Welcome to Key Stage 2
Sept 2018-July 2019
Contents

3 Welcome letter from Key Stage Phase Leader
4 Staffing
5 Daily Routine
6 Communication
7 Communication cont..
8 Main Events of the School Year
9 Curriculum
10 Behaviour
11 Homework and Reading
12 Belongings and Equipment
Dear Parents and Carers

Firstly, I hope your child enjoyed their first visit to their new class, hopefully they were excited and telling you all about it. Please don’t worry if your child seems a little unsure, there are new children to get used to, new routines, a new teaching assistant, and a new teacher! Do listen to your child and be positive about changes and new opportunities. If in September your child is still a little nervous please give your child a couple of weeks to settle but do pop in if you still have concerns.

We hope that this welcome booklet will provide you with useful information about your child’s time in Key Stage Two. Please find time to go through this booklet with your child over the summer holidays so that you are aware of the routines and expectations for children in Year 3 and Year 4.

Throughout Key Stage Two we aim to create a safe and comfortable environment for your child to continue to develop their self confidence, independence, respect for others and a love of learning.

If you have any time to spare and would like to help with reading groups, trips or activities like Art or Design Technology just let us know, all help will be gratefully received. All volunteers in school are required to have a current DBS check, please contact the school office for further information.

Staff are always happy to answer any questions that you or your child have, so please ask about anything of which you are unsure. The best time to do this is usually at the end of the day.

The Key Stage Two team are all looking forward to working with you and your child and I hope they thoroughly enjoy their time with us.

Kind regards

Miss L Henderson

Key Stage Two Leader.
Staff in Key Stage Two

Key Stage Two Leader
Miss L Henderson

Opal Class Teacher
Mrs S Belchamber
Year 3

Sapphire Class Teacher
Mrs T Tickle (Mon- Thurs am)
Mrs E Bleach (Thurs pm and Fri)
Year 3/4

Amethyst Class Teacher
Miss L Henderson
Year 4

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<th>Support Staff</th>
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<tr>
<td>Mrs S Lawrence</td>
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<td>Higher Level Teaching Assistant</td>
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<td>Mrs G White</td>
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<td>Mrs T George</td>
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<td>Mrs J McBride</td>
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<td>Teaching Assistant</td>
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Daily Routine

Beginning of the day

Doors will be open from 8.40, ready for the start of the day at 8.50am. We ask that children arrive on time so that they can have a calm and organised start to the day. To develop the children’s independence we request you allow your child to bring themselves and their equipment into school independently. Please say your goodbyes in the playground. Classroom doors will close at 8.45, if you arrive after this time you will need to take your child to the front office to be signed in. Punctuality is recorded on your child’s end of year school report.

Morning break

Between 10.30 and 11.15 there is a rolling break time when all children will go outside to play, weather permitting! Year Four children take on the role of Playground Friends and will support children wanting to organise and play a game, or in need of a friendly ear.

Lunchtime

Lunchtime begins at 12.15. After eating, children are taken outside to play on the field or the playground. A range of play equipment is available for children to use. Lunchtime ends at 1.00 when children are escorted back to their classrooms by a lunchtime controller.

End of the day

We ask that you wait outside your child’s classroom at the end of the day; the class teacher will send your child directly to you. For the safety of the children if somebody else is collecting your child we insist you have filled in the class end of day book or have phoned the office to inform us.

After school clubs

If your child is attending an after school club their class teacher will send them to the appropriate classroom. We ask that you collect your child from the front office and please be punctual.
**Communication**

We will keep you informed of news, events and activities via newsletters, other letters, email, text messages and our school web site. We use the Parent Mail system to communicate most messages by e-mail or text but some letters are sent home in book bags so please keep an eye out for them!

Please ensure all your contact details are up to date and inform the office as soon as possible of any changes.

**Permission Slips and Payments**

We would appreciate permission slips being returned promptly to the class teacher. All money sent into school must be in a named envelope. Some payments may be made online using +Pay on ParentMail.

**Concerns**

If at any time you have a worry or concern speak to your child’s class teacher in the first instance, please do this as soon as possible so we can work through issues quickly and successfully.

We also ask that you let your child’s teacher know if there are changes or worries at home. This is simply so that we can support and reassure a child during any difficult times, we will be very sensitive and discrete.

If you require an appointment with your child’s class teacher, Miss Henderson or Mrs Sharma/Miss Brand please contact the office to arrange a convenient time.

**Sickness**

If your child is unwell please phone the school office before the start of the day, this is extremely important for safeguarding to ensure we know where each child is and that they are safe.

Please note that school policy requires children to be kept at home for 48 hours after a bout of sickness or diarrhoea to minimise the spread of illness to other pupils.

If your child has an urgent medical appointment, please send a note into school to the class teacher. We would ask that you make all non-urgent medical appointments for outside of school hours.

If your child is unwell or hurt we will contact you, please ensure all contact details are correct, as on occasions the ability to contact you immediately may be extremely important.
Parents' Evenings

In the Autumn Term, and again during the Spring Term you are invited to meet with your child’s class teacher to discuss their pastoral development and academic progress. Lists of available dates and times are made available near the main office so that parents can sign up for their chosen time slot. These meetings are extremely important and we do ask that you make every effort to attend. Your child is actively encouraged to attend these meetings so that they may be part of the conversation.

Parents Into School

Throughout the year there will be opportunities for parents to come and participate in lessons. This is a valuable opportunity to see how subjects are taught in school and to learn the methods, strategies and skills that are used in class.

Reports

In July you will receive a written report; this covers all subjects taught throughout the year, pastoral development and states end of year attainment levels for your child. It will also contain information about your child’s attendance, punctuality and completion of homework tasks and weekly reading.
Main Events in Year 3 and 4

Terms 1 & 2 (Autumn)

Individual and Sibling photographs
Harvest Festival
Parents Evening
Christmas Performances
Christmas Party
Christmas Lunch
Christingle Service at All Saint’s Church

Terms 3 & 4 (Spring)

Parents Evening

Terms 5 & 6 (Summer)

Y3 and Year 4 End of Year Assessments
Y3 Canoeing Trip
Y4 Residential Trip to Ufton Court (1 night)
Class photographs
Sports Day
Y4 Leavers’ Evening
KeyStage 2 Curriculum

The curriculum across the school is based on the requirements of the National Curriculum. Particular emphasis is given to the core subjects of English, Maths, Science and Computing. Other subjects covered are History, Geography, RE, Design Technology, Art, Music, French, PSHE and PE.

Some of these subjects are taught as weekly lessons (RE, Music, French, PSHE and PE), while other subjects are covered through larger blocks of study. Each term there will be one or two topics identified which will aim to link these subjects together in a way that is meaningful for the children. Staff aim to incorporate aspects of this topic into their English and Maths lessons also.

English

Children are taught English daily. The main focus of these sessions is developing the reading and writing skills that the children will need throughout their lives. As far as possible, the lessons are linked to the term’s topic. The structure of each lesson varies, but will start with warm-up activities involving word or sentence games, then will move on to focus in more detail on reading skills such as decoding, comprehension or discussion of the text or writing skills such as spelling, grammar or features of different text types.

We use a synthetic phonics approach when teaching reading, writing and spelling and encourage children to apply their phonics in order to spell unfamiliar words. For children who require extra support in these activities, we use small group sessions to reinforce the key skills.

At Homer, we take pride in the presentation of our written work. Staff encourage children to form and join their letters correctly, in the school's cursive style. Children practise their handwriting regularly as part of the curriculum.

Maths

Maths is taught as a daily lesson using the Abacus Active Learn scheme. This scheme covers all aspects of the National Curriculum and encourages children to apply what they have learnt in order to solve real-life problems through class investigations. A variety of topics are covered, including: number, calculations, shape, data handling, fractions and measuring. Children are supported in developing their mental maths skills through regular practice of number facts and times tables.
At Homer, our behaviour policy is based on the Golden Rules. We encourage all children to keep to these rules both inside the school and in the playground.

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<thead>
<tr>
<th>Do be gentle</th>
<th>Do not hurt anybody</th>
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<tr>
<td>Do be kind and helpful</td>
<td>Do not hurt anybody’s feelings</td>
</tr>
<tr>
<td>Do listen carefully</td>
<td>Do not interrupt</td>
</tr>
<tr>
<td>Do work hard</td>
<td>Do not waste your or other people’s time</td>
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<tr>
<td>Do look after property</td>
<td>Do not waste or damage things</td>
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<tr>
<td>Do be honest</td>
<td>Do not cover up the truth</td>
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By keeping these Golden Rules throughout the week, children earn up to 30 minutes of Goldentime. During Goldentime, children may choose from a wide range of activities including painting, construction, using the computers, role play, games and puzzles.

Children will receive warnings if they break a Golden Rule. Should the behaviour continue, Goldentime minutes may be removed by the teacher or other member of staff. Children will have the chance to earn back these minutes by proving that they are able to keep the Golden Rule in question.

Teachers use positive behaviour management strategies to encourage good behaviour, by drawing attention to children who are behaving particularly well. Staff may also use small rewards such as stickers, house points, or extra Goldentime minutes to further reward good behaviour.

If staff have a concern regarding your child’s behaviour they will contact you to arrange for a discussion as to how any issues can be resolved.

Issues of a more serious or ongoing nature will be dealt with by the Key Stage leaders or Mrs Sharma/Miss Brand.
Homework

Maths Homework

Maths homework is set weekly using the 'MyMaths' website. Children can access their task for the week by logging onto their online portal using their 3 digit login code and password. A letter will be sent out in September with to remind you of their login details.

‘MyMaths’ homework will be set on a Wednesday for completion by the following Wednesday.

English Homework

Writing journals will be sent home weekly for your child to complete a short piece of writing. Further information can be found on the inside cover of the journal. An adult will need to support your child as they complete their homework activity, as most are not designed to be completed independently.

Please encourage your child to write in pencil and to use Homer style cursive letters.

Journals will be sent home on a Friday and should be returned by the following Wednesday.

Other homework

Three times a year (around each half term break) staff will set the children a mini-project to complete based on their current topic.

Reading

Please ensure that your child has their book bag, reading book(s) and Reading Record with them in school every day.

It is important that your child reads their book at home, as well as at school to help them to become confident and fluent readers. We strongly encourage all children to read at home at least 5 nights a week by collecting stickers on a bookmark. For each week (Friday to Friday) that your child has read at least 5 times they will receive a sticker to put on their bookmark. When their bookmark is complete, children are allowed to choose a small prize.

Please sign the yellow Reading Record each time your child reads at home even if they have only read part of the book or have read a book from home. Staff will also write in the Reading Record when the children complete a reading session during the school day.
**Equipment Needed**

Please make sure that all your child's belongings are clearly named.

**General Equipment**

A red book bag  
A water bottle (in addition to a lunchtime drink)  
A snack bag

**PE Kit**

A T-shirt in their house colour  
Black shorts  
Tracksuit top and bottoms  
Pair of trainers (Velcro is recommended until your child can tie laces independently)  
A spare pair of socks  
Micropore tape to cover earrings if necessary

All of these items should be stored in a red school PE bag which is clearly named on the outside.

**Lost Property**

The school no longer keeps a central collection of lost items; if an item is clearly named it will be returned to the child. Very often items are found in the classroom or cloakroom. Please encourage your child to be responsible for their belongings. At the end of each term any uncollected, unnamed items will be donated to FOH for second hand uniform sales or given to charity.