Welcome to Year 5

Wednesday 1st July 2026

The Year Five Team

- Miss Regan: Head of Year Five

- Miss Sellers: Beech

- Mrs Fountain: Cedar

- Mrs Walkling and Mr Bandy: Linden

- Mrs Griggs: Maple

- Mrs Edey: Willow

New Starter Forms/Contact details

- If you haven't already done so, please complete information and consents on the Arbor app.
- Any paper forms that need to be returned can be done via the school office or via a sibling who is currently at LMS.

- Please ensure all contact details are up to date and we are notified of any changes throughout the year – especially telephone numbers.
- This can be done by contacting the school office, on the Arbor app or via email.

Medical Forms

- Please make sure you have filled these in on Arbor- they were sent out with starter packs
- For any condition that requires medication at school or an allergy/intolerance you will be contacted by the Head of Year to complete a care form for your child.
- Any medications that need to be kept in school should be sent in on the first day of term clearly labelled with your child's name and form.
- For Epipens: one will be kept in the school office and another can be kept in the pupil's own bag (marked with a key chain so that it is identifiable in a medical emergency)
- Inhalers and spacers will be kept in pupils' bags.
- All other medication and spare inhalers will be kept in the main school office.
- If at any time medical needs change , please update the information- (link on website)

Privacy Notice/Policies

- In line with GDPR, our Privacy notice is available on our website or from the school office on request
- School Policies are available on the school website

- Privacy notice link: https://primarysite-prod-sorted.s3.amazonaws.com/leighton-middle-school/UploadedDocument/ed48107aca5f46599be478413a0b9383/privacy-notice-pupil-2018-ok.docx.pdf

Who to contact

- Your child's form tutor is the first point of contact
- Head of Year
- Specific teacher e.g. Maths teacher

How to contact us

- Note in your child's diary – let your child know it's there!
- Email - to the main office, who will pass it on to the appropriate people.
- Phone call/leave a message
- Please contact the school each day for absences
- If you would like to meet with teachers, call or email to arrange an appointment.

Contacting Us

- First week at school – we hope to be able to have open classrooms after school- details to follow in September

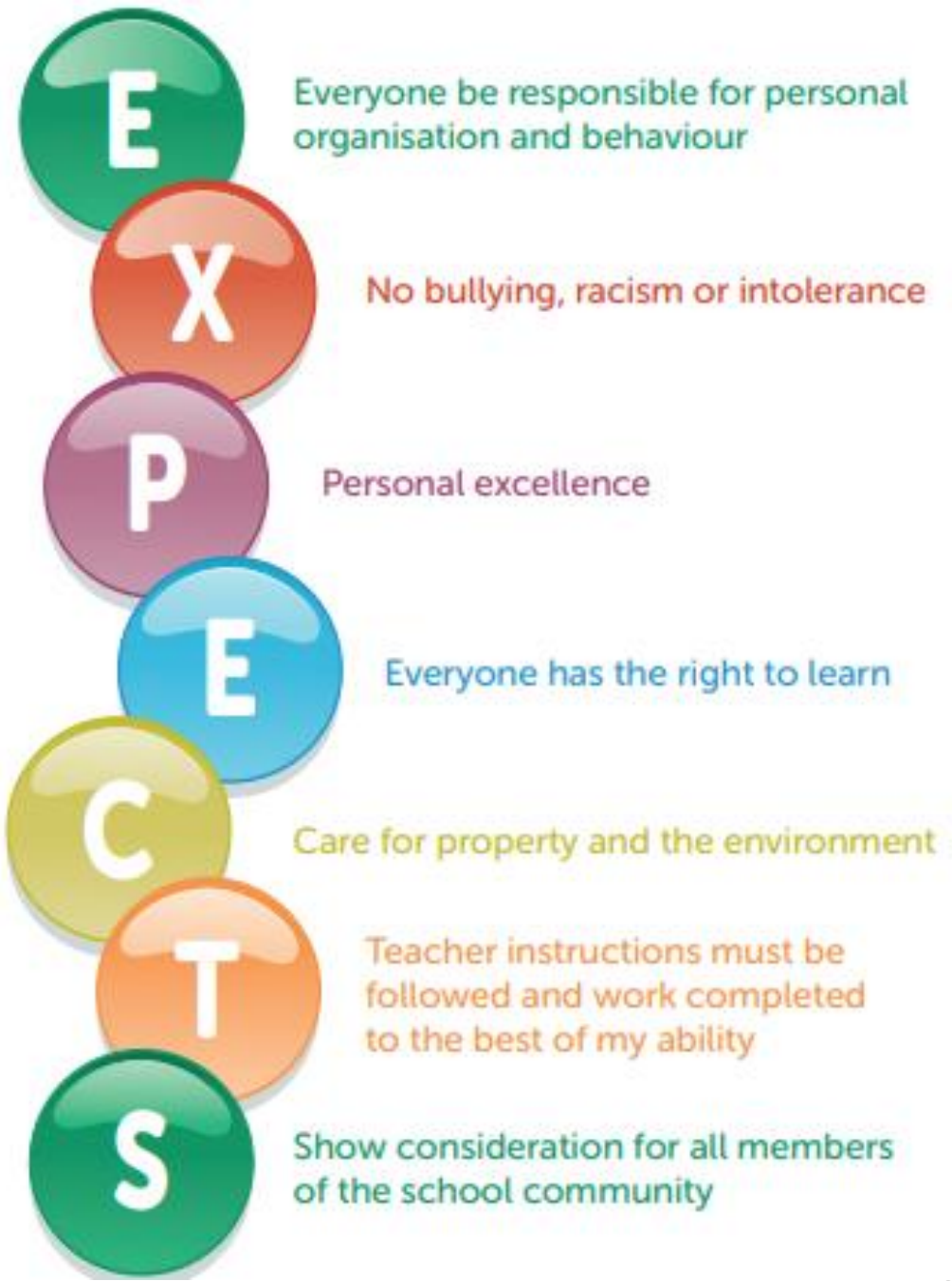
- Pastoral Parents evening- usually 2nd or 3rd week in September. A chance to meet form tutors and check how pupils have settled in

How we will contact you

- Letters –We will be sending all whole school and whole school Year group letters home via Arbor. **Details will be sent out to sign up to Arbor**. It is vital that all parents sign up in order to receive information.
- Notes in your child's diary
- Notifications/ emails on Arbor
- Individual departmental letters or letters to small groups of pupils, may be sent out as hard copies with your children
- Key dates across the year will be available on the website

How we will contact you continued..

- Newsletters
- School website
- Our school Twitter feed and Facebook page
- Pastoral Parents' Evening in September
- We aim contact you as soon as we can, but this may not be until the end of the day or even the next day.


E
Everyone be responsible for personal organisation and behaviour
X
No bullying, racism or intolerance
P
Personal excellence
E
Everyone has the right to learn
C
Care for property and the environment
T
Teacher instructions must be followed and work completed to the best of my ability
S
Show consideration for all members of the school community

Uniform

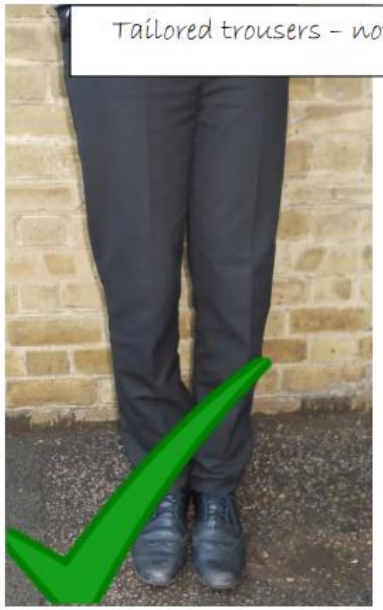
- Uniform policy can be found on the school website (Parents > Uniform)
- All uniform can be purchased from ‘Wear 2 School’.
- The only items that **must** be purchased from Wear 2 school are the jumpers and ties which are branded with the school logo.
- Do check Uniform meets LMS standards- some retailers can labels ‘school wear or school shoes’ but they do not meet out standards.

- Main points to be aware of:
  - Tailored knee length black skirts
  - Black tailored trousers – no studs/embellishments , no skinny styles or leggings.
  - Formal, flat black leather or leather look shoes – no trainer styles-no boots.
  - No brands (including on white socks and shoes)
  - White shirt suitable for a tie and school branded tie
  - Single stud earring in each lobe – must be removed for P.E.
  - **Black** tailored shorts- optional for the Summer Term only
  - Polo shirts with green stripe – optional for summer term only
  - Name <u>everything!</u>

Acceptable – black tailored no pockets on the side:	Not acceptable in any colour – cargo style with pockets on the sides.

Knee length skirts – pleated and/or tailored, not stretchy/lycra material

Tailored trousers – not leggings/lycra/stretchy material



Shoes with no logo on them

P.E. kit

- Full P.E. kit requirements can be found on the school website (Parents > Uniform)
- Only needed on P.E./sports club days
- Essentials to be aware of:
  - Green P.E. top
  - Black shorts
  - Emerald football socks (Some pupils also like to have black/white ankle or trainer socks for when they are not playing football or hockey.)
  - Trainers

Top Tips

- Some sports need specific equipment e.g. gum shields, boots or swimming costumes but PE teachers will let you know when in the year these are needed.
- Year 5s will grow a lot- don't invest in boots, rugby tops etc unless you know you want them and are going to be used before they grow out of them again!
- PE teachers will tell pupils in lessons what is coming up next and messages will also be sent to parents.
- Earrings must be removed or covered. Unless pupils have just had ears pierced it is easier not to wear them on PE days.
- Name <u>everything!</u>

Affordable Uniform

- We aim to provide affordable uniform and periodically will be selling second hand uniform

- Please ask at reception if there is something you need.

Equipment needed

- Pencil case
- Diary (provided)
- Reading book (can be a library book)
- Homework folder/wallet (optional)
- Water bottle – water only during lesson times
- Plastic pots for snacks – no wrappers please! Squirrels just love to dive into the bins to retrieve the wrappers.
- Name everything that belongs to your child

Your child's diary

- Provided by the school
- Checked during form time on a Monday
- Used to communicate some events in school e.g. charity events
- Needs to be signed weekly – this is an opportunity for you to help you child to manage their homework/check for any messages from school
- £2.50 for a replacement

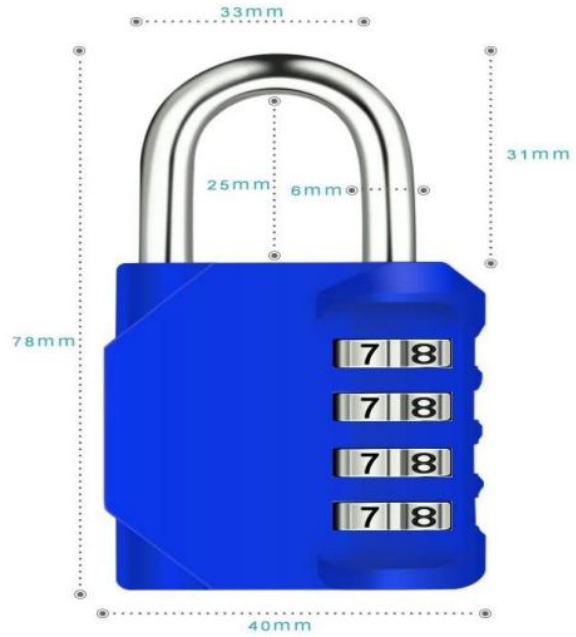
Stationery

- Named pencil case
- Blue/black pens
- Green pen – for ‘Fix It’ time
- Pencil
- Ruler
- Rubber
- Pencil sharpener
- Colouring pencils
- Glue stick

Valuables

- Mobile phones must be switched off during school time and remain in their locker
- Any valuables brought into school are brought in at their own risk
- All valuables should be left in their lockers
- No toys- pokemon/football cards, poppits, fiddle toys, 3-d printed items etc are not to be brought into school
- If a child needs a fiddle toy it will be part of their 1 Page Profile and the use discussed with parent and teachers.

Lockers



- *Located outside your child's classroom*
- *Allocated within the first few weeks of term*
- *£5 payment is required at the start of the year*
- *Highly recommended that your child gets a locker*
- *Bags/P.E. kit/lunch/homework can be left in their lockers for safe keeping*
- *Not all padlocks are suitable we recommend this shape and size or padlock*

- *Letter with details can be found here* locker letter

Lost Property

- Open during break times daily
- Located in the main reception
- Your children will be shown where Lost Property is and will be taken there the first time if needed
- Each classroom has its own Lost Property box which is emptied by a Year Eight receptionist
- Items can take a few days to make their way to Lost Property in reception if they are left in a classroom

- **Named items** will be sent straight back to pupils- it is the best way for pupils keep hold of their things!

Lunches

- Children can bring a packed lunch or buy a school dinner
- Lunches and snacks brought in must be nut free
- Individual school dinners cost £2.40 without dessert, £2.65 with dessert (as of July 2026)
- Menus are on the school website
- School dinners are provided by a separate company
- We operate a cashless system, children's accounts are topped up online and they pay using their fingerprints.
- Please look on the website transition page for school dinner information

- Different dietary requirements can be provided for, but forms must be completed for the catering company, often a letter from the doctor is needed to confirm the allergy. Do this as soon as possible if you wish your child to have school meals in September

Homework

- Maths, English, Science, French and Spellings are set weekly
- 30 minutes per night – don't let your child spend hours on it
- Star Challenges – there to extend those who find it easier but open to all to attempt
- Recorded in their homework diary
- One week is given to complete the homework (longer for bigger pieces of homework)
- An extra day will given for forgotten homework
- Contact us sooner rather than later if your child is struggling
- Try to support where possible, but it is important for the children to complete any homework themselves. Teaching staff are available to explain/help during the week
- We will build it up slowly. Year 5 will not receive any for the first 2 weeks then it will be introduced gradually.

Arriving and Leaving school

- The site is supervised from 8.30am, when the bell rings and children may enter.
- Children may only enter via Bridge Street
- Children may only leave via Bridge Street
- Children who get the bus will enter and leave using the side gate

Wrap around care

- Children arriving earlier can attend **breakfast club** from 7.55am.
- This is run by the school and costs £12 per week (from September 2026), which must be booked and paid for in advance.
- The cost is the same however many days are attended each week.
- Breakfast can be purchased at extra cost and paid for using the fingerprint system breakfast-club-menu

- **After school care** is run by Kidzone and must be booked through their website www.kidzzoneclub.com

Summer term prices

- 4.30pm £6.25
- 5.30pm £12.50

Extra-curricular activities

- P.E. clubs change every half term
- Fewer P.E. clubs offered in the winter months due to the poor weather and the nights drawing in
- Variety of clubs for different interests e.g. Comic club, Science club and more. There is at least one club for Year 5s each day.
- Student Librarians – children can support in the library on a weekly basis
- School Council – class representatives and regular meetings
- Clubs timetable is published on the school website
- Ability to sign up for clubs on Arbor

Useful links/contacts

- Website: http: www.leightonmiddle.org.uk
- School email: office@leighton.cbeds.co.uk
- Twitter: @LMSHeadteacher and @LeightonMiddle
- Facebook: Leighton Middle School | Facebook
- Policies: www.leightonmiddle.org.uk/policies/
- Uniform: www.leightonmiddle.org.uk/uniform/
- Newsletters: www.leightonmiddle.org.uk/lms-newsletters/
- School Clubs: www.leightonmiddle.org.uk/breakfast-and-after-school-clubs/
- PE Fixtures: www.leightonmiddle.org.uk/pe-fixtures/
- School dinners: www.leightonmiddle.org.uk/meals/

Questions?