

Ofsted
Good
Provider

Ofsted
Good
Provider



Langley Green Primary School

School Information for Parents and Carers 2025 - 2026

'Working Together, Learning Together, to achieve the best we can'



Telephone: 01293 525675
Email: office@lgprimary.org.uk
Website: www.langleygreenprimary.co.uk





Our School Aims
 Develop a love for life-long learning
 Become effective communicators
 Be friendly and work well with others
 Develop as confident individuals ready for any challenge
 Develop the skills and knowledge for the 21st century

We are incredibly proud of our school. Langley Green Primary has high expectations for all pupils and as a result, pupils achieve well.

Langley Green Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We aim to provide a safe environment for your children to learn in.

We have a strong sense of community and value our positive relationships with parents. Please visit our website at www.langleygreenprimary.co.uk for a wealth of information about the school, including our policies. If you would like us to print any policies for you, please ask at the school office.

Please come in and speak to us at any time if you ever need any further information, help or support.

Class Organisation

Early Years Foundation Stage (EYFS)	Nursery	England Class		Scotland Class	
	Reception	Northern Ireland Class		Wales Class	
Key Stage 1 (KS1)	Year 1	India Class		Maldives Class	
	Year 2	Australia Class		Pakistan Class	
Key Stage 2 (KS2)	Year 3	Canada Class		Jamaica Class	
	Year 4	The Bahamas Class		Trinidad & Tobago Class	
	Year 5	Ghana Class		Rwanda Class	
	Year 6	Kenya Class		South Africa Class	

School Day Timings

	Gates/Doors Open	Morning Register	Lunch Break	Afternoon Register	Collection Time
NURSERY England	8.30am	8.35am			11.30am
NURSERY Scotland	12.30pm			12.35pm	3.30pm
EYFS (Reception)	8.30am	8.45am	12.00pm - 1.00pm	1.00pm	3.00pm
KEY STAGE 1	8.30am	8.45am	12.10pm - 1.10pm	1.10pm	3.10pm
KEY STAGE 2	8.30am	8.45am	12.15pm - 1.10pm	1.10pm	3.15pm

Please ensure your child arrives at school on time.
 The school gates are locked promptly at 8.45am.
 Children arriving late must report to the school office.

Langley Green Primary School Staff

Senior Leadership Team

Mrs A Wallis
Headteacher
Designated Safeguarding Lead.



Mrs S Ashby
Deputy Headteacher
Designated Safeguarding Deputy.
SENDCo.



Mrs D Harrowven
Deputy Headteacher
Designated Safeguarding Deputy.
Wellbeing, Mental Health, Behaviour.



Middle Leaders

Miss L Cartwright
Assistant Head and Class Teacher



Mrs J Darlington
Assistant Head and Class Teacher



Class Teaching Staff

EYFS Lead	Nursery	Reception		Year 1		Year 2	
Mrs D Stocker 	Miss S Harris England & Scotland Classes	Mrs S McCoy Northern Ireland Class	Mrs O Howard-Thomas Wales Class	Mrs E Anscombe India Class	Miss H Sayers Maldives Class	Miss I Anderson Australia Class	Miss A Aslam Pakistan Class
Year 3		Year 4		Year 5		Year 6	
Miss O Hooper Canada Class	Mrs D Jamrozek Jamaica Class	Miss J Jardim The Bahamas Class	Mrs K Rooker Trinidad & Tobago Class	Miss C Brookson Ghana Class	Miss A Boxall Rwanda Class	Mrs J Darlington Kenya Class	Miss L Cartwright South Africa Class

Additional Teaching Staff

Mrs D Bishop PPA Cover	Mrs N Murad SEND	Mr A Oecken-Faithfull PPA Cover	Mrs D Patel PPA Cover	Mrs A Sultan MFL
-------------------------------	-------------------------	--	------------------------------	-------------------------

Cover Teaching Staff

Miss A Frake 	Mrs M Hayward
------------------	-------------------

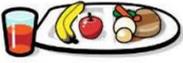
Learning Support Staff

Mrs S Ahmed 	Miss R Ali 	Miss E Burt 	Mrs A Carmichael 	Miss Z Collins 	Miss T Cooper 	Mrs E Cutler 	
Mrs L Hajiantoni 	Ms E Halaszova 	Mrs N Hamayun 	Mrs N Hunt 	Mrs M Kelly 	Mrs J Kiknadze 	Mrs D Marshall 	Mrs K Morrison
Mrs M Luckhurst 	Ms M Natuzzi 	Mrs M Obhan 	Miss E Osgood 	Miss R Randall 	Mrs N Sarwar 	Mrs M Saunders 	Mrs K Smallwood
Mrs A Ulhaq 	Mrs M Zsiro 						

Bursar		Administrative Staff				
 Mrs J Moran Finance Personnel Pupil Premium Administration	 Mrs N Islam Inclusion Administrator	 Mrs C Padfield Medical Attendance Administration	 Mrs J Tickner Reading Champion Librarian	 Mrs C Tullett Admissions Attendance Assessment Administration		
Premises Staff						
 Mr P Ashby Site Manager	 Mrs S Hussain Cleaning Assistant	 Mr R Metcalfe Housekeeper	 Miss A Moran Cleaning Assistant	 Mrs M Siatous Cleaning Assistant		
School Governors						
 Mr M Sudan Chair Of Governors	 Mrs S Parrish Vice Chair and Safeguarding Governor	 Mrs S Azhar	 Ms L Hall	 Mrs S Jibrán	 Ms S Raja	

KEY SCHOOL INFORMATION

<p><u>ABSENCE</u></p> 	<p>If your child is going to be absent from school due to illness, please call the school by 9.30am at the very latest, and leave a message on our absence line. If we do not hear from you, we will call you to make sure your child is safe. In cases of sickness and diarrhoea, children should not return to school for 48 hours. The expectation is for all children to achieve at least 95% attendance. Please avoid making appointments during the school day. We will ask you to provide evidence of appointments.</p>
<p><u>BEHAVIOUR</u></p>	<p>Our Behaviour policy is available to read on our website. If you have any concerns regarding behaviour, please see Miss Lewis, Deputy Headteacher.</p>
<p><u>BOOK BAGS</u></p>	<p>A book bag is required for children to take home reading books, library books and any homework. These can be purchased from the office for £5.00.</p>
<p><u>DRINKING WATER</u></p>	<p>Drinking water is available for all children throughout the day and we encourage all children to bring in a water bottle for the classroom.</p>
<p><u>EMERGENCY CONTACT</u></p>	<p>If your child becomes ill at school or has an accident, we will contact you immediately. For this reason, it is vitally important that we have at least two emergency contact numbers. Please inform the school of any change to your daytime telephone number.</p>
<p><u>FRUIT</u></p>	<p>As part of the National Schools Fruit and Vegetable Scheme, children in our Nursery, Reception, Year 1 and Year 2 classes, are given a free, piece of fruit each day. Children in Years 3, 4, 5 and 6 are encouraged to bring a piece of fruit to eat at break time.</p>
<p><u>HOMEWORK</u></p>	<p>We use Google Classroom to set homework. Log-ins are allocated for Google Classroom/Winning With Numbers and Accelerated Reader. All log-ins and passwords are sent to you.</p>
<p><u>JEWELLERY</u></p>	<p>A watch may be worn. Earrings should be small studs only. Children must be able to remove their jewellery for P.E. lessons.</p>

<p><u>LUNCH</u></p> <p>School Dinners</p>  	<p>Hot meals are provided free of charge for all children in Reception, Years 1 and 2. ALL meals must be ordered in advance. Please visit the Parentpay website at www.Parentpay.com to order meals.</p> <p>Hot meals can be purchased in advance for children in other year groups. If you are receiving certain benefits, your child may be eligible for free hot meals, please enquire at the school office.</p> <p>Packed lunches must be clearly labelled with your child's name and brought to school in the morning. Please do not include sweets or fizzy drinks.</p> <p>Foods containing nuts or kiwi are not allowed in school.</p>
<p><u>MEDICINE</u></p>	<p>We can administer prescribed medicines to children at school. Medicines must be labelled with your child's name and issued by a medical practitioner. Please talk to the office staff who will ask you to complete a parental consent form. In addition, we can administer non-prescribed medicine, such as Calpol (Paracetamol) if we have received your written consent.</p>
<p><u>MILK</u></p> 	<p>Your child will receive free milk at school every day up until their 5th birthday. We register your child on your behalf so please let us know if you do not want your child to receive milk. Milk can be ordered for all other children at a subsidised price. Please ask at the office.</p>
<p><u>P.E. KIT</u></p>	<p>P.E. kit must be worn to school on your child's class P.E. days. Children in Nursery do not need a PE kit.</p> <p>The following items above are available to order online through our supplier at www.langleygreen.kitfor.co.uk</p> <p>Plain white t-shirt Plain black tracksuit bottoms or leggings Blue school P.E. hoodie Blue shorts</p>  <p>Please provide your child with plain black plimsolls or trainers</p>
<p><u>PUPIL PREMIUM</u></p>	<p>Pupil Premium is extra funding provided to schools to support specific groups of children. These include pupils who are registered to receive free school meals, those who are looked after by the Local Authority and children of armed service personnel. The intended effect of this funding is to accelerate progress and raise attainment. Please ask at the school office for an application form or apply online at www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/</p> <p>Once registered for Pupil Premium, parents may order £50 of school uniform, from our supplier, at no cost. Please ask at the school office.</p>
<p><u>SAFEGUARDING</u></p> 	<p>Langley Green Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support children, families and staff at school. We ensure that all staff receive appropriate training, guidance and support to undertake the effective safeguarding of children.</p> <p>Any concerns are passed through the designated safeguarding leaders within the school:- Mrs A Wallis ~ Headteacher, Mrs S Ashby ~ Deputy Head, Miss D Lewis ~ Deputy Head.</p> <p>Our Safeguarding Governor is Mrs Su Parrish.</p>
<p><u>SCHOOL UNIFORM</u></p>	<p>We expect all children to wear school uniform. Children in Nursery may wear the school polo shirt. All items of clothing must be clearly marked with your child's name.</p> <p>Boys: Royal blue - sweatshirt, jumper or fleece White shirt or polo shirt Black or grey trousers or shorts Black shoes</p> 

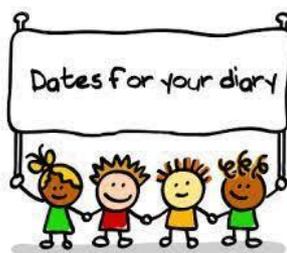
Girls:
 Royal blue - sweatshirt, cardigan or fleece
 White - shirt, blouse or polo shirt
 Black or grey - trousers, skirt or pinafore dress
 Blue - Summer dress (striped or checked)
 Black shoes



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Special Educational Needs and Disabilities (SEND)

We ensure that all pupils have access to a broad, balanced and differentiated curriculum relevant to their needs. Special needs may be because a child has learning difficulties, a medical condition, a physical disability or has emotional and behavioural difficulties. We aim to identify ways in which all pupils can reach their potential and to provide a supportive framework for all pupils with special educational needs (SEND). If you have any concerns regarding SEND please see Mrs Ashby, Deputy Head and SENDCo.



School Term and Holiday Dates 2025-2026

Autumn Term 2025: Wednesday, 3rd September 2025 - Friday, 19th December 2025
 Half term: 27th October 2025 - 31st October 2025

Spring Term 2026: Monday, 5th January 2026 - Friday, 27th March 2026
 Half term: 16th February 2026 - 20th February 2026

Summer Term 2026: Monday, 13th April 2026 - Wednesday, 22nd July 2026
 Half term: 25th May 2025 - 29th May 2025

There will be 5 Inset Days during the year when the school will be closed.

Wednesday, 3rd September 2025
 Friday, 10th October 2025
 Monday, 20th July 2026
 Tuesday, 21st July 2026
 Wednesday, 22nd July 2026

Complaints

If you have a concern about any aspect of the school or your child's education or wellbeing, please raise this with your child's class teacher. If they cannot resolve your complaint, you should then talk to the Headteacher. If the complaint remains unresolved, please write to the Chair of Governors, Mark Sudan. Our complaints policy is available on our website. Thank you.