



# Langley Green Primary School

## School Information for Parents and Carers 2026 - 2027

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



Telephone: 01293 525675  
Email: [office@lgprimary.org.uk](mailto:office@lgprimary.org.uk)  
Website: [www.langleygreenprimary.co.uk](http://www.langleygreenprimary.co.uk)





# Welcome to Langley Green Primary School



## 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 21<sup>st</sup> 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](http://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.  
Behaviour, Mental Health, Wellbeing.



## Assistant Headteachers

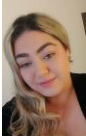
Miss L Cartwright  
Assistant Headteacher and Class Teacher



Mrs J Darlington  
Assistant Headteacher and Class Teacher



## Class Teachers

| EYFS Data & Transition Coordinator                                                                                  | Nursery                                                                                                                          | Reception                                                                                                                   |                                                                                                                                | Year 1                                                                                                                |                                                                                                                        | Year 2                                                                                                                  |                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Mrs D Stocker<br>                  | Miss S Harris<br><br>England & Scotland Classes | Mrs S McCoy<br><br>Northern Ireland Class  | Mrs J Darlington<br><br>Wales Class           | Mrs D Jamrozek<br><br>India Class    | Miss H Sayers<br><br>Maldives Class | Miss E Peyton<br><br>Australia Class | Miss I Anderson<br><br>Pakistan Class         |
| Year 3                                                                                                              |                                                                                                                                  | Year 4                                                                                                                      |                                                                                                                                | Year 5                                                                                                                |                                                                                                                        | Year 6                                                                                                                  |                                                                                                                                  |
| Miss A Aslam<br><br>Canada Class | Miss J Jardim<br><br>Jamaica Class            | Miss E Saunders<br><br>The Bahamas Class | Mrs K Rooker<br><br>Trinidad & Tobago Class | Miss C Brookson<br><br>Ghana Class | Miss H Jones<br><br>Rwanda Class  | Miss A Boxall<br><br>Kenya Class   | Miss L Cartwright<br><br>South Africa Class |

## Additional Teachers

|                                                                                                                  |                                                                                                                             |                                                                                                            |                                                                                                                            |                                                                                                                   |                                                                                                              |
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| Mrs D Bishop<br><br>PPA Cover | Mrs O Howard-Thomas<br><br>Forest School | Mrs N Murad<br><br>SEND | Mr A Oecken-Faithfull<br><br>PPA Cover | Mrs D Patel<br><br>PPA Cover | Mrs A Sultan<br><br>MFL |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|

## Cover Supervisors

|                                                                                                           |                                                                                                      |  |
|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--|
| Miss A Scala-Frake<br> | Mrs M Hayward<br> |  |
|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--|

## Learning Support Staff

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

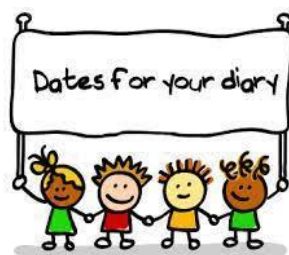
| Bursar                                                                                                                                                             |                                                                                                                                      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

## KEY SCHOOL INFORMATION

|                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b><u>ABSENCE</u></b><br> | 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. |
| <b><u>BEHAVIOUR</u></b>                                                                                      | Our Behaviour policy is available to read on our website. If you have any concerns regarding behaviour, please speak to Mrs Harrowven, Deputy Headteacher.                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>BOOK BAGS</u></b>                                                                                      | 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.                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>DRINKING WATER</u></b>                                                                                 | Drinking water is available for all children throughout the day and we encourage all children to bring in a water bottle for the classroom.                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>EMERGENCY CONTACT</u></b>                                                                              | 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.                                                                                                                                                                                                                                                         |
| <b><u>FRUIT</u></b>                                                                                          | 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.                                                                                                                                                                                                                                                    |
| <b><u>HOMEWORK</u></b>                                                                                       | 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.                                                                                                                                                                                                                                                                                                                                             |
| <b><u>JEWELLERY</u></b>                                                                                      | A watch may be worn. Earrings should be small studs only. Children must be able to remove their jewellery for P.E. lessons.                                                                                                                                                                                                                                                                                                                                                                                             |

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| <p><b><u>LUNCH</u></b></p>           | <p>Hot meals are provided free of charge for all children in Reception, Years 1 and 2. <b>All meals must be ordered in advance.</b> Please use the Klanpa app to order meals. 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. Foods containing nuts or kiwi are not allowed in school.</p>                                                                                                                                                                                              |
| <p><b><u>MEDICINE</u></b></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><b><u>MILK</u></b></p>           | <p>Your child will receive free milk at school every day up until their 5<sup>th</sup> 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><b><u>P.E. KIT</u></b></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. The following items above are available to order online through our supplier at <a href="http://www.langleygreen.kitfor.co.uk">www.langleygreen.kitfor.co.uk</a></p> <p>Plain white t-shirt<br/>Plain black tracksuit bottoms or leggings<br/>Blue school P.E. hoodie<br/>Blue shorts</p>  <p>Please provide your child with plain black plimsolls or trainers</p>                                                                                                                                                                                                                                   |
| <p><b><u>PUPIL PREMIUM</u></b></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 <a href="http://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/">www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/</a></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><b><u>SAFEGUARDING</u></b></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><b><u>SCHOOL UNIFORM</u></b></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><b>Boys:</b><br/>Royal blue - sweatshirt, jumper or fleece<br/>White shirt or polo shirt<br/>Black or grey trousers or shorts<br/>Black shoes</p>                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                    |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|                                                                        | <p><b>Girls:</b><br/>         Royal blue - sweatshirt, cardigan or fleece<br/>         White - shirt, blouse or polo shirt<br/>         Black or grey - trousers, skirt or pinafore dress<br/>         Blue - Summer dress (striped or checked)<br/>         Black shoes</p>                                                                                                                                                                                                                                                                                                                                            |  |
| <p><b><u>SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)</u></b></p> | <p><b><u>Special Educational Needs and Disabilities (SEND)</u></b><br/>         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.</p> |                                                                                    |



### **School Term and Holiday Dates 2026-2027**

**Autumn Term 2026:** Tuesday, 1<sup>st</sup> September 2026 - Friday, 18<sup>th</sup> December 2026  
 Half term: 26<sup>th</sup> October 2026 - 30<sup>th</sup> October 2026

**Spring Term 2027:** Monday, 4<sup>th</sup> January 2027 - Friday, 25<sup>th</sup> March 2027  
 Half term: 15<sup>th</sup> February 2027 - 19<sup>th</sup> February 2027

**Summer Term 2027:** Monday, 12<sup>th</sup> April 2027 - Wednesday, 21<sup>st</sup> July 2027  
 Half term: 31<sup>st</sup> May 2027 - 4<sup>th</sup> June 2027

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

Tuesday, 1<sup>st</sup> September 2026  
 Thursday, 22<sup>nd</sup> October 2026  
 Friday, 23<sup>rd</sup> October 2026  
 Monday, 2<sup>nd</sup> November 2026  
 Monday, 8<sup>th</sup> February 2027

### **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.