



Tuesday 6<sup>th</sup> September 2016

### WELCOME TO THE UPPER JUNIOR UNIT!

Dear Parents/Carers

Welcome back! We hope you had a fantastic summer break. In this letter please find key information that will guide you and your child through the academic year.

#### STAFFING

The Upper Junior Unit comprises of

Dragons Year 4/5- Mrs Cooper/Mr Burke

Phoenix Year 5/6- Miss Cowgill

Sea Serpents Year 6- Mrs Lee (Upper Unit Head)

The Unit is also supported by Mrs Nolan, Miss Peart, Mrs White, Mrs Riley, Miss Harrop and HLTAs, Mr Burke and Miss Gul.

If you have any initial concerns regarding your child, please do not hesitate to speak to the appropriate member of staff. This can be done before or after school or by making an appointment through the school office.

#### ENTRY INTO SCHOOL

The classroom doors open at 8.45 every morning, where the children will enter school to prepare for the school day. All external classroom doors are locked at 8.50 and any child arriving after this time will need to enter school via the main office. Children who arrive at school after 8.55am will be marked as late. Please ensure your child arrives on time for the start of the school day.

#### UNIFORM

Please ensure that your child is wearing the correct school uniform and footwear at all times. As it is a requirement of the school curriculum, please ensure your child has a named PE kit in school. This should be a white t shirt, navy or black shorts and suitable indoor footwear. For outdoor sessions, children may wear plain navy/black tracksuit pants and a plain jumper. Again sensible footwear will be needed for the outdoor surface (playground/field). All clothing should be clearly named.

Children are permitted to wear stud earrings and watches in school but for safety reasons, these must be removed when taking part in PE sessions.

Girls are also reminded that wearing make- up is not part of the school uniform.

#### P.E.

In the Upper Unit, P.E. will take place twice a week - an indoor and an outdoor session. Year 4 and 5 will also access an additional swimming session at St Peters Centre, Burnley each Wednesday (see separate letter). Please be aware that there will be no borrowing of kit from other children. If for whatever reason your child is unable to take part in PE, we ask that you send in a parental note, otherwise there will be an expectation that your child participates in the PE session, using any spare kits that we might have in school.

#### MEDICATION

For any child who requires medication during the school day, a form needs to be completed at the school office. This allows us to administer medication in your absence. If your child has an inhaler, please ensure that it is within its expiry date and is given to the class teacher. If there is a change to any medication, please inform the class teacher as soon as possible. If your child participates in an after school club, please ensure that they have spare medication as required.

### **NEWSLETTERS**

To help protect our environment, school and class newsletters are uploaded to our school website every Friday and a copy placed in the display box outside your child's classroom. However, if you are unable to access the internet, we are happy to provide a paper copy. Please let your child's teacher know ASAP if you would like to receive a paper copy.

### **MOBILE PHONES**

We are aware that some of our older pupils (Year 5/6) make their own way home from school and have a mobile phone for emergencies. If your child needs to bring their phone to school, a letter needs to be sent into school explaining why it is needed. Your child's phone should be dropped off at the school office each morning, where it is recorded and kept safe until the end of the school day.

Under no circumstances are mobile phones to be kept in class and in school bags, as they may go missing. This also supports our Safeguarding policy throughout school.

### **LEARNING PODS**

Your child will be grouped into learning pods for English and Maths according to their ability.

We would like to remind parents that we have a clear policy in terms of dealing with any queries/concerns with reference to your child's learning in Maths or English. The first point of contact will be your child's pod teacher. If you feel that this hasn't been dealt with sufficiently then you are welcome to arrange an appointment with Mrs Lee, who is the Upper Unit Head

As of September 2016 the pods are as follows:

#### **English**

<b>Pod teacher</b>	<b>Working towards ...</b>
Mrs De Boutemard	Securing year 2/3 objectives
Mrs Ormerod	Securing year 3 objectives
Miss Cowgill	Securing year 4 objectives
Mrs Lee	Securing year 5 objectives
Mrs Cooper	Securing year 6 objectives

#### **Maths**

<b>Pod teacher</b>	<b>Working towards ...</b>
Mrs De Boutemard	Securing year 2/3 objectives
Mrs Ormerod	Securing year 3 objectives
Mrs Cooper	Securing year 4 objectives
Miss Cowgill	Securing year 5 objectives
Mrs Lee	Securing year 6 objectives

Alongside these five learning pods we also have an Intervention pod taught by Mrs Nolan.

All the teachers and staff in the Junior unit have high expectations for the children in terms of their behaviour for learning and quality of work. We expect the children to achieve to their full potential. It is for this reason that we remind children that any work not completed to a high standard in lessons (either class or POD) will need to be completed at break, lunch or at home. This will depend on how much work needs to be finished and the reasons why. All work, including homework, must be completed in pencil. Pen licences will be awarded to children who have consistently demonstrated neat handwriting in all subjects. This will be reviewed throughout the year.

### **HOMEWORK**

Children will receive homework from their pod teachers on a Wednesday. Homework will be given every two weeks and must be handed in no later than the second Monday from when it was sent out. This will take the format of 10 spellings, a grammar task and a written or comprehension activity. Maths homework will be a paper based activity and a Mathematics task. Children are also expected to read every night. (Please see homework policy for further guidance).

Occasionally, class teachers may set additional homework linked to class topic work. Children in Year 6 will also receive extra homework during the spring term in preparation for SATs.

If children are unable to complete the homework tasks at home, then time will be given during a playtime or lunchtime for it to be completed.

### **READING**

Reading is an important part of our homework and something that we encourage children to do on a daily basis. There is an expectation that children will read every night and reading diaries need to be in school each day.

Please ensure you sign the diaries to record any reading done at home. Reading diaries will be monitored by class teachers on a weekly basis.

Children in the Upper Unit who are still following the school's reading scheme must hand their books to their class teacher once they are ready to be changed.

### **WATER BOTTLES/SNACKS**

Children are encouraged to bring water bottles to school every day. School bottles are available to purchase from the school office or children can bring their own. Bottles should be filled up at home every day and taken home to be cleaned each night. There is a water fountain for your child to top up their water at break or lunchtime. For hygiene reasons, we cannot provide cups for children to use.

Toast is available to purchase every break time from Mrs Hindle at a cost of 10p per slice. If your child would like to bring a different alternative then this must be either fruit or a healthy cereal bar. Children are not permitted to bring crisps, sweets or chocolate bars for their snack.

### **PARENT VOLUNTEERS**

We are always welcome of any parent volunteers throughout the unit to help with reading books or in the library. So if you have any time to spare please do contact Mrs Lee or the school office.

### **APPOINTMENTS**

If your child has an appointment during the school day, an 'Exit Pass' from the office must be requested prior to the appointment. Please see the school office.

If you have any further questions about any of the information, please do not hesitate to speak to any of the teachers in Upper junior unit.

We look forward to working in partnership with you all throughout this academic year.

Yours sincerely

Mrs Lee  
Upper Unit head  
& Sea Serpents class teacher

Miss Cowgill  
Phoenix class teacher

Mrs Cooper  
Dragons class teacher