

St Luke's C. of E. Primary School

Autumn Term Newsletter for Parents

Welcome to CLASS 3

WHO ARE THE STAFF IN THE CLASS AND THEIR ROLES

	CLASS TEACHER	CLASS TEACHING ASSISTANTS
MONDAY	Miss Emily Nelson	Mrs Tansley/Mrs Martin
TUESDAY	Miss Emily Nelson	Mrs Tansley/Mrs Martin
WEDNESDAY	Miss Janine Gilbank	Mrs Tansley/Mrs Martin
THURSDAY	Miss Janine Gilbank	Mrs Tansley/Mrs Martin
FRIDAY	Miss Janine Gilbank	Mrs Tansley/Mrs Measom

HOW CAN I GET IN CONTACT WITH THE CLASSTEACHER?

Face to Face - The school has an 'Open Door Policy' which means parents can pop in to see staff briefly at the beginning or end of the school day. Parents should be aware that the teaching staff have an 'Early Morning Briefing' with Mr Malcolm the Head teacher, from 8.30-8.40 every morning so should a parent need to speak to the member for staff a longer period of time, an appointment will be arranged as soon as possible (usually within 24 hours)

By E-Mail – Should you wish to contact us to raise a query or question, please email us using the following address and we will endeavour to reply within 24 hours.

emily.nelson@stlukeschurch-cp.essex.sch.uk

janine.gilbank@stlukeschurch-cp.essex.sch.uk

WHO ELSE CAN I CONTACT IF I NEED HELP, SUPPORT OR ADVICE?

The school has many ways available to you for gaining help or support. The school Reception staff can often help with simple queries or questions, however, should your question or query be more specific then the following staff will be happy to help you:

Mrs Sarah Lewis – School Well-Being Mentor

Mrs Lewis is available every morning in our school reception area to support any parents with medical or well-being matters concerning their children or family. Mrs Lewis works five days a week throughout the school day and can also be contacted by telephone using the main school telephone number. Appointments can also be made with her for longer consultations.

Mr Malcolm – Headteacher

Mr Malcolm is available every morning from 8.45am and at the end of the school day to support any parents with any queries, questions or matters concerning their children or family. Longer appointments can be made with Mr Malcolm by telephoning the school office using the main school telephone number. Parents may find it helpful to know that Mr Malcolm holds a Senior Leadership Team meeting from 3.30-5pm on Monday and a Staff Meeting on Tuesday from 3.30-5.00pm which means that his time is limited on these days of the week.

Mrs Joanne Canning (Class 8)/Miss Shonagh Key (Class 11)/Mrs Sue Kemp (Class 10) – Members of Senior Leadership Team

All members of SLT are in class but are happy to arrange times for you to speak with them if necessary. Please seek Miss Key before other members of the SLT as she is the leader of Years 1 & 2.

Mrs Toni Wainwright – Special Needs Co-Ordinator

Mrs Wainwright is employed three days a week at St Luke’s and works on Mondays, Tuesdays and Wednesdays. Appointments with her can be arranged via the school office either by telephone or face to face.

Mrs Georgie Smith – School Business Manager

Mrs Smith is part of the school’s Senior Leadership Team and works full time. She can be contacted via the school office.

WHAT DOES THE TIMETABLE FOR THE CLASS LOOK LIKE THIS TERM?

I hope that this timetable will help you as parents to under the subjects your child will be covering across the week. I hope that this will help you to be able to talk with your child and discuss and share what they have learnt subject by subject, week by week.

Please understand that this is a timetable of an average week and that and will be subject to change. Changes may be made on a week by week basis based on the addition of special one off events that may be organised to enrich the curriculum or the need of the class to focus on particular subject in greater depth due to pupil’s interest or the need to reinforce learning to embed and consolidate understanding.

	8.40-8.55	9-10	10.00-11.00	11-11.25	11.25-12.25	12.25-1.25	1.25-1.55	1.55-2.30	2.30-2.55	3.00-3.05
Monday	Early Morning Work	Letters and Sounds	Guided Reading	Literacy	MORNING BREAK	Numeracy	LUNCHTIME	Topic – History/Geography		WHOLE SCHOOL ASSEMBLY
Tuesday	Early Morning Work	Letters and Sounds	Guided Reading	Outdoor PE		Numeracy		ICT	SINGING ASSEMBLY	
Wednesday	Early Morning Work	Letters and Sounds	Guided Reading	Numeracy		Literacy		Indoor PE	WHOLE SCHOOL ASSEMBLY/ CHURCH SERVICE IN ST LUKE’S CHURCH	
Thursday	Early Morning Work	Letters and Sounds	Guided Reading	Numeracy		Literacy		Topic – Art/DT		CLASS WORSHIP
Friday	Early Morning Work	Hand-writing Library	Guided Reading	Literacy		Numeracy		Fix it Friday	Golden time	CELEBRATION ASSEMBLY
										HOME TIME

WHEN WILL THE CLASS TEACHER HAVE PLANNING, PREPARATION AND ASSESSMENT TIME?

All teachers have 10% of their teaching timetable out of the classroom each week to carry out planning, preparation and assessment duties. Miss Nelson will be released from class each Tuesday afternoon and Miss Gilbank every Thursday afternoon. During this time the class will be taught by Mrs Tansley.

WILL THE CLASSTEACHER BE RELEASED AT ANY OTHER TIME?

All the teaching staff have a leadership role in the school that requires them to undertake monitoring and evaluation tasks throughout the year. Teachers will be given occasional release time in the afternoon to undertake these duties and the class will be taught by a member of our High Level Teaching Assistant team.

DO THE CHILDREN NEED TO BRING IN ANYTHING TO SUPPORT THE TOPICS?

FOCUS AUTHOR / GENRE OF TEXT BEING STUDIED We will be reading a range of fiction and non-fiction texts with a dinosaur theme.

MATERIAL REQUIRED FOR ART OR DESIGN & TECHNOLOGY

- 1- A shoe box/similar size cardboard box.
- 2- Materials to make a dinosaur world i.e. tissue paper, leaves, sticks.

WHAT HOMEWORK WILL BE SET AND WHEN DOES IT NEED TO BE HANDED IN BY?

READING: At least 3 times a week and a comment to be entered into The Reading Journal. Raffle tickets will be rewarded for every three entries of reading per week; they will be indicated with a 'R' in your child's reading journal. These tickets allow the children to enter the class draw for a book prize which is drawn every Friday. The raffle tickets are all saved until the end of the term where they are entered into the key stage draw for a larger prize.

WEEKLY HOMEWORK: Homework will be given out each week and will be stuck into reading journals. It will match the learning that is taking place in class and will include a topic based task and a reading activity. The homework can be completed on the relevant page of the reading journal or on a separate sheet that can be attached or alternatively it can be placed in their homework folder and handed in.

MATHS: Allocated Abacus games (weekly). Your child will be allocated a user name and password soon.

HALF TERM TOPIC PROJECT: **This has been handed out already on a separate sheet** (homework folder to follow soon). Please see us if you need a new copy, we keep master copies!

SPELLINGS: These will begin **after October Half Term** and will be tested every Friday in class.

BIG TALK ACTIVITY

Big Talk for Big Writing will be given the week before the class Big Writing session. You will be informed of the topic which your child will be writing about in class the following week, and we ask that you discuss the topic with your child in order to help them with the content of their piece of writing. We are sure that you will recognise that talking together is one of the most important factors in developing children's educational abilities.

Children need to understand that the way we talk is different to the way we write. To prepare for writing they need to use what we describe in school as their "writing voice", with no slang or incorrect grammar. They need to hear Standard English – we as adults need to be role models for this. It is a good idea to encourage your child to give you an oral account of what they have been doing both in and out of school, and explore together good vocabulary to enhance their account.

Big Talk for Big Writing IS A CHANCE TO:

- Help your child to think through and discuss initial ideas in order to develop the thought process
- Engage your child in purposeful talk
- Ask your child for their opinions
- Show that it is fine to have different views or opinions
- Develop your child's vocabulary through the use of WOW words (really good "ambitious" vocabulary which is more sophisticated than normal)
- Stimulate your child's creativity by reminding them of family occasions and events

SOME HINTS FOR ADULTS TAKING PART IN A Big Talk for Big Writing CONVERSATION WITH THEIR CHILDREN:

- Encourage as many family members as possible to be involved in the Big Talk for Big Writing activity
- Make it an enjoyable activity
- Switch off the television to try to ensure that this is dedicated talking and listening time
- Begin a conversation by modelling... "I think that... because ..."
- Ask other family members to give their ideas, opinions and reasons why

These are exactly the same types of activities as your child's teacher will be using when developing oral literacy. As well as word games and sentence building, teachers try to develop children's listening and talking skills in every area of the curriculum. In short, discussion skills are vital.

To help develop your children's skills, you may also use activities such as those below, asking your children to:

- ✓ Listen carefully to follow a story or an account and answer questions about it
- ✓ Listen carefully and work with others to think up questions about the story or report
- ✓ Talk about their own experiences and those in stories
- ✓ Express preferences and likes and dislikes, giving explanations
- ✓ Actively participate in oral storytelling
- ✓ Identify and describe the main characters and setting of a story
- ✓ Sequence events in fiction and non-fiction using talk
- ✓ Describe key traits of characters
- ✓ Retell stories in different ways e.g. role-play/ dressing- up/puppets

We hope that Big Talk for Big Writing will provide the opportunity for parents to play a vital role in developing their children's English skills. One useful way to get the conversation started is by using open questions, which lend themselves to extended answers, such as:

- What would happen if...
- I wonder...
- What do you think about...
- In what way...
- Tell me about...
- What would you do...
- How can we...
- How did you...

WHAT WILL MY CHILD NEED FOR PHYSICAL EDUCATION?

OUTDOOR PE: Tuesday

INDOOR PE: Wednesday

All children should have a pair of tracksuit bottoms, a tracksuit top, a t-shirt (which should be white or preferably the colour of their House Team), a pair of shorts, plimsolls/trainers and socks in their PE kits.

EARRINGS & JEWELLERY

Children should not wear jewellery to school and earrings should be removed by children prior to taking part in a PE lesson. Should a child be unable to take their earrings out themselves then parents should remove them at home on the days they are timetabled to do PE at school. The school encourages parents to have their child's ears pierced at the beginning of the summer holiday period to enable children to have a clear six week period for the ears to heal. Since April 2014 the Local Authority has prohibited the taping of ears under any circumstances and the wearing of earrings for PE. Should pupils not be able to remove their earrings, they will be unable to participate in physical education lessons.

FRIENDLY UNIFORM REMINDER

Please ensure that all uniform, bags and packed lunch bags and boxes are clearly labelled with your child's name to avoid items of clothing being lost. We endeavour to return lost property but any items that remain unclaimed by the end of a half term are disposed of. **There are lost property boxes in the Class 4/5 and the Class 6/8 cloakrooms.**

Please ensure that children do not wear nail varnish or jewellery to school. Should pupils persist in doing so, a sanction will be applied and they will be restricted from break times.

HOW DO I PAY FOR TRIPS AND LUNCHES? WHERE DO I RETURN MY PERMISSION SLIPS TO?

All money and permission slips should be returned to the school office. Dinner money should be placed in an envelope with a completed order form and place in the 'Dinner Money Post Box' on the wall opposite the Reception hatch or handed over to the office if the office is not busy.

WHAT ARE THE SIGNIFICANT DATES I NEED TO KNOW ABOUT FOR THE CLASS THIS TERM

Meet The Teacher: Monday 12th September 3.30pm in Class 3.

Class 3 Celebration Assembly: Friday 14th October

Details of these events and others will be circulated via email or letter.

WHAT IS THIS TERM'S ASSEMBLY FOCUS?

Our Collective Worship theme this term is Hope. We will be looking at Jesus as the hope of the world and the hope he brings to Christians. We will use this as inspiration to consider how we can bring hope to others. We will be discussing the rainbow as a symbol of hope and thinking about our personal hopes for the future.

WHAT DO I DO IF MY CHILD HAS ANY SPECIAL MEDICAL NEEDS?

In the first instance, please contact Mrs Sarah Lewis via the school office to discuss any matters concerning your child's medical situation. Mrs Lewis deals with the collection and distribution of the following information to the relevant members of staff and will organise further meetings or medical training for staff if required.

- ✓ **FIRST AID**
- ✓ **CARE PLANS**
- ✓ **ASTHMA PLANS**
- ✓ **ALLERGIES**
- ✓ **CHANGES TO MEDICAL SITUATION**

WHAT DO I DO IF MY CHILD NEEDS TO TAKE MEDICATION?

Government guidelines stipulate that schools are able to administer **PRESCRIBED DRUGS** only, subject to the appropriate paperwork having been completed by parents giving the school specific authorisation to do so. Where medication has been prescribed for administration 3 times a day the Health Authority currently advise this can be taken before school, after school and before bedtime. Should you have any queries or questions about the administration of medication for your child, please pop in and see Mrs Sarah Lewis in the school office.

WHAT DO I DO IF MY CHILD NEEDS A MEDICAL APPOINTMENT?

Please do not make non urgent medical appointments during the school day.

Hospital/medical appointments should be notified in advance, where possible. We are required by the Educational Welfare Service to have evidence of all medical appointments to place on your child's records.

HOW LONG SHOULD I KEEP MY CHILD OFF IF THEY ARE UNWELL?

In accordance with Public Health England guidelines or general guidance the following table provides information about how long a child, presenting with the following conditions, should refrain from school.

Health Conditions – Relevant Exclusion Periods

Headache, earache or stomach ache	No exclusion period – parents should administer paracetamol, give plenty of fluids and send into school
High temperature	No exclusion period – parents should administer paracetamol, give plenty of fluids and send into school
Coughs and Colds	No exclusion period – parents should administer paracetamol, give plenty of fluids and send into school
Flu and Swine Flu	Children should return to school once they have recovered – usually around five days
Sore throat, tonsillitis or glandular fever	No exclusion period – parents should administer paracetamol, give plenty of fluids and send into school
Diarrhoea and vomiting	Should return to school 48 hours after the last episode of D or V
Head lice	No exclusion period – child must be treated to prevent further spreading
Scabies	Children may return to school following first treatment – others at home should also be treated
Threadworm	Child may return once they have started treatment
Hand, Foot and Mouth Warts and Verrucae, Athletes Foot	No exclusion period – must ensure that feet are covered in changing areas/swimming pools, etc.
Conjunctivitis	No exclusion period – encourage children to wash their hands regularly and not to touch their eyes
Impetigo	Children may return after they have been receiving antibiotic treatment for 2 days OR once all of the lesions have crusted over
Measles	Children should return to school four days after the onset of the rash
Chicken Pox	Children should return to school five days after the onset of the rash
German Measles	Children should go back to school six days after the rash has started. School must be informed by parent as pregnant members of staff may be affected
Mumps	Children should go back to school five days from the start of swollen glands
Whooping Cough	Children should go back to school five days after starting antibiotics. Non-infectious coughing may continue for many weeks

HOW WILL THE CLASS BE COVERED IN THE EVENT OF STAFF SICKNESS?

Should a member of staff become sick, the school arranges cover either using one of its High Level Teaching Assistants or Mrs Libby Mole who is a Supply Teacher that has supported the school for many years. For occasional days of staff sickness, parents would not be informed. Should a member of staff remain off sick for more than a few days, the school will inform parents of the cover arrangements put in place.

ATTENDANCE AND ABSENCE

Regular attendance is of vital importance to your child's education. As parents it is **your legal responsibility** to make sure that your child makes the most of this opportunity by attending regularly; aiming for at least 96% attendance. 95% and below is now a 'cause for concern.' We monitor attendance closely and will contact you if your child's attendance drops below 96%.

If you are considering removing your child/children from school during term time you **MUST** put a request in writing to the school prior to booking the holiday or activity. Absences will only be authorised if deemed of exceptional circumstance. A family holiday is **NOT** an exceptional circumstance. Schools need to request evidence in support of any application, and head teachers have been advised that they must not authorise any absences if they believe the absence would be detrimental to the child's education.

It is important that children going off site at any time during the course of the school day must be collected by an adult and signed out at reception and in again on their return.

WHAT DO I DO IF MY CHILD IS UNABLE TO COME TO SCHOOL?

Please telephone the office before 9.15 a.m. to advise of a reason for absence. If no reason for absence is provided, absences will be recorded as unauthorised.

The school operates a policy of first day contact, which means we will attempt to contact you if your child is away and we have not received a message giving the reason for absence by the close of registers.

CAN I VOLUNTEER AND HELP OUT IN ANY WAY IN THE SCHOOL?

The school welcomes volunteer support and is keen to work in partnership with parents in as many different ways as possible. Whether you want to help out on a regular or occasional basis, please come and talk to your child's class teacher.

We have found that younger children often find it difficult to have their parent working alongside them in their class, therefore in Key Stage One we allocate volunteers to alternative classes. In Key Stage 2 we consider offers on a case by case basis to discover what would work best for both the school and the child concerned.

Support is always particularly welcomed in the following areas:

- ✓ To regularly help to hear readers giving children an increased opportunity to share books with an adult to practice and improve their reading and comprehension skills and develop their love of books
- ✓ To share a passion, personal interest or professional skills or knowledge in relation to a subject that is being covered by the class during the half term
- ✓ To assist in more technical lessons such as cookery and design and technology where children benefit from greater levels of support and guidance.

All voluntary helpers will receive a copy of the school's 'Protocol for Voluntary Helpers' and will need to discuss this with a member of the Senior Leadership Team prior to commencing work in the school.

E-SAFETY

Online Safety

With the current speed of on-line change, we are aware that some parents and carers have only a limited understanding of online risks and issues. Some parents underestimate how often their children come across potentially harmful and inappropriate material on the internet and may sometimes be unsure about how to respond. Some of the risks could be:

- unwanted contact
- posting unkind or hurtful comments online
- harmful images or conversations involving inappropriate language during online gaming

We therefore want to work in partnership with you, providing advice and guidance information in this ever changing technological world. During the Autumn term children will be involved in a variety of curriculum activities designed at raising their awareness around staying safe online. The following links below have been selected to provide parents and carers with materials to help inform, educate keep children safe when online. We hope that you find them useful.

<https://www.thinkuknow.co.uk/Teachers/Resources/>

<http://www.saferinternet.org.uk/search-results?keywords=social%20networking>

This site has a new article entitled 'Get 'back to school' ready with our top tips for social media' with guidance on how to stay safe on all the most popular social media sites.

<http://www.childnet.com/search-results/?keywords=social%20networking>

<http://www.kidsmart.org.uk/socialnetworking/>

A great site for kids to use to find out things themselves with a useful section for parents entitled 'I have kids' (See below).

I have kids

SIGN UP for our e-bulletin here

- Read "The Adventures of Smartie the Penguin"
- Download Childnet resources
- Fun activities to try at home
- Skills School
- A parents' guide to Internet devices
- Know IT All for Parents
- Parental Controls
- The Adventures of Kara, Winston and the SMART Crew (8-11)

