

### ***Parental Volunteers***

Parents are welcome to help in class and on school trips, although it is the school's policy not to place a parent in their child's class on a regular basis. All volunteers are subjected to checks, please contact the school office for more information. Parents are often needed to help with transport to sporting events and we are always grateful for your support. Please note that the school office staff will need to see valid insurance and MOT certificates prior to such help. A recent driving licence check will also need to be carried out using the gov.uk website. Car seats will need to be provided and used where necessary. Thank you for your co-operation and understanding with this.

### ***Open Mornings***

Each term we will hold at least one Open Morning/Afternoon for parents to visit our school and share what happens on a regular school day. Dates will be circulated and all parents are welcome to attend these events.

### ***The Friends of Great Chesterford***

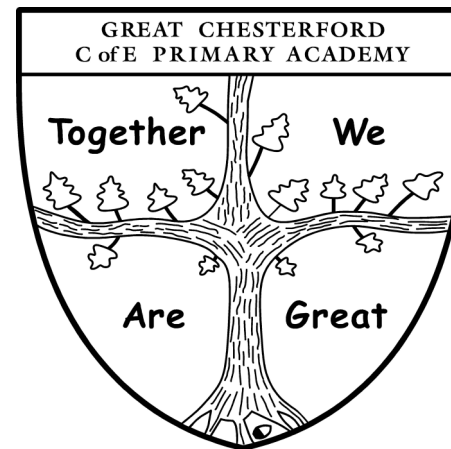
All parents of children at the school are automatically a Friend of the school. This committee of dedicated parents and teachers meet approximately twice a term to help organise fund raising events. See the website for more details.

### ***Photography Policy***

Please respect other parents' wishes not to share photos, especially on any social media platform. School retains the copyright of any photos taken during a school event. Thank you.

This booklet is intended to be an aid to organisation. Dates and times may vary, but we will notify you accordingly. Further information will be sent out regularly and posted on the school's website [www.greatchesterfordprimary.co.uk](http://www.greatchesterfordprimary.co.uk)

If you should need to contact the school, our e-mail is [admin@greatchesterford.essex.sch.uk](mailto:admin@greatchesterford.essex.sch.uk) or our phone number is 01799 530292.



# **LOWER KEY STAGE 2 INFORMATION**

Please retain for future reference

## **Teaching Staff List for September 2019**

Headteacher: Mrs S. Mitchell

Deputy Headteacher: Mrs A. Sargeant

### **Reception**

Teacher: Mrs A. Davies

Teaching Assistants: Mrs C. Green, Mrs J. Gascoyne

### **Year 1**

Teacher: Mrs L. White

Teaching Assistant: Mrs L. Brown

LSA: Miss B. Gregory

### **Year 2**

Teacher: Mrs D. Butler

Teaching Assistants: Mrs M. Abbiss, Mrs J. Gascoyne, Mrs A. Balchin

### **Year 3**

Teachers: Mrs A. Raper (M, Tu, W), Mrs J. Langton (Tu, Th, F)

Teaching Assistants: Mrs T. Hitchings, Mrs A. Balchin

LSA: Mrs A. Carter

### **Year 4**

Teachers: Mrs G. Lincoln (M, Tu, W), Mrs A. Sargeant (Tu, Th, F)

Teaching Assistants: Mrs J. Mannix, Mrs A. Balchin

### **Year 5**

Teachers: Mrs C. Witney (M, Tu, W), Mrs C. Barden (Tu, Th, F)

Teaching Assistant: Mrs L. Chambers

LSAs: Mrs L. Fox, Mrs K. Boyce

### **Year 6**

Teacher: Mrs N. Starbuck

Teaching Assistants: Mrs A. Balchin, Mrs S. Burson

LSAs: Mrs B. Campbell, Mrs N. Heath

### **PPA Cover**

Mrs A. Sargeant (Reception)

Mrs C. Barden (Y1 and Y2)

Mrs K. McCullough (Y6)

## ***Reading***

Reading is still an important part of homework and children in Years 3 and 4 are expected to spend at least 15 minutes a day reading to an adult. Parents are asked to comment in the homework diaries about the reading progress at least three times a week. Discussion of texts read is important and advice for supporting pupils with this can be found on the school website as well as suggested reading lists. For those children not reading to an adult, additional comprehension activities may be set in their own time in school. Parents are expected to sign the planners each week.

## ***Equipment***

In Years 3 and 4, children are expected to provide the following:

- A4 plastic folder— ‘envelope’ style is best

The children may bring in one pencil case with the following items :

- Pencils (HB)
- Coloured pencils
- 30cm ruler
- Eraser
- Pencil sharpener

They are expected to have their reading book in school each day as well as their homework diary (supplied by school). An envelope style plastic A4 folder will ensure homework remains neat and well presented.

The children will need a sensibly sized bag for their belongings. Please note that we do not have space in school for large bags.

### ***Uniform***

Children are expected to wear a smart school uniform, consisting of:

For boys – a navy school jumper with logo, grey trousers or shorts, a white polo shirt, black school shoes.

For girls – a navy school jumper or cardigan with logo, navy skirt, pinafore dress or trousers, a white polo shirt, black school shoes. In the summer term, a blue and white gingham summer dress can be worn.

Please label all items clearly. Any items which are found and not named will be placed in the lost property, which is emptied termly. Long hair must be tied up and no jewellery should be worn, except small stud earrings. School uniform can be ordered from the school website.

### ***P.E.***

Children will need their P.E. kit in school every day, as timetables may change. Children will need the KS2 PE kit: school white sports top/school navy polo top, school navy shorts or a school skirt together with plimsolls and trainers. Children can wear white sports socks or the optional school PE socks. During the winter months, navy skins or a school tracksuit jacket may be worn. For health and safety reasons, we ask that tracksuit tops do not have a hood. Everything should be named and kept in a P.E. bag, which will fit in the child's locker. Children with pierced ears have to remove earrings for P.E. lessons. School P.E. kit can be purchased online - please refer to the school website.

### ***Homework***

In Years 3 and 4, children are expected to read and practise times tables daily and complete a 20 minute maths activity once a week. Planners are used for the children to record their homework and it is their responsibility to know what they are expected to do and the date it is due in. In Years 3 and 4, children who complete their homework are praised in class and there is regular encouragement. For those children who frequently fail to complete work, parents will be informed and the pupil may be asked to carry it out in their own time at school.

Homework should be neatly presented and of at least the same standard as their classwork. Sometimes, homework activities may be set online.

***School Hours:*** 8:45am – 3:15pm

***KS2 Lunch:*** 12:20pm – 1:10pm

### ***2019- 2020 Term Dates:***

***Autumn Term:*** Tuesday 3<sup>rd</sup> September – Thursday 19<sup>th</sup> December 2019

***Half-Term:*** Monday 28<sup>th</sup> October – Friday 1<sup>st</sup> November

***Non-Pupil Days:*** Tuesday 3<sup>rd</sup> and Wednesday 4<sup>th</sup> September

***Spring Term:*** Monday 6<sup>th</sup> January – Friday 3<sup>rd</sup> April 2020

***Half-Term:*** Monday 17<sup>th</sup> February – Friday 21<sup>st</sup> February

***Non-Pupil Day:*** Monday 6<sup>th</sup> January

***Summer Term:*** Monday 20<sup>th</sup> April – Thursday 23<sup>rd</sup> July 2020

***Half-Term:*** Monday 25<sup>th</sup> May – Monday 1<sup>st</sup> June

***Bank Holiday:*** Friday 8<sup>th</sup> May

***Non-Pupil Days:*** Tuesday 2<sup>nd</sup> June and Thursday 23<sup>rd</sup> July

### ***Before School and After School Clubs***

Children are only supervised on site during school hours. For those parents who wish to drop their children off early, there is a breakfast club run by the school. There is a Neil O'Sullivan after-school club based at the village Community Centre. Details can be found on our school website.

### ***The End of the School Day***

If your child's collection arrangements are different to their normal routine, please notify the class teacher in writing that day.

Please note: once the children have been collected at 3:15pm, parents are then responsible for their child. After 3:30pm, first aid will not be administered by staff and the toilets will no longer be available for use due to them being cleaned.

### ***Absence***

Please notify the school office on 01799 530292 by 9:00am on the first morning your child is absent from school. If your child has vomited or had diarrhoea, they need to be kept off school for 48 hours after the last bout of illness to stop the spread of germs.

### ***Medicines***

If medicine is required, a completed form requesting staff to administer medicine will be required. The form can be downloaded from the school website and should be handed into the school office with the medicine. This includes medication for ongoing conditions (e.g. epipens). Children in Years 3 and 4 who require asthma inhalers should have one they are responsible for in class as well as a spare in the office. Please make sure all inhalers are clearly named and in date.

### ***Lunches***

Lunch menus are circulated termly and are available on the school website. Children in Years 3 and 4 can choose from the hot dinner menu or the 'Grab & Go' menu. During fine weather, the children eating sandwiches or the 'Grab & Go' option are able to eat outside. Lunch money needs to be paid in advance on the first day of each term or on a Monday.

At lunchtimes, the children are supervised by our team of MDAs.

### ***Playtimes***

During playtimes, there is a rota for the equipment for classes to use. At breaktime, the children may bring in a piece of fruit or vegetable (unprocessed form only) as a snack.

***Please note: due to allergies, the school has a no nut and no sesame policy.***

### ***Trips***

Trips are organised to enhance the work covered in class. Whilst financial contributions are voluntary, without them trips will not run.

### ***Music Lessons***

There are a limited number of spaces available for piano, woodwind, brass and violin lessons. Please contact the office for further information.

### ***Worship***

As a church school, we have an act of worship everyday in school. Parents are warmly invited to attend Friday's celebration assembly and worship at 9:10am in the school hall. Each class leads a Friday worship during the term and certificates of achievements are shared weekly. Birthdays for the week are celebrated each Friday. Church Services are held in All Saints church on the last day of each term and for the harvest festival – parents are welcome to attend.

### ***Clubs***

The children in Years 3 and 4 have the opportunity to attend a number of after school or lunch time clubs. All after school clubs and some lunch time clubs have a charge. A full list of clubs will be circulated at the beginning of each term.

### ***School Council***

Each class has three School Council representatives, which are selected by the children. Your child will have the opportunity to stand for election in September and may stand twice during their time at school.

### ***Friendship Groups***

On occasions throughout the year, the children work in their Friendship Groups with the older children supporting the younger ones. These are 'family' groups which have children from each year in. Each group is allocated a colour. The children stay in their allocated group throughout their time at Great Chesterford. Children demonstrating the school values earn Value Points, which are collated in the Friendship Groups. At the end of each term, the Friendship Group with the most Value Points wins a 'ViP' lunch. A trophy will be awarded at the end of the school year to the group with the overall highest total of Value Points for the year.

### ***Parent Consultations***

These are held each term. Appointments are booked online once the system goes live—details will be sent out.