



WELCOME PACK

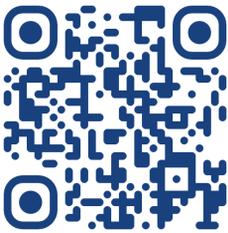
**Tennyson
Road**
Primary
School




Ofsted
Outstanding
Provider

*"You, your school, your world, make
the most of it!"*

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School Website

To access a digital copy of this pack, and to access more information regarding school life, our policies, curriculum and more, please scan this QR code.



School Social Media

Don't forget to follow our school Facebook page [HERE](#)



HEAD OF SCHOOL WELCOME

On behalf of the pupils, staff and governors of Tennyson Road Primary School we would like to welcome you to our school.

In September 2019, Tennyson Road became an Academy and part of the Tennyson Learning Community, which is a multi-academy trust.

We believe very strongly in the need to form a close partnership between parents, staff, and pupils. Our children are happy, challenged and able to make an individual contribution to the success of our school and we aim to create a positive learning environment for all pupils in which they can thrive.

It is a great privilege for us to have the opportunity to lead a team of talented, professional and dedicated staff who aim to create a primary school in which every pupil flourishes in a caring, happy environment.

We are also justly proud of our high standards and fantastic results, being in the top 1% nationally and sustained over time.

Tennyson is one of the most successful primary schools in the region with an outstanding provider rating. The school is popular and oversubscribed and is also a Silver award winner in the Pearsons National Teaching Awards 2025, Primary School of the Year: Making a Difference.

The school is based across two sites - Tennyson Road South (on Tennyson Road) and Tennyson Road North (on Surrey Street) in Luton.

We value our open green spaces and have a secret garden at our South site and a playing field and garden at our North site. We also have a flood lit MUGA (Multi Use Games Area) at our North site that is used for playtimes and PE lessons.

We are privileged to have "The Hive" which is open to all of our community, where our pastoral team hold coffee mornings; 1-2-1 and group adult learning and any additional family support from this base it is also a safe; accessible space for all of our children; helping to support pupils with additional social and emotional needs.

We warmly invite you to visit us and look forward to seeing you in the near future.



Carla Gotch

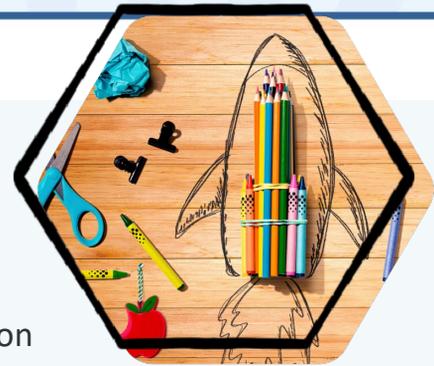
Head of School – Tennyson Road Primary



OUR CURRICULUM

The curriculum at Tennyson Road is based on:

- The Schools aims and policies
- The programmes of study in the National Curriculum
- The Luton SACRE agreed syllabus for Religious Education



At Tennyson Road Primary School we enable pupils to develop and apply the skills needed to access a broad and balanced curriculum.

All children learn in mixed-ability classes as part of a Mastery curriculum. Pupils are taught in a variety of ways – individually, in groups or as a class. All teachers work to make learning active and visual and to give opportunities for discussion and reflection.

We follow a Creative Curriculum (Eduu.school) which enables children to learn in a fun and exciting way. “WOW” themed days and weeks are planned throughout the year and offer our pupils valued opportunities to progress their learning and experiences.

The overarching aim for English at Tennyson Road Primary School is to promote high standards of language. We aim to do this by equipping our children with a strong command of the spoken and written word, developing a genuine love for literature, and promoting reading for enjoyment.

We teach reading through daily phonics and guided reading sessions. Phonics is taught through Read Write Inc. This is a rigorous, systematic, and synthetic phonics teaching programme for early reading and writing success.

Mathematics is taught using a mastery approach via the White Rose Scheme and is based on patterns and relationships from the world around us. Our school aims to give all pupils the confidence to make sense of the world in which they live, by understanding, having the ability to think, and communicate in the language of mathematics.



OUR CURRICULUM

Our Teach Computing scheme intends for children to develop a sense of independence through a modern and relevant scheme of Computing.

We give children the opportunities to think computationally and creatively to become positive participants in the online world. We want to ensure that children understand the benefits and disadvantages associated with online experiences.

In Science, we use 'Switched on Science' which enables our pupils to enjoy and experience lessons and activities of Science. This instigates a curiosity of the world around us, understanding why physical, chemical and biological phenomena happen. Ensures they have an appreciation for the scientific method and can use this knowledge to further their own questions and ideas about the world around them.

Music follows the Charanga curriculum and is taught by a Music specialist. In addition to the curriculum, peripatetic lessons are taught in Guitar, Piano and Drums.

We believe that PE is essential to the development of the whole child. It provides the foundations to promote healthy lifestyles whilst developing character building, cooperation, and self-esteem. We use Real PE as our curriculum source as well as employing a specialist PE teacher to teach the children.

Personal, Social, Health and Economic Education (PSHE) is a subject that focuses on developing the skills and attributes of children to keep them healthy, safe, and prepare them for the real world. We use the Christopher Winter Project scheme to teach PSHE (Available to view on our website)

It is the collective aim of the staff at Tennyson Road to develop and nurture our students so that they have an awareness of themselves, their relationships, and the world around them.

We do not put a 'ceiling' on achievement and firmly believe that Every Child Can! We work as a fully cohesive Primary school across the two sites.



TERM DATES

Please note: The dates published below have been approved by the Trust Board and there may be some differences with the local authority term time dates. As a Trust, the trust board reserves the right to set and change dates to fit in with our curriculum and training needs.

Term Dates 2025 - 2026

Autumn Term	Wed 3rd Sept 2025	Fri 24th Oct 2025
Autumn Term	Mon 3rd Nov 2025	Fri 19th Dec 2025
Spring Term	Tues 6th Jan 2026	Fri 13th Feb 2026
Spring Term	Mon 23rd Feb 2026	Fri 27th Mar 2026
Summer Term	Mon 13th April 2026	Fri 22nd May 2026
Summer term	Mon 1st June 2026	Fri 17th July 2026

Public Holidays	25/12/25, 26/12/25, 01/01/26, 03/04/26, 06/04/26, 04/05/26, 25/05/26, 31/08/26
Training/Inset Days	01/09/25, 02/09/25, 05/01/26, 22/06/26, 20/07/26



MEET THE FAMILY TEAM



Mrs Michelle O'Cahill



Mrs Nickie Downey

Their role is to:

Engage, encourage, enthuse, enable and equip parents/families to work in partnership with the school to improve outcomes for their children. They also aim to coordinate, mediate and liaise between school, home and professionals.

What they do in practical terms:

- Arrange family learning sessions
- Organise adult learning courses
- Lead family fun sessions
- Run "stay and play" sessions
- Drop-in Sessions
- Support transitions
- Work with families to keep within the attendance criteria set by the Government
- Liaise with outside agencies to offer support to children and their families for e.g. housing, behaviour, benefits, safeguarding in line with KCSIE 2024
- Arrange information sessions from other public service providers e.g. school nursing, police, fire service etc



SAFEGUARDING OUR PUPILS

Tennyson Road Primary School is committed to delivering strong outcomes for Children and young people. We provide a safe learning environment that promotes their welfare, helping them to develop socially and emotionally. This ensures that they can make the most of their life chances.

Every Child Can!

In line with “Keeping Children Safe in Education – (DfE 2024), Tennyson Road Primary will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:

- Providing a safe, healthy learning environment that allows them to develop to their full potential
- Safeguarding the welfare of all children
- Providing young children with opportunities to discuss issues and report problems affecting their safety and welfare
- Ensuring safe recruitment practices
- Adopt robust procedures for recognition and referral where there are welfare or child protection concerns (CPOMS)
- Raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns
- Monitoring and supporting children and young people who are subject to child protection plans and contributing to the implementation of their plan
- Promoting partnerships working with parents and professionals

The Designated Safeguarding Leads for the School are:

- **Michelle O’Cahill** – Designated Safeguarding Lead (DSL)
- **Carla Gotch** - Designated Safeguarding Lead (DSL)
- **Shereen Thomas** – Deputy Safeguarding Lead (DDSL)
- **Kelly Stoppard** – Deputy Safeguarding Lead (DDSL)

In their absence:

- **Nickie Downey** – Family Worker
- **A member of the Senior Leadership Team**



FIRST FEW DAYS AND WEEKS

At Tennyson, we endeavour to make the transition to our school for all pupils as seamless as possible. Children will be taken on a tour of the school and will meet their 'buddy' who will help and guide them during the start of their Tennyson Journey.

Our therapeutic approach means our children are taught the key skills to develop behaviours for learning via our Learning Zones, where positive learning behaviours are celebrated.

Our family dining experience is an integral part of our lunch time routine where children will be taught the skills of the dining room. They will take on roles of responsibility, learn to communicate during social activities and engage in a pleasurable lunch time as one 'family'.

More information on the first days and weeks will be given at your transition meeting. Our welcoming office staff are always happy to answer any questions you may have. admin@tennysonroad.school.



OUR SCHOOL UNIFORM

Uniform is an important part of our school identity. If parents have difficulty in meeting any of our uniform requirements, we encourage them to talk to our Family Team who are always willing to support.

All uniform items can be purchased from our supplier Prestige Designs. (www.prestigedesignwww.co.uk)

GENERAL ATTIRE

All pupils are encouraged to dress themselves smartly, shirts tucked in where necessary, shoes polished (if needed) and wearing a jumper/cardigan for formal occasions like assemblies. During periods of extreme hot weather, we adjust the policy accordingly and will keep parents up-to-date with any changes to this.

SHOES

All pupils should wear plain black shoes that are strong, safe and sensible. High-heeled shoes, boots, or trainers, are not acceptable to wear in school. Open toe sandals are not appropriate as they leave feet unprotected.

HAIR

Long hair must be tied back at all times. We do not permit extreme hairstyles for example: 'Mohican styles', dyed, or shaved patterns.

Hair accessories such as clips, hair bands and bows can be worn in hair as long as they are reasonable size (not large bows) These should be plain or checked in our school colours (blue or yellow).

HIJABS

If your child wears a hijab as part of their religious dress:

- The hijab must be easily removed and replaced by the child.
- They should be made of blue fabric, to match school uniform.



OUR SCHOOL UNIFORM

JEWELLERY

No jewellery is to be worn to school, except small stud earrings (which must be removed for PE and swimming). Hoop earrings and larger studs can be very dangerous and are unsuitable for school, as are necklaces, rings or bracelets. Simple watches (not smart watches) are allowed to be worn.

Please note that children in years 4 and 5 go swimming and if they are having their ears pierced this should be done at the beginning of the summer holiday, as they will still be expected to remove earrings for swimming

NAMING ITEMS

All articles of clothing, including shoes, must be clearly labelled with the child's name. It is important that shoes, especially plimsolls and trainers, are marked. All items of property found around the school will be placed in the medical room (South) and lost property box (North). Children and parents are encouraged to check here first if an item is lost.

MOBILE PHONES

Mobile phones are not permitted in school unless an arrangement has been made with the school Local Governing Body (LGB). This includes smartwatches and any other Internet enabled devices.

LOST PROPERTY

All items of property found around the school will be placed in the medical room (South) and lost property box (North). Children and parents are encouraged to check here first if an item is lost..

NAIL VARNISH

Nail varnish is not to be worn in school.



OUR SCHOOL UNIFORM

PE KIT

- Blue shorts
- School logo yellow t-shirt
- Plimsolls at Key Stage 1
- Trainers at Key Stage 2
- Water bottle



In winter, children may wear blue/dark tracksuit bottoms and a jumper or hooded top for PE.

SUMMER UNIFORM

- Blue gingham dress
- Grey knee length shorts
- Grey or gingham knee length skirt/skort

WINTER UNIFORM

- Grey trousers or skirt
- White school logo or plain white polo shirt
- School logo jumper or plain blue sweatshirt/cardigan
- Grey, white or black socks
- Grey or black tights



OUR SCHOOL UNIFORM

Ordering School Uniform



Order uniform from
<https://prestigedesignww.co.uk/schools/tennyson-road-school/>
or scan the QR code above using your mobile phone camera

Uniform



Prestige
Design



BREAKFAST & AFTER SCHOOL CLUBS

KidzZone offer a breakfast club and after school club on both Tennyson Road sites.

7:45am – school start (every day)
3:30-5:30pm (Monday – Thursday)
1:00-5:30pm (Friday)



The aim of the after-school club is to provide children with an exciting end to the day. With our 'Active hour' we offer a different sport or creative activity each day where the children can let off some steam and have lots of fun!

Children do have the option to take part in the 'Active hour', but our staff really encourage the children to do so, as it is a super fun way to gain new skills.

With the flexi-booking service children can be collected after the "Active hour" or can stay for an extra hour, during this time they will take part in a variety of self-selection activities including; free play, arts & crafts, games, reading & more!

Children will also receive a warm or cold snack during this time which can vary from wraps, sandwiches, pasta, pita, veg, fruit, breadsticks, crackers and more!

Parents must ensure pupils are collected no later than 5:30pm.

Please direct all enquiries or bookings to www.kidzzoneclub.com or scan the QR code using your mobile phone camera.

Bookings will not be accepted via the school office.

<https://www.kidzzoneclub.com/>





Communicating with parents/carers is an important part of what we do so that you know what is happening in school for your child and the community.

We've chosen Arbor to help us manage our school. Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Parent App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go!

How to get started

1. **Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before.**
2. Click the link in your welcome email to set up your password.
3. Go to the App or Google Play Store on your phone and search 'Arbor'.
4. Click 'Install' on Android or 'Get' on iPhone then open the App.
5. Enter your email, select the school, then enter your password.
6. Accept the Terms & Conditions and enter your child's birthday.

Need help using Arbor?

Contact the school office if you have questions about Arbor, the App or Parent Portal. Tell us the type and model of your phone, e.g. an iPhone SE, and include screenshots or screen recordings. To safeguard student data in line with General Data Protection Regulations (GDPR), Arbor only works directly with schools.

Some tips to try:

- Ensure your username is the email address you use for Arbor. Ask us to check the email address linked to your account.
- Reset your password from the login page, or ask us to do this.
- If the login email was sent to you more than 96 hours ago, the password link will have expired. Ask us to send it again.
- Ask the school office to check that your email address has not been used twice - e.g. on another guardian or child's profile.
- Enter the birthday of one of your children to log in.
- Only relatives who are Primary Guardians of a child can access the Arbor App. Ask us to check you can access Arbor.



ATTENDANCE & ABSENCE

Absence from school significantly impacts on a child's ability to make progress with their learning. We endeavour to ensure every child has an excellent attendance record. Our target for attendance is 96% minimum.

It is extremely important that we know why a child is absent from school. All parents/carers are asked to contact the school to advise us of their child's absence by updating your Arbor App.

For subsequent absences, a daily update is required, following the same process.

Failure to report your child's absence may result in this being unauthorised.

Medical evidence is required for cases that exceed 3 school days of sickness and is always required for when your child attends an appointment (i.e. GP or Dentist.)

We have a statutory duty to inform the local authority if your child's attendance continues to be a concern.

As a parent / carer you are responsible for making sure your child is in full-time education during term time.

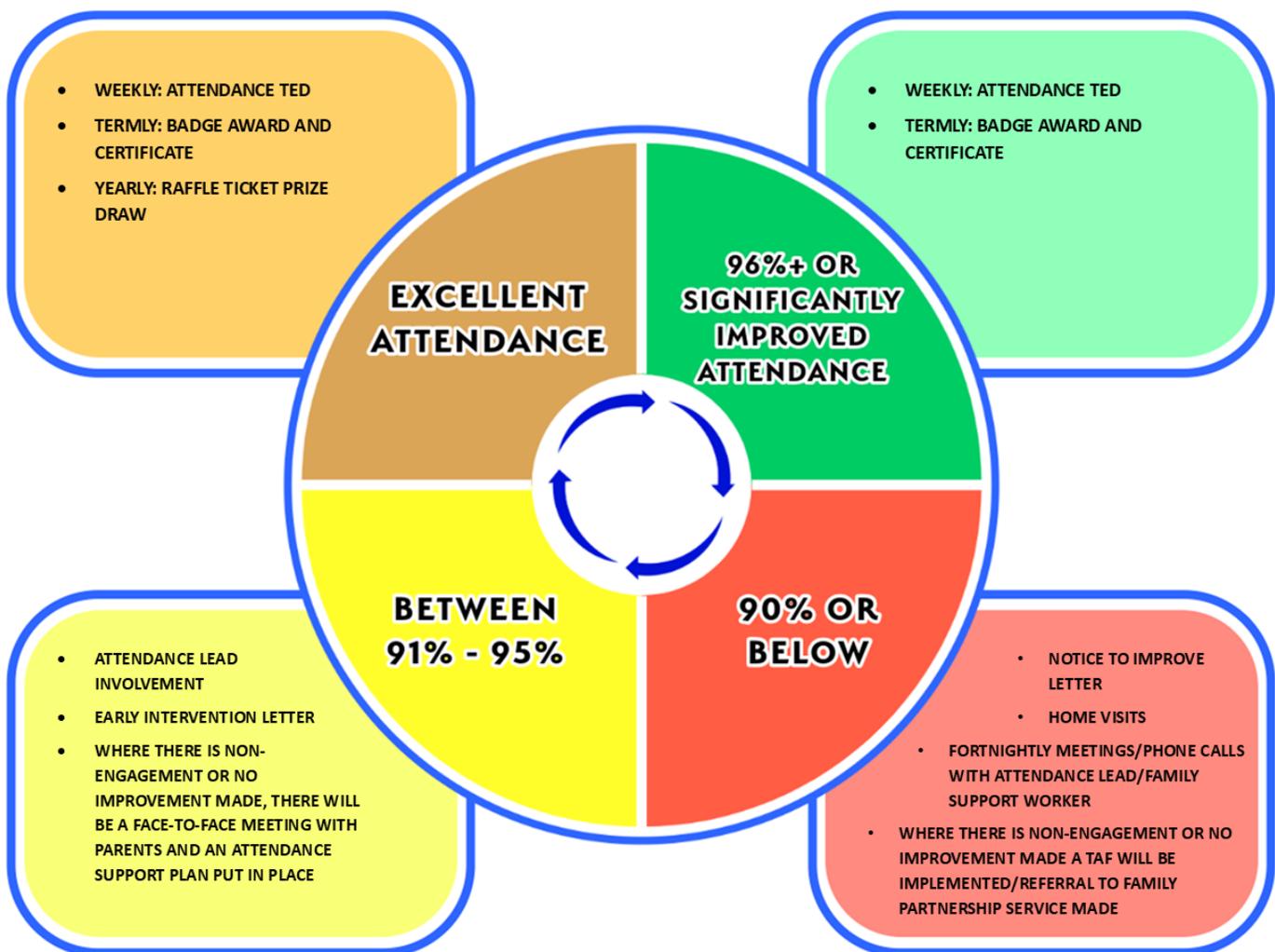


ATTENDANCE & ABSENCE

Children who have a poor attendance level will be monitored, and a letter outlining the school's concerns will be sent to parents/carers.

As per Luton Borough Council's Policy, a Penalty Notice can be issued in the following circumstances:

- Where a pupil has taken a holiday during term-time, and the absence was not authorised by the school
- If a pupil has missed at least 10 sessions (1 session is equivalent to half a school day) due to unauthorised absence, in a school term
- A pupil persistently arrives late for school without an acceptable reason





Grow is ABM catering's brand in primary and nursery schools, providing an exceptional personalised experience for every pupil.

At Grow we believe the saying "you are what you eat", which is why we place such high importance on the food we provide for children in key stages 1 & 2.

Child development happens at a remarkable rate during the early years and Grow understand the need to fuel children's minds and bodies to support their cognitive and physical growth, giving them the 'get up and go' they need.

We believe that it is very important that every child can receive a balanced and wholesome meal irrespective of their dietary requirements. For this reason, we have devised a procedure for special diets which ensures that our staff are provided with the knowledge and understanding of any specific dietary requirement and that an alternative menu can be provided where necessary.

It is very important that this special diet procedure is followed for every young person who has any food allergies or other medical requirements.

Please use the [link to our Special Diet request form](#) or **scan the QR code below**. This form must be completed and returned to ABM catering using the on-line portal, along with supporting medical evidence if requested.

We ask that you ensure that a special diet request form is completed for every young person with dietary requirements, by the parents/guardian or carer.

Once completed, the Menus and Diets department will create the Special Diet Menu. All information will be treated in confidence and in line with the General Data Protection Regulations.

We thank you in advance for your co-operation in this matter. If you have any concerns, queries or comments do not hesitate to contact me via email to jgreenwood@abmcatering.co.uk

Scan to access the special dietary request form





CALLING ALL PARENTS!

Did you know that if your child is in reception,
year one or year two they are entitled to

FREE SCHOOL MEALS

Contact reception for details



COLLECTING YOUR CHILD FROM SCHOOL

The school has corporate parental responsibility under Section 3 of the Children's Act while children are in our care. This extends to children leaving school at the end of the day. If we allow children to leave school without a responsible adult, then we could be placing the child at risk, particularly as we cannot know whether there is an adult waiting to receive the child in the house.

The school, in liaison with the parent, is ultimately responsible for making this decision. This policy has been written with advice taken from the Educational Welfare Service, Social Services, and guidance on the NSPCC Child Protection website.

- Pupils in Years R to 2 will **only** be allowed to leave the school with a responsible adult.
- Pupils in Year 3 to 6 who the school judges to be responsible enough to walk home alone will be allowed to do so, provided we have a completed permission slip from the parent/carer.
- This also applies to children attending after-school activities.
- Pupils will not be able to have responsibility for taking home a younger child.
- If parents consider that a sibling at High School is responsible enough to collect a child, then we require written permission.
- Parents are required to complete a collection from school form listing those who are able to collect. This can be done via the Arbor app. This information can be changed at any time by completing another form, and it is the parents' responsibility to keep the list updated.
- The school will not allow a child to leave with anyone who is not on the signed collection sheet.



COLLECTING YOUR CHILD FROM SCHOOL

CHILDREN NOT COLLECTED ON TIME

In the case of an unforeseen emergency the school will take instructions from a known parent over the phone for an alternative adult to collect their child. We assume that both parents have parental responsibility unless we see legal documentation to the contrary.

- Children should be collected at **3.30pm (Mon – Thursday) 1.00pm Friday**
- Parents should phone the school if they are unavoidably delayed.
- We will take the appropriate steps to contact parents if the child is not collected by a responsible adult.

If this is not possible, then the usual school procedures of notifying the Social Services Duty Desk will be followed, at the latest by 4.15pm (2.15pm on a Friday) or by 6pm if the child is at the After School Club.

Parents have the responsibility to ensure effective handover of their children to teaching staff takes place at the beginning of each day.



SPECIAL EDUCATIONAL NEEDS

SEND @ TRPS

At Tennyson Road Primary School, we believe that every child should be given the opportunity to develop to their full potential within the caring environment of the school. We also believe that each child should receive a broad, inclusive, balanced curriculum, which is relevant to their individual needs.

Our SEND (special educational needs and disabilities) objectives at Tennyson Road Primary School are:

- To identify the needs of children with SEND as early as possible and to monitor their progress.
- To provide children with a broad and balanced curriculum that is adapted to meet individual needs.
- To make appropriate provision to overcome barriers to learning.
- To work with outside agencies to seek and follow their advice to further support individual needs.
- To put young people and their families at the centre of all discussions around the support they receive, therefore ensuring their involvement.
- To provide appropriate support and resources for children.
- To ensure a smooth transition for pupils with SEND entering our school, through discussions or visits with previous schools or nurseries.
- To ensure a smooth transition for pupils with SEND at each stage of their development, including transfer to the next class within the school and High schools.
- To monitor the progress and quality of teaching as a core part of the school's professional development.



SPECIAL EDUCATIONAL NEEDS

SCHOOL SENDCO

Mrs J Hudson
SENDCO

(Special educational needs and disabilities co-ordinator)



Good liaison within the school is valued and essential. Regular discussions take place between the SENDCO and class teachers.

The SENDCO monitors provision maps and provides support for teachers who have concerns for any pupils, including regular classroom observations.

Close links are held with previous educational settings, to ensure all pupil records are transferred accurately and needs are identified.

Visits are made by staff and pupils before secondary transfer. Discussions are held between the Year 6 teacher and Head of Year 7 and Secondary SENDCO, to ensure individual pupil needs have been identified and discussed.

GOVERNORS

A named Governor holds special responsibility for overseeing the school's Special Educational Needs (SEND) Policy. They provide an annual report which includes an evaluation of the policy's effectiveness and outlines any changes or developments made throughout the year.

Our Governor is invited into the school to meet with the SENDCO and to observe good practise of our provision for SEND children.

SEND Governor – Mr. P. Hunt



SPECIAL EDUCATIONAL NEEDS

PARENTAL INVOLVEMENT

We work closely with parents to support children with SEND, recognising that strong home–school links are vital. Our **open-door policy** encourages ongoing communication. Parents are kept informed of any concerns, and we involve them at every stage of their child’s support.

OTHER AGENCIES

When significant concerns are identified, we will seek support from external agencies and implement an action plan based on their guidance.

If a pupil’s needs cannot be met within our setting, we will liaise with the local authority to explore alternative provision, including placement at a specialist school.

The SENDCO maintains close links with professionals such as health, social care, educational welfare, learning support, and psychological services. Parents will be informed prior to any involvement from these external agencies.

ADMISSION ARRANGEMENTS

Admission arrangements for children with Special Education Needs are similar to those for all children. Where a child has already been identified as having a special education need prior to school entry, the SENDCO will liaise with the relevant feeder nursery, or the last school attended.

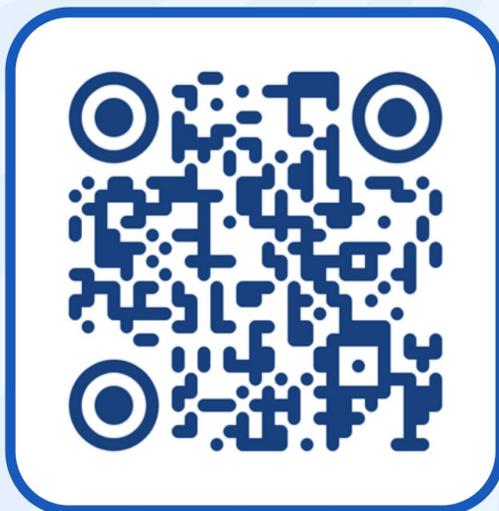


Tennyson



Road

Primary
School



**PART OF THE
TENNYSON LEARNING
COMMUNITY**

TENNYSON
Learning
Community 
Multi Academy Trust