of a plain white or navy blue polo shirt and sweatshirt/cardigan, with black or grey on the bottom half. Shoes should be practical and safe (e.g. not flip flops and no heeled shoes), and jewellery is not permitted except a watch and up to 2 studded earrings. Make-up, nail polish and false nails are not permitted. School are able to support families financially by buying uniform and the PTA hold regular uniform sales. We hope that all families will take advantage of pre-loved uniform to help bank balances and the environment! All children are given a Totley Primary School logo badge to wear.

### **Attendance Policy**

Please note that our attendance policy states that no absence will be authorised apart from in exceptional circumstances. The school attendance policy can be found on the website.

### **Absence**

Please report any absence to the school office as soon as possible. An answer machine service is available when the school is closed. An absence and punctuality policy is available on the school website.

### **Homework**

Our homework policy has been devised in conjunction with parents, children and staff. **Homework will be set on a Friday to be returned to school for feedback on Wednesday via Google Classroom.** The homework will include a times tables session on Times Tables Rock Stars (TTRS), our weekly spellings to practise on spelling shed, a maths task set on my maths and weekly reading. We will send passwords and information home with the children so this is easy to access at home. There is an expectation that the children will complete the homework.

### **PE**

PE lessons are on **Monday (swimming) and Friday**. On these days, children should come to school wearing their PE kit of a house-coloured t-shirt or white t-shirt, black shorts and PE pumps / trainers. Outdoor kits include blue or black tracksuit and trainers. Earrings must be removed (not taped) for PE. A reminder that new PE T-Shirts do not have the school logo and can be purchased via ParentPay/the school office.

### **Medicines**

An SLT member or 1<sup>st</sup>-aid trained member of the admin team will administer medicines to avoid parents leaving work during the day to administer medicine to their child. This will, however, only be done if our medical form has been completed. These can be found on the school website or be collected from the school office. Please make sure that any medication which is kept in school (e.g. inhalers, epi-pens etc.) is checked to ensure it is in date.

### **School Meals and Milk**

If you pay for your child's dinner, the price of a school meal remains at £2. Milk is priced at approx. £14 per term (23pence per day). Please make all payments on ParentPay.

### **Special Education Needs**

At Totley Primary School, we take great care in tracking the progress of all our students to ensure that they are achieving to their best of their abilities. For more information, please [click here](#).

### **Healthy Snacks and Drinks**

In FS2 and KS1, children are provided with a healthy snack during the day. In KS2, children are welcome to bring a **healthy snack** to eat at break time (for example, **fruit, breadsticks or cereal bars**). Please ensure that your child has a **named water bottle** in school. Water is available for all throughout the day. We have children with severe nut allergies so please ensure that **no nuts or nut-based foods** are brought into school.

## **Glossary of Terms**

**Foundation Stage 2 (FS2):** This is the child's first year at school.

**Key Stage 1:** This includes Year 1 and Year 2.

**Key Stage 2:** This includes Years 3, 4, 5 and 6. At the end of Year 6, children are assessed and undertake their Key Stage 2 SATs (Standardised Assessment Tests). Parents will receive written confirmation of their child's SATs results when they arrive in school, which -usually around the middle of July and forms part of the child's end of year report.

**Special Educational Needs (SEN):** Some children may need extra help or support during their time at school. Parents are always consulted and informed when this is the case.

**National Curriculum Assessments.** These are commonly known as SATs and are taken in the summer term in Year 2 and Year 6. Children are expected to achieve age related expectations.

**Phonics.** This is the process in which we teach reading. It is a process based on recognising sounds of letters, groups of letters and syllables and is linked to the development of literacy skills in general. Children's progress in phonics is assessed at the end of Y1 and communicated with parents.

## **Contact Information**

We run an open door policy, welcome your feedback and ideas, and strive for effective communication. Should an issue arise, please do not hesitate to contact your child's class teacher or Ben Paxman (Headteacher). We hope that all issues can be resolved in this way; however, any formal complaints can be made to Mr Alex Munro, our chair of governors, at [amunro@totley.sheffield.sch.uk](mailto:amunro@totley.sheffield.sch.uk)

Headteacher email: [headteacher@totley.sheffield.sch.uk](mailto:headteacher@totley.sheffield.sch.uk)

**Class teachers can be contacted via** the [enquiries@totley.sheffield.sch.uk](mailto:enquiries@totley.sheffield.sch.uk) email.

## **Trips and Events**

We are really excited to be able to get back into trips and events after so long of not being able to! Class teachers will be in touch well ahead of any trips or events to give you plenty of notice and opportunities to spread any costs.



