



Yearly Planner

2026/27

Updated: 6th July 2026

Our Aim

*'To create independent and resilient learners
who enquire into the world around them.'*

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Aughton St Michael's CE School Profile

All school decisions are determined by the Headteacher/SLT/Staff/Governors, with an input from parents and children. These decisions and priorities are reflected in the School Development Plan. A broad and balanced curriculum will be delivered and can be done so flexibly but must be based upon the following 'non negotiables'.

Child Protection

- During school hours (8:35am to 3:20pm), mobile phones are only allowed to be used in the Staff room or offices unless specific permission given by the Headteacher. Mobiles should not be visible with in the classroom during these hours.
- Playground duty: children are not allowed out until named members of staff open the doors. If you cannot do a duty (due to a course, trip etc not illness), it is your responsibility to swap with another member of staff for that week. Staff should be spread across the playground/field so that all areas can be seen by an adult.
- Pupils are not allowed in the Reception/Office area unless accompanied by an adult.
- All behaviour incidents to be logged on CPOMs by the person who initially dealt with the issue. If it was then passed on to another member of staff this member of staff should be alerted so they can add in their response to the incident.
- All First Aid incidents should be logged in the First Aid file by the person administering the First Aid. First Aid kit to be taken outside and incidents dealt with outside if possible. If First Aid is required staff must ensure that there are enough adult on duty before going in to school.
- In the Forest School a Walkie Talkie must be taken for communication.

SEN

- All SEN pupils must have updated IEPs (as specified by SENCo). As targets are achieved, new targets should be set. Class Teachers/TAs should record achievements / areas of difficulty on the monitoring sheet and TAs should give feedback regularly to the teacher. Provision specified on IEPs must occur as set out in the IEPs.
- In the Autumn term a longer SEN meeting will be offered instead of parents' evening. This will be 20 minutes. In the spring term, updated support plans will be emailed out with the offer of a 10-minute slot at parents' evening. This must be asked for prior to the bookings for parents' evening going live so it can be set. In the summer term a meeting will be offered following the reports being given.
- Children who are assessed using PIVATs must have their PIVATs updated on an ongoing basis, providing a termly update to the SENCo.

Pupil Premium

- All PP pupils must have updated case studies (as specified by PP Lead). Objectives to be taken from Pupil Progress documents, as targets are achieved, new targets should be set. Class Teachers/TAs should record achievements/areas of difficulty on the monitoring sheet and TAs should give feedback regularly to the teacher. Provision specified on target sheets must occur as set out.

Learning Environment

- Opportunities for all children to share their work and celebrate their success via their work being displayed. E.g. Examples from a range of children on Working Walls and other displays.
- Displays regularly changed to reflect learning in the classrooms and assigned displays round school - bright and stimulating environment with visual prompts e.g. working walls, models and images.

- Well organised and tidy classrooms (including resources labelled) and all resources accessible, especially Maths boxes and spelling resources.
- Key objectives, linked to the current learning in Maths and English, clearly displayed on working walls with examples and word banks to support achieving them. These must be displayed so that **all** children can see them.
- Each classroom to have an English Working Wall and a Maths Working Wall so that children are able to follow their learning journey and promote more independent learning.
- Other displays: Science, Reflection Area, RE, a foundation subject, British Value (this can be in a shared area)
- Talk partners and self/paired assessment required as an element of all lessons.
- Weekly plans shared and discussed with TAs.
- Regular reinforcement of high expectations by class teacher and staff. These expectations should be reinforced via praise and rewards for those who follow them and sanctions for those who don't.
 - During registration: short task to occupy. Line up at 8:50am. Worship to start at 8:55am and finish by 9:10am. All class back to their room for 9:15am.
 - Children are expected to walk in a straight line with no talking to and from worship and to and from breaktimes.
 - When first entering a room for lessons, children are either stood quietly behind their chairs or sat on the carpet (EYFS) before they sit down.
 - When leaving the room, children should ensure the desks are tidy, chairs are pushed under and they walk out quietly. This is also the expectation for shared areas (IT suite, activity rooms, etc).
 - At the end of break and lunch time, children must line up silently facing the front.
 - At lunchtime, children will be supervised by a set member of welfare staff. This member of staff will ensure they line up and move around school quietly and sensibly. They will take them back to class at the end of lunch on the first bell and the teacher will take over on the second bell. they must be met by the class teacher who will supervise them walking into school appropriately.
 - Before lunch the children should say a prayer, thanking God for the food we have.
 - At the end of the day the children should say a prayer that is written/thought of by the children.
- All staff to familiarise themselves with, and adhere to, all school policies including Health and Safety and Safeguarding.
- Learning time to be optimised - no lining up by desks to wait to see the teacher.
- School uniform to be worn at all times (including on trips) unless deemed inappropriate by the Headteacher. Reinforcing uniform is the responsibility of all staff.

RE

- RE to be taught at least once a week for 1 hour. This subject cannot be blocked.
- Assessments completed at the end of each unit and added to tracker
- Class assembly to follow the plans set by SLT.

English and Maths

- English and Maths lessons to be taught daily. Lessons should follow our curriculum overview and should be planned prior to the lesson.
- *Maths*
 - Lessons follows Red Rose Maths.
 - Assessment should be a regular part of every lesson with timely feedback given in the appropriate way.

- Formal Assessment at the end of each term that should be recorded on the Assessment Trackers
- Analysis grids should be completed to highlight areas to develop. Subject Leader to collate this feedback to spot trends.
- Frequent practice of mental strategies in Maths (e.g. regular practice of times tables)
- Practical apparatus embedded in Maths. Sessions should be linked to real life situations where possible. Use planning support material to help with planning (in Lancashire Maths Curriculum documents and/or Red Rose Maths).
- **English**
 - English genres are to be linked to the theme/subject where appropriate and meaningful links to be made between subjects
 - Planning to be based on the English Curriculum Map
 - KLIPs and LAPs must be utilised to generate objectives for Guided reading and writing.
 - Reading Journals to be used for KS2. In KS2, Guided Reading to occur daily. In EYFS and KS1 every child must have weekly sessions.
 - Independent reading with an adult to take place at least once a week, ideally twice, for all KS1 children & for identified KS2 children.
 - Bottom 20% of EYFS and KS1 children to have an extra reading sessions with an adult every week.
 - Phonics, spelling, grammar and punctuation strategies to be embedded in English. Grammar must be taught within English with focused activities to consolidate skills.
 - Key grammar skills should be noted for each unit with teaching, consolidation and application as part of the lessons.
 - Phonics to be taught daily in EYFS and KS1 using Jolly Phonics. Children in KS2 who still require phonics should also access regular weekly phonics.
 - Spelling to be taught in KS2 using the structure set by *No Nonsense Spelling* as part of the English lessons
 - Oracy taught as part of the sequence of learning and as part of forming sentences in all year groups.
 - Correct written and spoken English to be modelled by all staff.
 - Frequent handwriting sessions, or specific focus on handwriting weekly or activities to support handwriting in every year group.

Assessment and Marking

- Judgements are recorded on the school tracker. This is on the server and should be inputted into that version (this can't be done outside of school as it can't be accessed remotely). Please type in not copy in as it can change all the formulas.
- Writing Assessment at the end of each unit. Ongoing assessment should be utilised to aid learning.
- Reading Assessments are on-going (Guided Reading Records) with an end of term test completed. Results of these to be submitted by specified date (see calendar).
- Maths tests to be carried out at the end of each term using Lancashire Maths tests (Y6 to use previous SATs paper). Results to be submitted by specified date and analysis grids completed (see calendar).
- KS1 and KS2 adult-led guided reading sessions to be carried out at least once a week per group.
- Data for Reading, Writing and Maths to be entered at the end of term (dates set annually), these scores will be used to track progress. Data sheets to be returned by specified dates (see calendar).
- For all other subjects we have developed our own internal tracking sheets that need to be completed by the end of the year. Ongoing records of progress in these subjects should be noted on plans to help aid judgement at the end of the year.
- Science data should be added after each unit has been completed.

- Writing sheets evidencing key objectives – these are to be kept updated on at least a half termly basis, these will be collected in as part of the monitoring of writing.
- Marking should follow the marking policy.
- Children must have the opportunity and time to read and respond to the target.
- Tests to Use
 - **Maths:** Lancashire Test in KS1 and KS2. Y2 and Y6 to also use previous SATs papers
 - **Reading:** NFER papers to be used at the end of each term. Y2 and Y6 to use previous SATs papers. Y1 Autumn term is not a written test.
 - **Phonics:** Y1 to use previous phonics screening test at the end of each term at least. EYFS to complete first half of old phonics screening test at end of Spring and Summer term.

Wider Curriculum

- Computing: 1 lesson per week using either ICT suite or iPads and skills consolidated across all subjects. We are following Teach Computing www.teachcomputing.org
- PE: 2 sessions per week. Plans can be found at online.succeedin.co.uk/users/login/wlsp
- PSHE: follow the MyHappyMind curriculum <https://myhappymind.org/pre-login/>
- Spanish, Music, DT, Art and Science: taught using Kapow
- Geography and History: taught using topic plans written by staff using Aughton St Michael's curriculum document (see MTP).
- Themes, where possible, are to include outdoor learning, a visit or visitors to school to enrich experiences making learning meaningful (see MTPs). These need to be planned into the curriculum in September, booked with clear links to learning and the cost should be considered.
- 5x forest school sessions per class per year taught using Aughton St Michael's Forest School plan.
- Marking of books must follow the school policy and be linked to the learning objective. If non-negotiables for age-appropriate writing has not been met, targets/up arrows set and fix it time given.
- Children must have the opportunity and time to read and respond to the target.
- All topic work to be recorded in books. Minimal use of work sheets and no files.

Homework

- All homework tasks to be set on the class pages.
- If the homework is not marked by a website, then it should be returned to the teacher by the due date. Marking of this work should then be completed and returned to the child.
- EYFS and KS1: Weekly: Numbots (10 mins) Phonics/spelling linked to phonics phase/ARE using spelling frame and reading.
- KS2: Maths and English homework. Set on a Monday and back for the following Monday.
 - Y3 Maths: 20 mins Timestables Rockstars, Spelling (using Spellingframe) or SPaG.com and reading from the reading scheme,
 - Y4 Maths: 10 minutes Timestables Rockstar, 10 minutes calculation practice, Spelling (using Spellingframe) or SPaG.com Y4 reading is their guided reading book.
 - Y5/6 Maths: Calculation practice set on School Spider to answer in a homework book, English: Spelling or SPaG.com, Reading: Guided Reading book sent home.
- KS2: Reading homework: follow reading scheme until classed as a free reader. If on the Reading Scheme they must record reads in a Reading Record, signed by a parent. Free Readers will have a Guided Reading book that will track what they have read.
- Any homework that has been recorded by the child to be marked so there is feedback and meaning to the task

Subject Leaders / Responsibilities

Whole Curriculum	Rebecca Zaim
English	Jo McCormack
Early Reading	Natalie Weaver (Chris Clare - Mat Leave)
Mathematics	Helen Wood
Science	Nicole Gordon
Computing	Ean Quirk
EYFS	Natalie Weaver (Rebecca Zaim - Mat Leave)
History	George Singleton
Geography	Jennifer Preece
Physical Education	George Singleton
PSHE	Jo McCormack
Art and craft	Natalie Weaver (Chris Clare - Mat Leave)
Design Technology	Ean Quirk
Modern Foreign Language	Nicole Gordon
Assessment	Chris Clare
Pupil Premium Champion	Ean Quirk
Music	Jenny Preece
RE	Rebecca Zaim
SENCO/INCLUSION	Helen Wood
CPD and Training	Chris Clare
Finance	Chris Clare & Jane Rimmer
(SMSC) Community Cohesion	Rebecca Zaim
EVC	Chris Clare, Jane Rimmer & George Singleton
Forest School	Jenny Preece & Rebecca Zaim
Well-Being & Mental Health Lead	Jo McCormack

Senior Designated Person:	Rebecca Zaim
Deputy Designated Person:	Chris Clare
Other DSLs:	June Sealey, Natasha McClellan
Health and Safety Representative:	Chris Clare
Fire Marshalls:	Chris Clare, Jane Rimmer, Rebecca Zaim
Staff Governor:	Nicole Gordon

Curriculum Teams

To help develop the curriculum, we have curriculum teams to aid discussion and decision making. Key individuals are still responsible for their specific areas but will be supported in their discussions by key colleagues.

Curriculum Lead: Rebecca

Maths

Subject Leader: Helen

Team Members Jenny Danielle Ean

English

Subject Leader: Jo

Team Members: Natalie Nicole George

Understanding the World

Subjects

Science

Computing

Geography

History

Subject Leaders

Nicole

Ean

Jenny

George

Expressive Arts

Subjects

Art

Music

DT

Drama

Subject Leaders

Natalie

Jenny

Ean

Jo

Subjects not allocated a group

Spanish: Nicole

PE: George

PSHE: Jo

RE: Rebecca

Subject Leader Calendar

This is an example of what might happen over the year. This may change depending on the focus on the subject action plan

	General	Key Areas of focus
July/Sept	Write/Update Action Plan including checking the review of last year	To include At least 1 element to develop for your subject linked to oracy and 1 linked to personal development. This will be a target for Performance Management
Oct	Learning Walk/Pupil Interviews Focus on any teaching and learning elements on the Action plan and/or SDP	Do the children know that there are doing your subject? Is recall clear? Can they remember any previous topics that link to what they are now doing? Are all learners included? How are SEN pupils catered for? Are Enhancements evident?
Nov	Book Look Check coverage and any teaching and learning elements on the Action plan and/or SDP	Does the book reflect what has been set as the skills and outcomes on MTP? Do the books reflect how all learners are being catered for? Evidence of how LA/SEN pupils are being supported to access the curriculum. Is there a range of styles of outcomes? Are Enhancements evident?
December: Staff Meeting time for Subject Leadership teams to discuss outcomes of Book Looks, Pupil Interviews and Learning Walks		
Dec	Action Plan Review and check progress.	Write comments in PROGRESS column. Email to CC by end of term.
Jan/ Feb	Book Look/ Learning Walk/Pupil Interviews Focus on assessment judgements and anything that came up in the previous term.	Do the children know that there are doing your subject? Does coverage match the MTP? Is there evidence of the Knowledge Progression task/question? Does the book reflect the assessments by the staff? Is there evidence of challenge and support?
March	Action Plan Review and check progress.	Write comments in PROGRESS column. Email to CC by end of term.
May	Pupil Interviews	What have they learnt? What did they enjoy? What didn't they enjoy? Do this year's topics link to learning in previous years?
June	Book Look/ Learning Walk/Pupil Interviews Focus on assessment judgements and anything that came up in the previous term.	Do the children know that there are doing your subject? Does coverage match the MTP? Is there evidence of the Knowledge Progression task/question? Does the book reflect the assessments by the staff? Is there evidence of challenge and support?
July	Action Plans Review and check progress.	Complete IMPACT analysis at the bottom. Email to CC by end of term.

Reporting to Governors: This is done on a rota of those who don't have a link Governor. The meeting is usually at 4pm and will be on the school calendar.

Autumn	Science	Art	MFL
Spring	Geography	Music	RE
Summer	History	Computing	DT

Monitoring Cycle

I want to keep myself connected with what the pupils are doing so will be popping in regularly. Please just continue with what you are doing ignore me! If you are out in the forest, I will try to come out to see what you are doing so I know how the area is being used and how we could improve the physical environment. Reading: SLT will regularly pop in to hear readers - to try and help get through them

When	Focus	Who
September	Classroom environment	SLT
October	Performance management observation	Chris
November	Maths	Chris/Rebecca/Helen
December	English	Chris/Rebecca/Jo
January	Geography, Computing, Art	Chris/Jenny/Ean/Natalie
February	Science, RE	Chris/Nicole/Rebecca
March	History, Music, DT	Chris/George/Jenny/Ean
April		
May	Maths	Chris/Rebecca/Helen
June	English	Chris/Rebecca/Jo

SLT Responsibilities

Head teacher: Chris Clare

ECT Mentor

Teaching and Learning

Monitoring and Evaluation lead

Subject Leader Manager

Continuing Professional Development lead

Appraisal Lead

Strategic and Finance Leader

Staffing and Deployment

Assessment

Health and Safety

Deputy DSL

Attendance Champion

Assistant Headteacher: Rebecca Zaim

Curriculum Lead

DSL

Online Safety lead

Social Media Co-ordinator

Website Co-ordinator

Worship Lead

Student Mentoring Lead

Church/School Links (SMSC)

RE co-ordinator

TLR 2.1: Helen Wood

SENCO

Provision Mapping

Maths Co-ordinator

TLR 2.1: Jo McCormack

English Lead

Mental Health Lead

Staff Well-being Champion

PSHE

Class Structures

Class	Teacher	Responsibilities
Reception	Natalie Weaver Rebecca Zaim Mandy Ferguson	Class Teacher PPA: Thurs am TA
Year 1	Nicole Gordon Rebecca Zaim Natasha McClellan Jain Hesketh Anna Asistishvili Heidi Tabarn	Class Teacher PPA: Thurs pm TA TA TA TA
Year 2	Jo McCormack Rebecca Zaim Lindsey Wignall Ira Ovchynnikova Gemma Knell	Class Teacher Management time: Tues pm PPA: Wed pm TA TA TA
Year 3	Jenny Preece Rebecca Zaim Cheryl Povey Anna Asistishvili	Class Teacher PPA: Mon am TA TA
Year 4	Helen Wood Katie Reynolds Ann Judge Nadine Craven	Class Teacher Mon Tues Wed Class Teacher Thurs Fri TA TA
Year 5	Ean Quirk Chris Clare Karen McClelland-Whitby	Class teacher PPA: Wed pm TA
Year 6	George Singleton Rebecca Zaim Nadine Craven Ira Ovchynnikova	Class Teacher PPA: Wed am TA TA

Office Manager	Jane Rimmer	Manages welfare & cleaning staff
Site Supervisor	Mike Harvey	Also Forest School trained
Welfare	Heidi Tabarn	
Welfare	Lindsay Wignall	
Welfare	Cheryl Povey	
Welfare	Nadine Craven	
Welfare	Natasha McClellan	
Welfare	Elaine McNally	
Welfare	Anna Asistishvili	
Welfare	Gemma Knell	

PE 2026-27

Timetable

This year we are not buying in WLSSP for the whole year. We may purchase in specialist teaching for gymnastic and/or dance.

Autumn 1, Spring 1, Summer 1

Day	Mon	Tues	Wed	Thurs	Fri
9:15 - 10:15	Year 6		Year 4		
10:30 - 11:30		EYFS		EYFS	
1:15 - 2:15	Year 5	Year 1	Year 2	Year 2	Year 3
2:15 - 3:15	Year 3	Year 4	Year 5	Year 6	Year 1

Swimming: Friday afternoon (1pm for coach)

Year 6: 2 weeks 23rd Feb 2nd March
 Year 5: 2 weeks 9th March 16th March
 Year 4: 14 weeks 23rd March - 17th July

Yoga: Y1-3 Autumn 2 Morning Friday 3rd Nov - 12th Dec

Mini-Wheelers: EYFS Summer 1 Afternoon Friday pm

Bikeability: 9th - 13th March 2026

Boxercise: Y4-6 Summer 2 Morning Wednesday 8th June - 17th July

N.B. If enhancement sessions booked (e.g. swimming, bikeability, balance bikes, yoga), these sessions are to replace the equivalent amount of curriculum PE that week.

Inter-house Sport:

When?	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
What?	Invasion Games	Invasion Games	Sports Hall Athletics	Cross Country		Sport Day (2 days)
Who?	Y5&6	Y3&4	Y1&2	All Children		All Children
Organisers	Staff	Y6	Y6	Y6		Staff

Music

Sarah Jones will provide curriculum music for 1 half-term for EYFS-Y6. She will do 2 hours of teaching from 1:05pm - 3:10pm of singing and will do a performance for parents at the end of the block. She is also offering individual singing, guitar and piano lessons for the children if parents want to pay.

Weeks	1-9	10-21	22-30	31-37
1:05 - 2:05	Y6	Y4	Y1	Y6
2:10 - 3:10	Y2	Y5	Y3	EYFS

Computing Sessions

Day	Morning 1	Morning 2	1:10 - 2:10	2:10 - 3:10
Monday			Year 5	Year 6
Tuesday			Year 3	
Wednesday			Year 4	
Thursday				Year 2
Friday			Year 1	

i-pads to be booked out by email to all staff

Worship Rota

Day	Worship	Staff
Monday 8:50 - 9:10	Whole School Worship	Chris Rebecca Chris Helen Chris Rebecca
Tuesday 8:50 - 9:10	Whole school worship - Hymn practice	Nicole Jo Mc Jenny Ean George Natalie
Wednesday 8:50 - 9:10	Class Assembly Please use planning document for the worship focus	Class teacher
Thursday 8:50 - 9:10	Church-led Worship	Chris Cover: Rebecca
Friday 8:50 - 9:10	Celebration Assembly	Chris Cover: Rebecca

School Day

School day: Staff must be in their rooms ready to meet children when the bell rings. KS1 children will enter via the white doors by EYFS, KS2 pupil will enter through the door by the KS2 toilets.

EYFS & KS1

Time	Monday
8:40	Registration
8:50	Collective Worship
9:15	MATHS
10:15	BREAK
10:30	PHONICS
11:00	ENGLISH
13:00	LUNCH
13:00	
14:00	
15:15	HOMETIME

KS2

Time	Monday
8:40	Registration
8:50	Collective Worship
9:15	GUIDED READING
10:45	MATHS
10:45	BREAK
11:00	ENGLISH
13:00	LUNCH
13:00	
14:00	
15:15	HOMETIME

Duty Rota

Playground duty: children are not allowed out until named members of staff opens the doors. If you cannot do a duty (due to a course, trip etc not illness), it is your responsibility to swap with another member of staff for that week.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:40 Outside	Chris	Chris	Chris	Chris	Rebecca
KS1 Break	Natalie Tash Jo Gemma	Mandy Nicole Lindsey	Natalie Tash Jo Anna	Mandy Nicole Gemma Rebecca	Natalie Nicole Jo Lindsey
KS2 Break	Helen Ean George Nadine Cheryl	Jenny Rebecca George Ann	Helen Ean Rebecca Karen Ira	Jenny George Ann Nadine	Katie Ean Jenny Karen Cheryl
3:15 Open gate	Rebecca	Jo	Chris	Helen	Chris

Term Dates

AUTUMN TERM 2026

School opens	Wednesday 2 nd September 2026
Half term	Thursday 22 nd October to Friday 30 th October 2026
School opens	Monday 2 nd November 2026
Christmas Holidays	2 p.m. on Friday 18 th December 2026 Monday 21 st December 2026 to Monday 4 th January 2027

SPRING TERM 2027

School opens	Monday 4 th January 2027
Half term	Monday 15 th February to Friday 19 th February 2027
School opens	Monday 22 nd February 2027
Easter	2 p.m. on Thursday 25 th March 2027 Friday 26 th March to Friday 9 th April 2027

SUMMER TERM 2027

School opens	Monday 12 th April 2027
May day closed	Monday 3 rd May 2027
Half term	Friday 28 th May to Friday 4 th June 2027
School opens	Monday 7 th June 2027
School closes	2 p.m. Tuesday 21 st July 2027

Inset Days

Inset Day	Tuesday 1 st September 2026	In school
Inset Day	Thursday 22 nd October 2026	Covered by Twilights Nov (2.5 hours) Feb (2.5hours) Christmas Production (1 hour)
Inset Day	Friday 23 rd October 2026	Covered by Twilight 6 hours First Aid Training
Inset Day	Friday 28 th May 2027	In school Work on new curriculum
Inset Day	Wednesday 21 st July 2027	Cover by Twilights Meet the Teacher (2.5 hours) Appraisal Meeting (1 hour - Oct) June (2.5 hours)

Right to Disconnect

While digital tools allow employees the flexibility to work anywhere and at any time, an always-connected work culture carries important psychosocial risks, including anxiety, depression, and burnout. Therefore, we recognise that employees have a right to disconnect from work and are under no obligation to answer phone calls, emails, or messages outside 'normal' working hours. We feel it's vital that all staff are able to 'switch off' from work and that all staff and stakeholders understand the importance of this and respect the individual's right to disconnect from work.

No member of staff shall not be reprimanded or otherwise subjected to disciplinary action for failing to respond to phone calls, emails or message outside of 6:00pm to 7:30am, or rewarded for staying connected during these hours.

Consequently, the following guidelines are to be followed:

- 1) No emails shall be sent between the hours of 6:00pm and 7:30am
- 2) No emails shall be sent at the weekend (Friday 6:00pm to Monday 7:30am)
- 3) No other forms of electronic communication (text messages, WhatsApp, etc) should be used for work purposes between the times outlined in points 1 -3, unless the message is urgent.
- 4) Urgent is defined as a situation that will directly impact on school the next day, such as illness, internet issues, OFSTED. If there is an urgent message either a phone call should be made or text message should be sent, not an email, as they will not be being checked by the intended recipient.
- 5) We recognise that some staff may need (or want) to work between hours outlined in points 1-3 and are allowed to access their emails between these times, if they so wish. However, they should not send emails to other members of staff during this time. It is suggested that these emails are saved in drafts and then sent during work hours or scheduled using this ability within Microsoft Outlook.
- 6) Staff are not under any obligation to sync their work email account to any personal device and shall not be rewarded for doing so.
- 7) WhatsApp (or any other such software) is not an official method of school communication. Please limit work-related communications to email as the recipients have more control over when they see them.

Key Dates, CPD & Meeting Timetable

This is an outline of what we hope to cover but could change. The usual time set aside each week is a Tuesday from 3:30-4:30pm. Please refer to the school's online calendar to see what the staff meeting is about and what you need to bring.

AUTUMN TERM

Tuesday 1st September	INSET
Tuesday 1st September Preparation for return of children	Time
Tuesday 8th September Meeting time to set up for Meet the Teacher	Time
Tuesday 8th September Meet the Teacher/Meet the Headteacher	Twilight 2½ hrs
Tuesday 15th September Oracy	CPD
Tuesday 22nd September SEN: Provision map, Well-being offer, groups and provision	Helen/Jo
Tuesday 29th September 1st Aid Training	
Wednesday 30th September Individual School Photographs	
Friday 3rd October Harvest Service led by Y5	9:00am
Tuesday 6th October SIAMs	Rebecca
Tuesday 13th October Personal Development	Rebecca
Tuesday 20th October Curriculum	Rebecca
Wednesday 21st October Parent's Evening	3:30 – 7:00pm

HALF TERM

Tuesday 3rd November	3:30 – 6:00	Twilight
Curriculum/SIAMs		2½ hrs

Tuesday 10th November		CPD
Curriculum		Rebecca

Tuesday 17th November		
Progression Check: Wider Curriculum		Rebecca

Tuesday 24th November		CPD
Progression Check: Moderating EYFS & KS1 Writing		Jo

Tuesday 1st December		CPD
Progression Check: Moderating KS2 Writing		Jo

Friday 4^h December		
Data on Tracker		

Tuesday 10th December		Time in Lieu
Report Writing/Pupil Progress		

Tuesday 19th December		Time In Lieu
Christmas Production		

Monday 15th December		
EYFS Christmas Nativity (Traditional)		2:00pm
Y5&6 Christmas Nativity (Not Traditional)		6:30pm

Tuesday 16th December		
KS1 Christmas Nativity (Not Traditional)		2:00pm
EYFS Christmas Nativity (Traditional)		6:00pm

Wednesday 17th December		
Y5&6 Christmas Nativity (Not Traditional)		2:00pm
KS1 Christmas Nativity (Not Traditional)		6:00pm

Thursday 18th December		
Y3/4 Christmas Service (Traditional)		9:00am

Friday 20th December		
Christmas Party and Staff Panto		9:30am
Reports out		2pm

SPRING TERM

Tuesday 6th January		CPD
SDP Review and Dates		
Tuesday 13th January		CPD
Subject leadership: Maths		Helen
Tuesday 21st January		CPD
Subject leadership: English		Jo
Tuesday 27th January		CPD
Curriculum: subject leaders to updates Staff on progress		Rebecca
Tuesday 3rd February	3:30 - 6:00	Twilight
TBC		2½ hrs
Tuesday 9th February		CPD
TBC		
Thursday 11th February		
Parents' Evening		
	HALF TERM	
Tuesday 24th February		CPD
Curriculum		Rebecca
Tuesday 3rd March		CPD
PSHE Review		
Tuesday 10th March		CPD
Progression Check: Moderating KS2 Writing		Jo
Tuesday 17th March		Assessment
Progression Check: Moderating EYFS & KS1 Writing		Jo
Friday 20th March		
Data on Tracker		
Tuesday 24th March		Assessment
Reports/Pupil Progress		
Thursday 26th March		
Easter Service led by Y1 and 2		9:00am

Friday 27th March

Reports out

2:00pm

SUMMER TERM

Tuesday 14th April

SDP Review and Dates

Tuesday 21st April

CPD

TBC

Tuesday 28th April

Assessment

Progression Check: Reading

Jo

Tuesday 5th May

Assessment

Progression Check: Maths Moderation

Helen

W/C Monday 10th May

SATs Week

Tuesday 12th May

CPD

Curriculum

Rebecca

Tuesday 19th May

CPD

Curriculum

Rebecca

Money Week 24th – 27th May

Tuesday 25th May

CPD

Curriculum

Rebecca

HALF TERM

Tuesday 2nd June

Staff Meeting

Time for Report Writing

Tuesday 9th June

3:30 – 6:00 Twilight

Curriculum

2½ hrs

Tuesday 16th June

Assessment

Progression Check: Moderating EYFS, Y2 & Y6 Writing

Jo

Tuesday 23rd June

Assessment

Progression Check: Moderating Y1, Y3, Y4 and Y5 Writing

Jo

Tuesday 30th June

Lieu

Transition meetings

Time in

Friday 3rd July

All Data inputted into Tracker.

Tuesday 7th July

Final copies of school reports to the school office

Tuesday 8th July

Meeting

TBC

Friday 10th July

End of year reports to Parents

Tuesday 14th July

Available for parents after reports

Meeting

Wednesday 15th July

Y6 Performance

Friday 17th July

School closes

2:00pm

Website

Each class page must have on it the following information by Monday 8th September. All documents should be uploaded in pdf format. Please update the words each half-term. Add in the new information above the previous half-term's words so that everyone can see what has been written earlier in the year.

Documents on the class page

- Maths overview from Lancashire
- English Yearly overview
- Curriculum Overview sheets (includes topic, Science, RE, PSHE etc)
- Meet the Teacher information (by 16th September- this is on 10th)
- PSHE Overview

Marking Codes

Letter/mark	What it means
s	Spelling error
p	An error in punctuation
o	Omitted word
g	Grammatical error

Spelling could be split to	
h	Wrong homophone

Punctuation could be split down further if needed to	
f	Missing full stop
C (capital)	Missing capital letter
Specific punctuation mark	Missing specific punctuation
/	Missing finger space. Child to put in the /

S = Supported on a 1-to-1 basis - this should be used to highlight the key time that support was given.

G = Guided in a groups

Reports: Guidance

The colours in the tables below correlate to the colours the tracker. Please ensure the report is completed using the tracker to help place the ticks in the correct position.



Aughton St Michael's CE Primary School End of Term Report



Name:
Teacher:

Date:
Year Group:

Our curriculum aim is:

To create resilient and independent learners who enquire into the world around them

Therefore, we are looking for the children to demonstrate resilience, independence and inquisitiveness in all their lesson.

What percentage of the time does the child ...	<10%	10-40%	40-60%	60-90%	>90%
Demonstrates resilience in learning across all subjects.			✓		
Works independently , applying knowledge to solve problems and complete tasks.		✓			
Enquires into their learning by asking appropriate, pertinent and thoughtful questions.		✓			

Progress

Has the child improved from their own personal starting point? This relates to the specific child, not necessarily against national expectations.

	Progressing below expectation	Progressing in line expectation	Progressing above expectation
Reading	✓	✓	
Writing	✓		
Maths		✓	
Phonics/Spelling	✓		

Attainment

This is in relation to the Age-Related Expectation (ARE) set nationally for each year group. The end of Key Stages (EYFS, Year 2 and Year 6) have standards that are set national and then we utilise Lancashire's assessment framework descriptors to set the standards for each year group in between.

	Working below ARE	Working at ARE	Working above ARE
Reading	✓		
Writing	✓		
Maths		✓	
Phonics/Spelling	✓		

Homework

What percentage of the time is ...	<10%	10-40%	40-60%	60-90%	>90%
Homework handed in on time.				✓	
Homework of the appropriate standard.				✓	

Books

Subject	EYFS	KS1	KS2	Other options	End of Year
Maths Workbook	Sheets	Red Rose Booklet	Red Rose Booklet		Home
Maths Extension book		Blue A4 Large square	Blue A4 Small Square		Home
English	Red A4 plain/lined	Red A4 wide lined	Red A4 lined		Home
Reading Journal		Red A4 wide lined	Red A4 Lined		Home
Phonics/GPS/ Handwriting		Red A4 wide lined	Red A4 Lined		Home
Science		Yellow A4+ wide lined	Yellow A4+ lined	Floor Art	Home
RE	Purple A4 Wide	Purple A4 wide lined	Purple A4 lined	Floor book	Moves up
Topic		Green A4 wide lined	Green A4 Lined	Book Art	Home
Jotter/Rough Book		Spares in cupboard	Spares in cupboard		Home
Spelling Test Book		A6 Green	A6 Green		Home
PSHE		A4+ lined	A4+ lined	MyHappyMind Journal	Moves Up
Spanish			Orange A4+ Lined	Floor book	Moves Up
Art		A4 Sketch Book	A4 Sketch Book		Moves Up
Computing		Black Plain A4+	Black Plain A4+	On server	Moves Up
DT		Orange A4+ Plain	Orange A4+ Plain	Book Art	Moves Up
Learning Journal	Green File				Home
Homework	Online	Online	Y3: Online Blue A4 Small Square		Home
Booster Books	To match subject	To match subject	To match subject		Moves Up

July 2026

Please keep 3 (HA, MA, LA) sets of books (all Maths, all English, Reading Journal, Science and Topic books) until October half-term. Year 6 to retain a complete set of books for HA, MA and LA until October half-term.

Passwords

Software	Website	User Name	Password
IDL	www.idlsgroup.com	admin@l395dg	Michaels1
Letter Join	https://www.letterjoin.co.uk	aughton_ (class number) *Reception is 7	joined
Spellingframe	https://spellingframe.co.uk	Individual logins	
Spag.com	www.spag.com	aughton-st-michaels-1	Learn71
Testbase	https://www.testbase.co.uk	Individual logins	
WLSSP Website	https://online.succeedin.co.uk	Individual logins	
Computing	teachcomputing.org/primary-teachers	Individual logins	
Kapow	https://www.kapowprimary.com	Individual logins	
Numbot/TTRS	https://ttrockstars.com	Individual logins	
Class Dojo	https://www.classdojo.com/	Individual logins	

Citizenship Day

	Aut 1	Aut 2	Spr 1	Spr 2	Sum 1	Sum 2
British Values Worship	(Expectations Class and School)	Rule of Law	Democracy	Individual liberty	Tolerance	Respect
Online Safety	Online Reputation Health and Well-being	Copyright and ownership Privacy and security	Self-image and identity Managing Online Information	Online Relationships	Online Bullying	
Environment? (stewardship) or Happy mind bonus? Tailored for class - self- regulation/mindfulness	Agree class rules for different areas of school with children	Carrers				
	Vote for school council					

Staff Timetable (with Natalie)

	Mon	Tues	Wed	Thurs	Fri
EYFS	Natalie Mandy	Natalie Mandy	Natalie Mandy	PPA Cover: Rebecca Mandy	Natalie Mandy
	Natalie Mandy	Natalie Mandy	Natalie Mandy	Natalie Mandy	Natalie Mandy
Y1	Nicole Ann (8:40-9:00) Tash Gemma (9:15 - 12)	Nicole Ann (8:40-9:00) Tash Gemma (9:15 - 12)	Nicole Tash (8:40) Anna (9- 11:40)	Nicole Tash (8:40) Gemma (9:15 - 12)	Nicole Tash (8:40) Gemma (9:15 - 12)
	Nicole Tash Heidi 13:00 - 15:00	Nicole Tash Heidi 13:00 - 15:00	Nicole Tash Heidi 13:00 - 15:00	PPA Cover: Rebecca Tash Heidi 13:00 - 15:00	Nicole Tash Heidi 13:00 - 15:00
Y2 Jo	Jo Jain Lindsey (9 - 11:40)	Jo Jain Lindsey (9 - 11:40)	Jo Ann (8:40-9:15) Gemma (9:15 - 12:00)	Jo Jain	Jo Jain Lindsey (9-11:40)
	Jo Lindsey	Management Cover: Rebecca Lindsey	Jo Ira	Jo Ira	PPA Cover: Rebecca Lindsey
Y3	Jenny Cheryl	PPA Cover: Rebecca Cheryl	Jenny Cheryl	Jenny Cheryl	Jenny Cheryl
	Jenny Anna	Jenny Anna	Jenny Anna	Jenny Anna	Jenny Anna
Y4	Helen Ann	Helen Ann	Helen Ann (9:15)	Katie Ann	Katie Ann
	Helen Ann	Helen Ann	Helen Ann	Katie Ann (Nadine)	Katie Ann
Y5	Ean Karen	Ean Karen	Ean Karen	Ean Ira (9-11:40)	Ean Karen
	Ean	Ean	PPA Cover: Chris	Ean	Ean
Y6	George Nadine	George Nadine	PPA Cover: Rebecca Ira (9-11:40)	George Nadine	George Nadine
	George Nadine	George	George Nadine	George	George Nadine
Intervention/ Extras	Sarah J in Activity Room		Nadine in Activity Room		Sarah J in Activity Room
	Sarah J in Activity Room	Nadine in Activity Room	Karen in Activity Room	Ann in Activity Room	Sarah J - Music

Staff Timetable (Natalie on mat leave: TBC)

	Mon	Tues	Wed	Thurs	Fri
EYFS	Rebecca Mandy	Rebecca Mandy	Management Cover: Mandy	Rebecca Mandy	Management Cover: Mandy
	Rebecca Mandy	Rebecca Mandy	PPA: Cover Mandy	Mandy Rebecca	Rebecca Mandy
Y1	Nicole Ann (8:40-9:00) Tash Gemma (9:15 - 12)	Nicole Ann (8:40-9:00) Tash Gemma (9:15 - 12)	Nicole Tash (8:40) Anna (9- 11:40)	Nicole Tash (8:40) Gemma (9:15 - 12)	Nicole Tash (8:40) Gemma (9:15 - 12)
	Nicole Tash Heidi 13:00 - 15:00	Nicole Tash Heidi 13:00 - 15:00	Nicole Tash Heidi 13:00 - 15:00	PPA Cover: TBC Tash Heidi 13:00 - 15:00	Nicole Tash Heidi 13:00 - 15:00
Y2 Jo	Jo Jain Lindsey (9 - 11:40)	Jo Jain Lindsey (9 - 11:40)	Jo Ann (8:40-9:15) Gemma (9:15 - 12:00)	Jo Jain	Jo Jain Lindsey (9-11:40)
	Jo Lindsey	Management Cover: Lindsey	Jo Ira	Jo Ira	PPA Cover: TBC Lindsey
Y3	Jenny Cheryl	PPA Cover: TBC Cheryl	Jenny Cheryl	Jenny Cheryl	Jenny Cheryl
	Jenny Anna	Jenny Anna	Jenny Anna	Jenny Anna	Jenny Anna
Y4	Helen Ann	Helen Ann	Helen Ann (9:15)	Katie Ann	Katie Ann
	Helen Ann	Helen Ann	Helen Ann	Katie Ann (Nadine)	Katie Ann
Y5	Ean Karen	Ean Karen	Ean Karen	Ean Ira (9-11:40)	Ean Karen
	Ean	Ean	PPA Cover: Chris	Ean	Ean
Y6	George Nadine	George Nadine	PPA Cover: TBC Ira (9-11:40)	George Nadine	George Nadine
	George Nadine	George	George Nadine	George	George Nadine
Intervention/ Extras	Sarah J in Activity Room		Nadine in Activity Room		Sarah J in Activity Room
	Sarah J in Activity Room	Nadine in Activity Room	Karen in Activity Room	Ann in Activity Room	Sarah J - Music

Lunchtime Rota

When outside please take out a bum bag with basic first aid items and try to deal with first aid outside.

	Monday		Tuesday		Wednesday		Thursday		Friday	
	12:00	12:30	12:00	12:30	12:00	12:30	12:00	12:30	12:00	12:30
Heidi	Hall: EYFS	EYFS	Hall: EYFS	EYFS	Hall: EYFS	EYFS	Hall: EYFS	EYFS	Hall: EYFS	EYFS
Tash	Lunch	Games/Y1	Lunch	Games/Y1	Lunch	Games/Y1	Lunch	Games/Y1	Lunch	Games/Y1
Gemma	Hall: Y1	Lottie	Hall: Y1	Lottie	Hall: Y1	Lottie	Hall: Y1	Lottie	Hall: Y1	Lottie
Lindsey	Hall: Y2	Y2	Hall: Y2	Y2					Hall: Y2	Y2
Ira					Hall: Y2	Y2	Hall: Y2	Y2		
Cheryl	Running Zone	Hall: Y3	Quiet Zone	Hall: Y3	Ball Zone	Hall: Y3	Running Zone	Hall: Y3	Quiet Zone	Hall: Y3
Elaine	Ball Zone	Hall: Y4	Running Zone	Hall: Y4	Quiet Zone	Hall: Y4	Ball Zone	Hall: Y4	Running Zone	Hall: Y4
Anna	Quiet Zone	Hall: Y5	Ball Zone	Hall: Y5	Running Zone	Hall: Y5	Quiet Zone	Hall: Y5	Ball Zone	Hall: Y5
Nadine	Hall	Lunch	Hall	Lunch	Hall	Lunch	Hall	Lunch	Hall	Lunch
Chris	Hall	Hall	Hall	Hall	Hall		Hall	Hall	Hall	Hall
Rebecca										

