



Tuesday 5th September 2017

WELCOME TO THE JUNIOR UNIT

Welcome back! We hope you have all had a lovely summer. In this letter please find key information which will guide you and your child through the next academic year.

STAFFING

For your reference the Junior Unit classes are as follows:

Transition Unit

Unicorns: Yr 3- Mrs De Boutemard supported by Mrs Goodey
Griffins: Yr 3/4- Mrs Cooper/ Mrs Todd supported by Mr Rush
Dragons: Yr 4/5- Miss Meloy (Transition Unit Head) supported by Mrs Smith

Upper Unit

Phoenix: Yr 5/6- Miss Yates supported by Miss Poston and Mr Burke
Sea Serpents: Yr 6- Mrs Lee (Upper Unit Head) supported by Mrs Haworth

We would like to remind parents that we have a clear policy in terms of dealing with any queries/concerns. Please contact your child's class teacher or if you feel that this hasn't been dealt with sufficiently, then you are welcome to arrange an appointment with your child's Unit Head.

MORNINGS

Parents are reminded that the classroom doors open at 8.45am every morning. At 8.50am all external classroom doors are then locked and any child arriving after this time will need to enter school via the main office. We would like to remind parents that class teachers will be available at the doors once they have been opened should you need to talk to pass them a quick message. Please be mindful that this is not always an appropriate time to discuss concerns and a separate appointment should be made.

UNIFORM

Please ensure all items, including PE kits, are clearly labelled. Please see our school website for information about our school uniform.

JEWELLERY

As in previous years, children are not to wear jewellery in school except stud earrings and watches. Please remove earrings for PE days. If a child is seen wearing jewellery, a member of staff will ask the child to remove this and will place this in a secure drawer/ locker for the child to take home at the end of the day. Girls are also reminded that they are not allowed to wear any nail varnish.

P.E.

P.E. will take place twice a week. Please be aware that children are unable to borrow PE kits from other children. If your child is unable to take part in PE, we ask that you send in a note or alternatively speak to their class teacher. We also encourage children to have an outdoor PE kit (blue/black tracksuit bottoms and jumper/ zip-up top) as the weather becomes cooler. Children in Phoenix and Dragons will also access an additional swimming session at St Peter's Centre each Wednesday (see separate letter) and Sea Serpents will access swimming later in the year.

FOREST SCHOOL

We are extremely fortunate to be able to continue with our fortnightly Forest School sessions. Your child's class teacher will inform you of when your child's sessions will take place. It is essential that your child has a full Forest School kit in school at all times (including waterproofs and wellies).

READING

Reading is an extremely important part of your child's learning and something that we encourage children to do on a daily basis. There is an expectation that children in the Transition Unit will read for at least 10 minutes every night and children in the Junior Unit will read for at least 15 minutes every night. This includes books from home or the library as well as our school reading books. Reading records must be signed by an adult with a brief comment to show how your child read. Please encourage your child to talk about the books they read and ask them questions about the text to help develop their comprehension skills. Please ensure your child brings their book and reading record to school every day even if it has not yet been read.

NEWSLETTERS

To help protect our environment, school and class newsletters are uploaded to our school website every Friday. However if you are unable to access the internet, we are happy to provide paper copies. Please let your child's class teacher know ASAP if you would like to receive a paper copy. Please ensure you read your child's newsletter every week as it can contain important information for the upcoming week.

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 you can bring in your own from home. Please ensure these are clearly labelled. Bottles should be filled up at home every morning and taken home at night to be cleaned. We have a water fountain for your child to top up their water at break or lunchtime. Mrs Hindle sells toast and fruit at break times. Alternatively, your child can bring in their own healthy snack to eat during break times.

PACKED LUNCHES

As we are a healthy school, please ensure your child's packed lunch contains healthy snacks. Please remember your child should not be bringing chocolate or sweets. Thank you for your understanding.

MEDICATION

If your child requires any medication or has any medical concerns, please contact your child's class teacher ASAP so care plans can be updated. Please note that it is your responsibility to ensure your child's medication is in date and replaced if needed.

APPOINTMENTS

All parents/carers must request an 'Exit Pass' from the office prior to their child's medical appointment. If the child is returning to school that same day the 'Exit Pass' must be handed back to the office on their return.

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.

If you have any further questions about any of the information, please do not hesitate to speak to any of the staff in the Junior Unit. We look forward to working in partnership with you all throughout this academic year and to another successful and enjoyable year at St Paul's.

Yours sincerely

Junior Unit Staff