



# Welcome Meeting

Year 3

Please be aware that the information we discuss today can all be found in our 'A Guide to the School Day' document on our school website and in your child's planner.

- Our school day starts at 8.30am when the blue gates onto the playground are opened. No child should be left unattended on school premises before this time.
- At 8.40am, the first bell will sound when children make their way into class.
- School gates will be closed at 8.45am promptly. All children should be in school at this time as this is when registration is taken.
- The school day finishes at 3.15 and children need to be collected no later than 3.30pm. All children are supervised by school staff until 3.30pm.

# The School Day





# ATTENDANCE

## WHY IS IT IMPORTANT?



# EVERY SCHOOL DAY COUNTS!

Children are required by law to attend 190 school days per year. The Government states that every pupil's attendance should be at least 95%.

### HOW DO YOU MEASURE UP?

| Attendance | Days Absent | Weeks Absent | Lessons Missed |
|------------|-------------|--------------|----------------|
| 95%        | 9 Days      | 2 Weeks      | 50 Lessons     |
| 90%        | 19 Days     | 4 Weeks      | 100 lessons    |
| 85%        | 29 Days     | 6 Weeks      | 150 lessons    |
| 80%        | 38 Days     | 8 Weeks      | 200 lessons    |
| 75%        | 48 Days     | 10 Weeks     | 250 lessons    |
| 70%        | 57 Days     | 11.5 Weeks   | 290 lessons    |
| 65%        | 67 Days     | 13.5 Weeks   | 340 lessons    |

89% and below  
Drastic effect on  
academic achievement



95% - 90%  
Cause for concern



100% - 96%  
Excellent



# Attendance Matters



## Winter Uniform

- GREY tunic, skirt or trousers without combat pockets (**NO PLAYSUITS**)
- WHITE shirt and school tie\*
- BLUE cardigan or V-neck sweatshirt with school logo\*
- WHITE socks with skirts/tunic/dress
- BLACK or GREY socks with trousers
- BLACK or GREY tights with tunics and skirts **ONLY**
- BLACK low-heeled or flat shoes suitable for school with closed in toe.  
**No trainers or boots to be worn in school**

## Summer Uniform

- Blue and white **CHECK** summer dress (**NO PLAYSUITS**) to be worn with WHITE socks or WHITE tights **OR**
- WHITE shirt and school tie\* to be worn with GREY skirts, GREY smart shorts/culottes or trousers (without combat pockets) **OR**
- WHITE polo shirt with school logo\* to be worn with GREY skirts, GREY smart shorts/culottes or trousers (without combat pockets)
- WHITE socks with skirts/tunic/dress
- BLACK or GREY socks with trousers/shorts
- BLACK low heeled or flat shoes (not sandals) suitable for school with closed in toe.  
**No trainers or boots to be worn in school**

## PE and Games Uniform

- BLUE sports t-shirt with school logo\*
- PLAIN BLACK shorts or PLAIN BLACK skirt (skirt/short)
- BLUE hoodie with school logo\*
- PLAIN BLACK tracksuit bottoms
- PLAIN BLACK base layer top/skin for colder days (*optional*) and/or thin waterproof coat (*optional*)
- Trainers suitable for outdoor sports (*not plimsolls*)

## Jewellery & Make-up

Children should not wear jewellery to school apart from a watch and a small pair of neutral coloured stud earrings if their ears have been pierced. **Children will not be allowed to take part in PE or Games lessons if they are wearing earrings of any kind.**

Valuable personal belongings should not be brought to school as staff cannot be held responsible for them.

If parents wish to arrange for their child's ears to be pierced, this should be done at the beginning of the summer holiday so that children are still able to participate in PE lessons during school time.

**No make-up** including nail varnish or false nails, should be worn to school.

## Hairstyles

Hairstyles should be tidy, practical and conservative. Shoulder length hair or longer needs to be tied up.

Hair bands should be plain blue or match the child's hair colour. Metal or wooden hair ornaments should not be worn.

'Fashion' hairstyles such as gelled, beaded, coloured or shave-patterned hair or extreme haircuts are not permitted.

## Bags and Outerwear

Children must have a suitably sized bag for their belongings. It needs to fit into a 30cm x 30cm x 30cm cubby hole.

Coats, scarves, hats and caps should be appropriate for school use.

School Uniform Direct do have extra logoed items such as beanie hats and baseball caps, but these are not compulsory.

# Uniform

- Please note we run a second hand uniform shop
- Please email [fosahuniform@hotmail.com](mailto:fosahuniform@hotmail.com)



## PE

- PE kit should be worn to school on Monday and Friday for PE lessons.
- Children should bring their school shoes in a separate named bag in case their trainers get muddy on the field
- Please provide them with a light, waterproof jacket as they will be outside in all weathers

## Forest School

- Forest School timetable will be released in the Spring Term and dates will be published on the school website.
- Further information regarding what children need to wear will be provided at a later date.

## PE & Forest Schools



## Stationery Equipment

All children are asked to provide their own pencil case with stationery equipment.

All children will need:

- A small flat pencil case (it needs to fit into their tray)
- HB pencils
- A rubber
- A pencil sharpener
- Pritt Stick
- Colouring Pencils
- Drywipe whiteboard pen
- A green biro (for editing work)
- A ruler (This can be a short ruler to fit inside a pencil case. The school will have 30cm rulers in class for the children to use.)
- A blue ink handwriting pen, such as Berol Handwriting Pen, Staedtler Handwriting Pen or Swash Komfigrip Handwriting Pen (Note: this will only be needed once a handwriting licence has been granted)

Please ensure no extra equipment is brought into school.

# Equipment



# Equipment

## Planner

- Must be in school daily.

## Breaktime Snack

- Fresh or dried fruit and vegetables only.
- No bars, yoghurts, 'winders' or sweets.
- WE ARE A TOTALLY NUT FREE SCHOOL.

## Water bottle

- Must be named and in school daily.

## Art Shirt

- Please provide a named shirt that will be kept in school for art purposes (an old, large shirt works best).



|                 |   |
|-----------------|---|
| Planner         | <ul style="list-style-type: none"> <li>• Used by teachers to send messages to parents/carers</li> </ul>   |
| School Bulletin | <ul style="list-style-type: none"> <li>• Published weekly and sent to your email address</li> <li>• Contains key dates, year group notices and whole school notices</li> </ul>  |
| Newsletter      | <ul style="list-style-type: none"> <li>• Published half termly with the latest news of the school</li> </ul>  |
| Website         | <ul style="list-style-type: none"> <li>• Term dates</li> <li>• Uniform</li> <li>• The school day – times and procedures</li> <li>• The curriculum</li> <li>• Upcoming events</li> <li>• Second-hand uniform</li> <li>• FOSAH</li> <li>• Previous bulletins and newsletters</li> </ul> |
| Scopay          | <ul style="list-style-type: none"> <li>• Payments for trips and events</li> <li>• Payments and choices for school lunches</li> <li>• Forms to complete e.g. for trips</li> </ul>  |

# Communication – what we send you





# Communication – how to communicate with us

| Class Teacher   | Website/ Apps  | School Office  | Designated Safeguarding Leads (DSL)  |
|---|--|--|--|
| <p>Please contact your child's teacher via the planner with questions about:</p> <ul style="list-style-type: none"> <li>• Most day-to-day questions</li> <li>• Trips and events</li> <li>• Any concerns about your child</li> <li>• Requests for a meeting or phone call</li> <li>• Information about pre-planned changes to pickup</li> <li>• Concerns about friendships or bullying</li> <li>• Information sharing</li> </ul> <p>You can also use the year group email addresses to contact the Class Teachers. Please be aware that these are not continuously monitored so should not be used for urgent enquiries.</p> <p><a href="mailto:Year3@stannsheath.org">Year3@stannsheath.org</a><br/> <a href="mailto:Year4@stannsheath.org">Year4@stannsheath.org</a><br/> <a href="mailto:Year5@stannsheath.org">Year5@stannsheath.org</a><br/> <a href="mailto:Year6@stannsheath.org">Year6@stannsheath.org</a></p> | <p>The School website has information on the following:</p> <ul style="list-style-type: none"> <li>• Term dates</li> <li>• Uniform</li> <li>• The school day – times and procedures</li> <li>• The curriculum</li> <li>• Upcoming events</li> <li>• Second-hand uniform</li> <li>• FOSAH</li> <li>• Previous bulletins and newsletters</li> </ul> <p><a href="http://www.stannsheath.org">www.stannsheath.org</a></p> <p>Apps</p> <ul style="list-style-type: none"> <li>• <a href="#">Scopay</a> – ordering dinners (at least 8 days in advance), paying for trips/events, completing forms.</li> <li>• <a href="#">Studybugs</a> – reporting absences (please complete before 8:30am please).</li> </ul> <p>Information from the school office will come from <a href="mailto:stannsheathjuniors-surrey@scopay.com">stannsheathjuniors-surrey@scopay.com</a> and will be categorised in the following ways: for information, for action, urgent. Please note you cannot reply to this email address.</p> | <p>The school office <a href="#">send</a> out weekly bulletins and regular newsletters that contain lots of information. Please read these carefully as they contain the most pertinent, current dates, events and information.</p> <p>Please contact the School Office with questions about:</p> <ul style="list-style-type: none"> <li>• School Dinners</li> <li>• <a href="#">Scopay</a></li> <li>• Urgent information</li> <li>• Medical information</li> <li>• Changes in contact details</li> <li>• Forms</li> <li>• Same day changes to pick-up</li> <li>• The Den</li> </ul> <p><a href="mailto:admin@stannsheath.org">admin@stannsheath.org</a></p> <p>01344 842900</p> | <p>Please contact the DSL with any safeguarding concerns. Our Safeguarding Leads are:</p> <p>Designated Safeguarding Leads:</p> <ul style="list-style-type: none"> <li>• Mrs King</li> <li>• Mrs O'Connor</li> </ul> <p>Deputy Designated Safeguarding Leads:</p> <ul style="list-style-type: none"> <li>• Miss Allen</li> <li>• Mrs Savill</li> </ul> |



# Behaviour

## Pupil

- To come to school prepared for the day, in correct uniform and with appropriate equipment needed for the day.
- To follow the school rules of 'we are ready, we are respectful, we are safe'.
- To be kind to all members of the school community, respecting others views and beliefs.
- To complete all schoolwork to the best of their ability.
- To respect school equipment and to use this appropriately, safely and as instructed, ensuring it is also tidied away neatly.
- To move around school quietly, walking on the left side of the corridors.
- To line up silently at the end of break times.
- To report incidents of poor behaviour to a member of staff.
- To ensure that if a mobile phone is brought to school, it is switched off and handed to the class teacher at the start of the day. This will be returned at the end of the day and must not be switched back on until the school site has been left.

## Staff

- To protect the children from all harm, in line with the school's safeguarding policies, including logging any significant behaviour incidences on CPOMS and reporting these to a member of SLT.
- To care for each child's safety and wellbeing and promote social, moral, spiritual and cultural development where all children are valued equally.
- To create a well organised, tidy and stimulating learning environment.
- To plan a broad curriculum with engaging lessons that meet the needs of all children.
- To communicate with parents and carers through:
  - checking the planner daily for any messages from home; contacting'
  - making contact to discuss any concerns or problems affecting their child's work or behaviour.
- To proactively promoting positive behaviour throughout the school day, including when on break duty, in assembly and in the classroom.
- To praise and support all attempts to behave well, using praise as the main strategy to encourage appropriate behaviour.
- To respect colleagues, working together for the benefit of the children in our care and the community as a whole. Where differences in opinion or approach exist, to seek to resolve these in a professional manner.
- To ensure professional attire is worn at all times as per the Staff Code of Conduct.

## Prents/Carers

- To ensure children attend school every day and arrive at school on time, unless there is a valid reason for absence.
- To support children by providing them with the correct equipment for school.
- To ensure children are wearing the correct school uniform, as listed in the school planner and on the website.
- To check the school planner daily for messages from school and to record reading and home learning tasks where relevant.
- To attend parents' evenings to discuss their child's progress.
- To attend any additional meetings (if requested) to discuss their child's behaviour and learning at school.
- To inform the school of any problems or concerns that may affect their child's learning or behaviour.
- To treat all members of the school community with kindness and respect.
- To fully support the school policies and guidelines for behaviour and safety.



# ACCEPTABLE USE AGREEMENT

## Acceptable Use of the School's ICT Systems and Internet: Agreement for Pupils and Parents/Carers

Name of pupil:

I will read and follow the rules in the acceptable use agreement.

When I use the school's ICT systems (computer/iPad) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or responsible adult) immediately if I find any material which might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone into school:

- I will ensure that my mobile device is turned off when entering the school site and handed in to a member of staff at the start of the school day. I will be responsible for collecting it and will ensure that it is not switched on until I have left the school site
- I will not use my mobile device during lessons, clubs or other activities organised by the school
- I am aware that the school cannot be held responsible for the loss or damage of my mobile phone
- I will use my mobile device responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online

I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.

Signed (Pupil):

Date:

**Parent/carer's agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal mobile phones in school, and will make sure my child understands these.

Signed (Parent/Carer):

Date:

# Behaviour – acceptable use



# OUR GOLDEN RULES



WE ARE

READY



WE ARE

RESPECTFUL



WE ARE

SAFE

Behaviour



## Rewards

- Verbal praise
- Notes in planners
- Pupils congratulating each other
- Team points
- Value stickers
- Secret student marbles
- Golden Time
- Special Mentions certificates
- Head Teacher awards
- Excellence awards
- Sports' awards

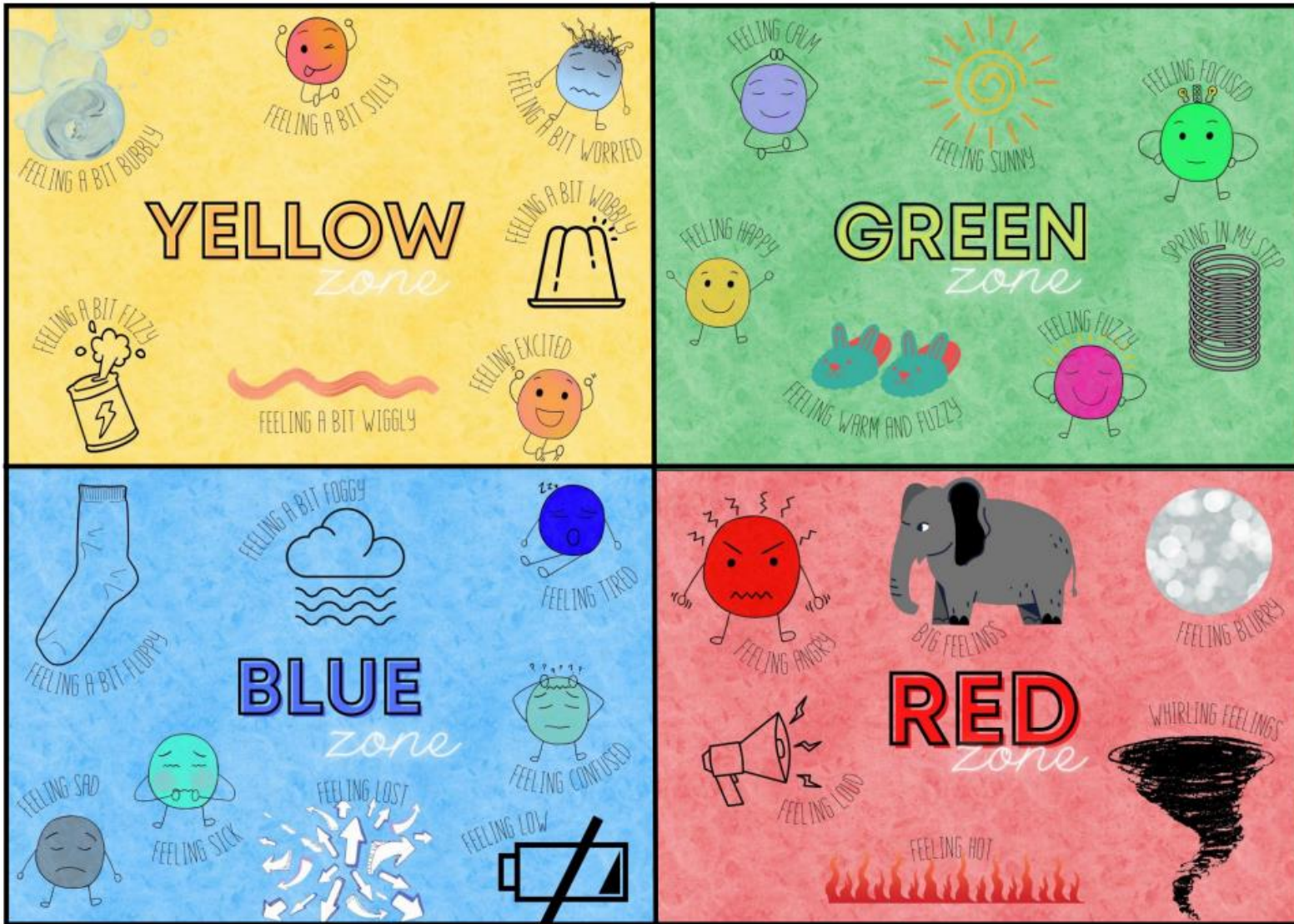
## Sanctions

- Verbal reminders
- Individual conversation
- Missed break time
- Working in another classroom
- Confiscation of an item
- Removal of privilege
- Conversation with SLT
- Call to parents
- Internal exclusion
- Suspension
- Exclusion

# Behaviour



# Zones of Regulation



# Homework

|   | YEAR 3   | YEAR 4                            |
|---|--|-----------------------------------|
| Reading                                 | Approx. 15 minutes<br>5x per week  | Approx. 15 minutes<br>5x per week |
| Times table practise using TT Rockstars | Approx. 15 minutes<br>3x per week  | Approx. 15 minutes<br>3x per week |
| Spelling practise using Edshed          | Approx. 15 minutes<br>3x per week  | Approx. 15 minutes<br>3x per week |
| Additional homework                     | 4 optional tasks sent home at the beginning of the half term that your child may choose to complete.<br>These tasks will cover a range of subjects and will contain instructions of where to complete the work and when to hand the work in. |                                   |

|   | YEAR 5   | YEAR 6                            |
|---|--|-----------------------------------|
| Reading                                 | Approx. 15 minutes<br>5x per week  | Approx. 15 minutes<br>5x per week |
| Times table practise using TT Rockstars | Approx. 15 minutes<br>3x per week  | Approx. 15 minutes<br>3x per week |
| Spelling practise using Edshed          | Approx. 15 minutes<br>3x per week  | Approx. 15 minutes<br>3x per week |
| Additional homework                     | CGP work book<br>Maths - handed out on a Monday, due in on a Thursday.<br>Grammar - handed out on Thursday, due in on Monday.<br>Creative Curriculum task once a half term |                                   |



At St Ann's Heath, we have successfully adopted a more holistic approach to teaching and learning which combines English with the wider curriculum.

Across the year, we will have five main units:

- Home Sweet Home
  - The Enchanted Wood
  - Egyptians (A Mummy Ate My Homework)
  - The Street Beneath My Feet
  - Ancient Greece (Greek Myths)
- Each unit combines key grammar, reading and writing skills alongside wider curriculum learning such as history, geography and science.
  - Each unit is linked to a whole class text which we read in class together.
  - We have found that this approach encourages children to make much clearer links in their learning, inspires better quality writing and promotes higher levels of enthusiasm and engagement.

# Creative Curriculum





# Curriculum overview

Published on our school website is the following information:

- *Curriculum overview*
- *Knowledge organisers*
- *Useful information about our school curriculum*



During the summer term each year, we deliver our Relationships, Health and Sex Education Curriculum. This forms part of the wider Personal, Social, Health and Economic Education provision. As there is a small amount of content that parents/carers have the right to withdraw their children from, we will invite you into school to view the materials later in the year.

RHSE



Many children will be involved in different types of intervention group throughout the year.

The main areas covered are:

- English skills – reading, spelling, writing
- Maths skills – arithmetic, reasoning
- Social and emotional groups

These take the form of small groups or one to ones and are led by both teachers and LSAs.

If these groups are during school time, you may **not** be notified in advance (with the exception of social and emotional groups). You will be notified of any intervention that takes place before or after school.

# Interventions



Tuesday 24<sup>th</sup> September:

Year group walk to Virginia Water shops  
and visit / talk at the library  
(Geography – Local Area Study)

Wednesday 12<sup>th</sup> February, 2025:

Year group trip to Wisley Gardens  
(Enchanted Wood / Science link)

June 2025:

Ancient Greece Wow Day  
Visit from Chertsey Museum  
(History link)

Key year group  
dates and  
messages

