



Lower Key Stage Two Transition Booklet

Welcome to Year 3/ 4 (Lower Key Stage 2). To those of you whose children are starting Year 3, there are a few things that will be new to your children, and to those returning to us, we hope that a lot of this will sound familiar!

Staffing

Our 3/4 team this year includes teachers and teaching assistants with a wide range of experiences and specialisms. Our staffing structure will be as follows:

- Mrs Adlam + Mrs Acock and Mrs Curtis
- Miss Williams + Mrs Thomas
- Miss Lee + Mrs Hearmon

Teachers:



Mrs Adlam



Miss Williams



Miss Lee

Teaching Assistants:



Mrs Thomas



Mrs Acock



Mrs Hearmon



Mrs Curtis

We are pleased that Mrs Lockey, Mrs Lee, Mrs Robson and Mrs McSweeney will also be teaching in our classrooms to provide cover when we have planning and management time. During these PPA afternoons, the children will be expected to move around between classrooms.

Communication

Should a parent wish to speak to their child's class teacher, an appointment should be made via the school office or email. Any appointments would be arranged for after school at a convenient time for both parties. A curriculum letter will be sent out to parents at the beginning of each term outlining areas of the curriculum that the children will be covering. This will also include additional information about trips, visits and dates for the diary.

Mornings

The school day starts at 8:40am so the children should arrive and go straight to the rear playground between 8.30 and 8.40am. A whistle is blown at 8.40am and children should line up in their classes. The class teacher will then collect the children and take them back to class for registration.

At this point, parents will need to allow their child to enter the school building with their class and class teacher. We believe that this is good practice to build independence as the children move up through the school. The children will be expected to put their coat, bags and PE kits on their pegs, put their lunchbox on the shelf above the pegs and bring their water bottles into the classroom to be placed in the designated areas.

To begin with, staff will support the children with this. The register will be taken at 8:55am when we will ask each child whether they are having a packed lunch or a school dinner. Once inside the classroom, children should complete the morning work task that has been set. Lessons begin at 9:00am prompt.

End of the Day

At the end of the day the children will be brought out to the playground at 3:30pm (3:15pm on Fridays). We are happy for children in LKS2 to walk home independently, but we do ask that LKS2 parents write a letter of permission and send this to the office. If your child is not collected by 3:40pm, we will take them to the office to check the arrangements. If there are any changes to the usual person collecting your child then please let us know in the morning, or ring or email the office staff to let them know during the day.

Break times and Snacks

We promote healthy eating so we only allow children to bring in healthy snacks for break time. This can take the form of fresh fruit or cheese - preferably no packaging. Snacks are not provided by the school in KS2. There are food bins available at break times so the children can dispose of any cores or peelings. The children are to use the Year 3/4 toilets at break times once they have sought permission from an adult on duty.

Lunchtimes

Children should know whether they are a packed lunch, meat school dinner or vegetarian school dinner and these should have been pre-ordered via ParentPay. The school dinner menu can be found on the school website. Lunchtime is from 12.00 – 1.00 and children are taken to the hall by the teacher.

School equipment

All stationery is provided by school. No pencil cases or other equipment from home should be brought in as this often causes problems if items get broken or lost and can act as a distraction for some children.

Children must have a book that they are reading in school and at home on a daily basis. The children will be given the opportunity to borrow books from the school and classroom libraries.

No toys are to be brought in from home.

Uniform

Parents should ensure that children have the correct school uniform as follows:

- *Black or grey trousers / shorts / pinafore / skirt*
- *A white polo top / shirt*

- *A Chelsey / maroon jumper or cardigan (no hoodies or fleeces please)*
- *Black school shoes or dark coloured trainers*

The children no longer require indoor shoes. The children should not wear make-up, nail varnish or jewellery except a watch and stud earrings.

PE Kit should consist of:

- *A plain white top / house top (summer)*
- *Plain black or navy joggers / shorts*
- *A school rugby top (winter – optional) – these are a new addition to our PE uniform and are available from ‘Make It Mine’, our school uniform shop.*
- *Sports trainers (can be same as those worn to school, if dark coloured)*

Please note, for health and safety reasons, hoodies or hooded tops are no longer appropriate. Long hair will need to be tied back and earrings / watches must be removed.

PE kit should be named and in school all week, in a separate bag. As it is a legal requirement to partake in PE lessons, if a child does not have PE kit in school they will be required to wear some from lost property. If children forget their PE kit 3 times per term a letter will be sent home.

For health and safety reasons, long hair will need to be tied back and all watches / earrings removed.

Parents should refer to the Parent Information Book, which can be found on the school website for further uniform information and order forms.

Swimming

Swimming for 3/4 is during the Spring and Summer terms and Spring term (dependent on class). They will swim for a 10 week block at The Oratory Sports Centre on a Friday morning. Swimming kit should consist of:

- A one piece costume / tight shorts
- A swimming hat
- Goggles (optional)
- A towel
- No wash bag is required.

Mobile phones

Children in LKS2 are not permitted to bring mobile phones into school.

Home Learning

Home learning is not compulsory. However, we do provide topic based project opportunities once per big term. Details of these will be released during terms 1,3 and 5. Parents and pupils should familiarise themselves with the Home Learning page on the school website. We would also encourage children to read for pleasure as much as possible. We allow children in Key Stage 2 (Years 3-6) to choose their own reading books. However, we will always ensure that each child has chosen a book with a suitable level of challenge. We expect all children to be reading independently or to an adult for at least 20 minutes 4 times a week.

Medication

Any medication that needs to be taken during the school day should be given to the class teacher. This will be kept in the classroom in a clearly marked medical box out of children’s reach. For Asthma inhalers, the date, time and number of puffs will be recorded. You will need to complete a medical form at the office for any medication which needs to be kept at school.

We look forward to working with you next year,

Lower KS2 team