

## All about Key Stage Two (KS2)

Everything you need to know about  
your child's time in the Juniors (Years 3 to 6)



## ALL ABOUT KEY STAGE TWO

### WELCOME TO THE JUNIORS

At the beginning of each term children will be engaged in various induction activities to help them settle into life in the Juniors. Please do let us know if you have any concerns or worries about your child settling and please feel free to bring up any other queries with your child's class teacher – they will be able to help you.

### THE SCHOOL DAY

Children can come onto the playground from **8.40am** (but not before please, as there is no one on duty until then).

Please encourage your child to be independent and go into school without you.

There are many new routines in the Juniors regarding belongings and we understand that getting used to these can be a long process for some children. We thank you for your support in encouraging independence at home as well.

The bell for the start of the school day goes at **8.45am**. Registration is from **8.50am**

Morning Break is 15 minutes. Children can bring in a small healthy snack.

Lunch break begins at **12.00 noon**. The children's lunch is staggered in order to seat all the children comfortably, after the Infants have finished in the dining room.

The order in which the classes go into the canteen rotates weekly. The mealtime supervisor in the playground rings a bell and holds up a card showing the name of the class which is next. The children look at the card to see when it is their turn. They quickly get used to the new system and in the meantime, the mealtime supervisors take extra care of the new Year 3 children, making sure they know when it is their turn.

Afternoon Break is from **2pm to 2.15pm**  
School ends at **3.25pm**

If there is an event that ends before 3.25pm the school will tell you if you can take your child home earlier but you must not take home any of their friends unless their parents have written/phoned in to authorise this action.

If you are going to be delayed, please inform the school as soon as possible. Children who are not picked up at 3.25pm will wait in the classroom. The doors will be closed at 3.30pm. If you are late picking up your child please enter the school via the office.

If you are late, you must tell a member of staff when you do arrive to take your child. It is also important to be on time to collect your child from after school activities. Please check ending times as they vary from club to club.

**Children are not allowed on the playground apparatus at the start or the end of the school day.**

### ATTENDANCE

If your child is unable to attend for any reason you must contact us as soon as possible as this ensures that children are always accounted for and safe.

If your child is off sick it is important to phone the school so the office can inform the teacher. There are slips that you can fill in when your child returns to put in writing the reason for your child's absence. These slips are kept in the pockets outside the office.

If your child has to be sent home from school because they are unwell you only need to write a letter/phone if they cannot return the next school day.

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### BEHAVIOUR CHART

Rewards for Appropriate Behaviour :o)		Order of Consequences :o(	
GREEN	<p>= General good behaviour and attitude to learning</p> <ul style="list-style-type: none"><li>Teacher praise.</li><li>All children end the day on green or above = 2 marbles for class reward system.</li></ul> <p>= Something good e.g. piece of work/attitude to piece of learning (replaces stamp)</p> <ul style="list-style-type: none"><li>If there are 5 bronze in class at end of day = 1 marble for class reward system.</li></ul>	Verbal warning	Blue
BRONZE	<p>= Sustained good work/good behaviour over half a day (child dependent)</p> <ul style="list-style-type: none"><li>If there are 3 silvers in class at end of day = 1 marble for class reward system.</li></ul> <p>= Something very impressive that blows you away!</p> <ul style="list-style-type: none"><li>Gold certificate given out in assembly</li><li>1 marble for class reward system</li></ul>	<ul style="list-style-type: none"><li>Second warning</li><li>Reflection time in a different classroom - up to 5 minutes. R-R sheet filled in.</li><li>Class teacher notifies Parent/Carer.</li><li>Reflection sheet → Learning Mentor (filed and recorded on RM Integrals).</li></ul>	Yellow
SILVER		<ul style="list-style-type: none"><li>Sent to Phase Leader to complete R-R sheet.</li><li>Form to HT/DHT/Learning Mentors → filed in the behaviour file, recorded on RM Integrals.</li><li>Phase Leader monitors behaviour for rest of week.</li><li>Class teacher informs Parent/Carer.</li><li>When back to class - back up to yellow and teacher will look for opportunities to move child towards green.</li></ul>	Red
GOLD			
ZERO TOLERANCE BEHAVIOURS		<ul style="list-style-type: none"><li>Sent to Head Teacher/DHTs</li><li>Phase Leader/Learning Mentor/DHT/HT call parents - meeting to discuss behaviour.</li><li>Internal Red (generally in Phase Leader's) of half a day.</li><li>All playtimes and lunchtimes missed that day - supervised by the Head, Deputy.</li><li>Support work plan put in place by Learning Mentor.</li><li>3 Internal Reds in a half term → 1 day exclusion.</li></ul>	ZERO TOLERANCE

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### House and Sport Captains

Year 6 children can nominate themselves for either of these positions at the start of the Autumn term. They are expected to give a short speech to the children in their house before the voting takes place. Once elected, they represent their house in assemblies, sports day and inter-house competitions.

### Listening Ear

The Year 6 children may also wish to become Listening Ear representatives – a programme run by the Learning mentor where children are trained to offer support and advice with playground/friendship issues.

### Infant Buddies

Y5 children organise games for the younger children during lunchtimes

## CURRICULUM

### Sex and Relationship Education

The Year 5/6 children will have SRE lessons each year. There will be an opportunity for parents to come to an information evening and speak with the 5/6 phase leader prior to these lessons.

### SATS revision

As part of a 5/6 class, a few weeks before the SATS we will provide revision and guidance for the children with respect to these examinations. Please be aware we use past SATS papers so if your child has a tutor they may use a paper more than once.

## SCHOOL JOURNEY

Nearer the time of school journey we will send home a letter with all the necessary information about the trip: activities, what clothes and equipments are needed, and we will be asking for medical details and dietary requirements. There will be an opportunity to discuss any concerns you may have regarding the trip with the phase leader.

While the year 6 children are away on School Journey, the year 5 children take part in a creative week; we hope to be able to provide a similarly enriching week this year. Further information will be provided nearer to the date.

## END OF YEAR PRODUCTION

Each year there is a Year 6 production. Rehearsals for this take place in the second half of the summer term. All Year 6 children are expected to join in the production.

## YEAR 6 TRANSITION TO SECONDARY SCHOOL

The learning mentor will run a transition programme with the children in the summer term – helping them to be prepared for secondary school. As part of this programme children will be responsible for their own homework diary. They will be expected to bring them to school every day, using them to note down reminders, homework and anything else to help their own organisation. Please initial your child's diary.

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Don't forget to update your contact numbers when they change as it can be very distressing for children if we cannot contact you easily.

With sickness and/or diarrhoea your child must have a 48 hour period in which they have not been ill before returning to school.

Absences that are neither for illness, medical appointments or religious observances are considered unauthorised and will be checked by the LA's Educational Welfare Officers. If you need to keep your child away from school for any reason other than sickness or religious observances it must be authorised at least two weeks in advance by the Headteacher. The form for requesting authorised leave can be found on the school website or in the pockets outside the office.

If you need to collect your child during the day or bring your child in later in the day, please report to the school office first.

If your child is off on the last day of term before a school holiday, or the first day of term, school will request proof (e.g. a doctor's appointment card) that you have not been on holiday on this day.

Holidays during term time are never authorised and you may incur a fine from the borough.

## THE PLAYGROUND

Children will have already been given the opportunity to experience the junior playtime during the last term in Year 2. They will have had a chance to familiarise themselves with the playground, where they are allowed to play football and where there are areas reserved for quieter games.

## PLAYTIME EQUIPMENT

The school supplies a certain amount of equipment for playtimes. Children are only allowed to bring in named tennis balls to play with.

## ASSEMBLIES

Assembly for the juniors is held at 10am each day except Friday when we have a whole school assembly at 9.10am.

Your child will be involved in one class assembly each year which is noted in the school's newsletter and held on a Friday morning. You are welcome to attend.

## HOMEWORK

This is set on Thursday for completion by the following Tuesday. Homework could include a piece of literacy work, a piece of maths work (both related to the work the children are doing in class and topic related work) and learning spelling rules.

Please initial the boomerang book weekly to show that you have seen your child's homework.

## READING

Children will have a reading book at school which they may change at various times.

Please encourage your child to read each day. You do not have to listen to them but you could ask them about what they've read and talk about the plot or facts. In addition you may want to read a good story to your child. For more information visit 'How To Support Your Child' on the Parents Area of the Foulds website.

## SPELLING

During the year your child may bring spellings home to support their learning in class. They will also be given spelling rules to learn at home. Please help your child by encouraging them to learn the rules.

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### INTERVENTIONS

We run quite a few intervention groups during which your child may be given additional support to ensure that your child is making the best progress possible. The majority of our children have intervention at some point of other during their time with us so please don't be shocked. Interventions are seen as part of the curriculum and children will be expected to take part in them. Your class teacher or phase leader would be able to provide further information at the time.

### MATHEMATICS GROUPS

In Y3/4, your child will be in groups for mathematics and may go to a different teacher for mathematics lessons. There is a Year 3 group, a Year 4 group and one group that is a mix of Year 3s and 4s where the children work at a slightly faster pace. We review the groups regularly and we will move children should we feel the need arises. In Y5/6, the groups are currently arranged similarly and again are reviewed regularly.

### TRIPS AND WORKSHOPS

The school will ask for voluntary contributions for these (payable via ParentPay) and will need signed permission slips if your child will be out of school over lunchtimes.

The consent form which you sign when your child starts at Foulds covers walks around the local area that are not over a lunchtime.

### PLANNING

This is undertaken by Y3/4 class teachers together and Y5/6 class teachers together. All the tasks are differentiated and scaffolded to cater for the age and ability range. Therefore all the children are accessing the same curriculum. There is dedicated planning time for teachers during the school day.

The cover for the classes will be provided by a teacher or sports coach whilst this is being undertaken.

### EXTRA CURRICULAR ACTIVITIES

Your child will have the opportunity of participating in lunchtime or after-school activities. Announcements about these are made in assemblies and noted in the weekly newsletter. In the case of any after school activities, you will have to give written permission.

### REWARDS AND SANCTIONS

#### TEAM POINTS

The Year 3 children will be told at the beginning of the year which team they are in: **BYNG, HADLEY, PEPYS OR WARWICK**

Children with older sisters or brothers have the opportunity of being in the same team as their siblings. They can then earn team points for good work, effort or by modelling the school's values. If you as a parent came to the school and would like your child to be in your old team please let us know as soon as possible.

#### STAY ON GREEN, AIM FOR GOLD

From Year 1 to 6 we use a behaviour system called Stay on Green, Aim for Gold. The children start each day on a green card. Green is the expectation of where every child should end the day and should be celebrated. The children can move up to bronze, silver and gold for exceptional work.

Children can also move down a colour to blue, yellow and red. If a child moves to yellow or red, they fill out a rights and responsibilities reflection sheet and may have other consequences. Please see the chart at the back of this document for further details.

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### MEETINGS

We have an open door policy for meetings with parents after school and teachers will arrange times with you for longer meetings if necessary. Please be aware that staff have a meeting after school every Wednesday.

If you have collected your child/ren after school but remain on the premises you must make sure that the children continue to follow the school rules and behave appropriately as these rules are set to ensure children's safety. Members of staff may also remind children of any safety rules at these times.

Children must not be left playing in the playground if you are not supervising them, they must wait in the office.

### MEET THE TEACHER

There will be a meeting for parents from each phase group – Years 3/4 and Years 5/6 – to 'Meet the Teachers' during the very beginning of the Autumn Term. See the Newsletters for dates.

### PARENT HELPERS

If you have any time, skills or talents that you could share with us and the children we would be happy to hear about them. Please contact the school office.

### NEWSLETTERS

Newsletters can be viewed on the school website: [www.fouldsp.com](http://www.fouldsp.com) Please be sure to read the newsletter each week as it contains a lot of key information and dates as well as information about what the children have been up to.

### YEAR 5/6 - THE LEAP

As your child makes the move from Year 4 to Year 5/6 there are a few things unique to these year groups to highlight.

In 5/6 children need to be developing full independence in both the organisation of their belongings, (PE kits, swimming kits, pencil cases, homework etc) and towards their learning.

We ask that parents support us in this and allow their children to be more responsible for these things

**The transition for year 4 to 5 can be harder for some children than others. It is quite normal for them to take some time to settle with the year 6 children. Please do speak to the class teacher if you have any concerns.**

**Year 6 is a big year: with exams, school journey, and the move to secondary school! If you have any concerns at all about your child please speak to their class teacher.**

### JOBS AND RESPONSIBILITIES

As the children are now in the classes at the top of the school they take on more responsibilities.

#### Yr 4 Duties

On a weekly basis the year 4 children are responsible for supporting lunchtimes in the dining room. They do not scrape plates etc but are on hand to advise the younger children on how to carry out their own clearing up.

#### Y5/6 Duties

On a weekly rota the 5/6 classes are responsible for a number of jobs around the school. These include: delivering registers, setting up the hall for assembly, collecting team points.

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of a one-piece swimming costume or trunks (no swimming shorts) a towel and swimming hat. Please make sure that all items are named and brought in a waterproof bag. Notification of when the class will be swimming will be given closer to the time. You will need to complete a blue swimming form to confirm that you are happy for your child to go swimming and also if your child is allowed to wear goggles.

### Painting Apron

Please provide your child with an overall for painting. Old adults' shirts are ideal but please cut the cuffs off and elasticate the sleeves at the wrist. Loose cuffs have a terrible habit of smearing across wet paintings and knocking over water beakers!

### Lunch boxes

Juniors put lunchboxes in the large black plastic containers outside their classrooms. These containers are transferred to the canteen by lunchbox monitors. Packed lunches must be in a named lunchbox and not in a carrier bag.

### Water Bottle

We encourage children to drink water throughout the day. There are water fountains inside and outside where children can fill up their water bottles – please ensure they have a sports lid. Please name water bottles and encourage your child to bring them home daily to be washed to avoid stomach bugs etc. Please do not fill them with juice.

As always, please could you make sure all equipment and clothing is clearly named. Sharpie pens leave long-lasting marks (even after going through the washing machine!) and write on almost any surface.

## FOOD AND DRINK

We have a number of children who are allergic to nuts, you must not give your

child any product that contains nuts. Nuts include all types of seeds, nuts and coconuts.

No throat sweets are allowed in school; children can always go and have a drink of water if they have a sore throat.

Children may bring in their own fruit for break times. No other snacks please.

Sweets and chocolate bars are not allowed in packed lunches. Children who choose school dinners cannot change to packed lunch until a half term break.

## MEDICINE

The only medication (other than inhalers and epipens) that we are allowed to administer is prescription medication which has to be taken four or more times a day.

If your child has been prescribed medication to be taken four times per day, the medicine must have your child's name on it and be handed in to Mrs Shepherd, in the welfare room located off the Infant corridor. Mrs Shepherd will be on duty in this room for the first 15 minutes of the day from 8.45am. You will also have to complete a medical form. The staff will make sure it is correctly administered. This includes inhalers and epipens, which they will keep safe.

## PROTECTION FROM THE SUN

You do need to provide a sun hat for your child to wear which should be clearly named. If you are concerned about sun burn you can apply sunscreen before school that will last all day and have a lightweight long sleeve top.

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### Golden time

Golden time is awarded to every child for 20 minutes a week, when they are able to participate in an activity of their choice.

If, during the week, a child repeatedly misbehaves minutes may be taken off their golden time. A child will always have at least 5 minutes of golden time every week.

### Marbles in Jar

This is a whole class initiative where the class is able to earn marbles for doing something well altogether, e.g. lining up silently, working well. The children also earn marbles by ending the day on green, or above on the behaviour system. When the jar contains a certain number of marbles the class may choose a whole class activity for an afternoon as a treat.

## DINNER MONEY

Dinner money should be paid for using ParentPay. If you wish to change from dinners to a packed lunch or vice versa please let us know in advance—changes can be made at the start of each half term.

## EQUIPMENT & KITS

Juniors are expected to be more responsible for themselves. They should be responsible for their own equipment and kits and ensure that they are in school when needed and taken home for washing when necessary, i.e. swimming kits/lunch boxes/water bottles. Please encourage the children to be more independent and bring their belongings into and out of the school by themselves.

### Uniform and Jewellery

The school believes it is important for children to take care of their appearance which means that any variation from the stated uniform will be followed up. Stud earrings can be worn but in order to ensure safety during PE there must be no other jewellery worn to school.

Children are not allowed to wear nail varnish. Children (boys and girls) with shoulder length hair or longer must wear their hair tied back.

### Coat

Please make sure your child always has his/her coat in school. In the Spring and Autumn especially, a promising warm morning can quickly turn chilly.

### School Bag

A labelled bag or backpack for carrying things to and from school is useful but please remember that shared lockers are small and make sure that the bag is compact and as flat as possible.

### Pencil Case

We would appreciate it if your child could come to school with a small pencil case containing pencils, rubber, pencil sharpener, ruler, coloured pencils and a glue stick. Please be aware that things do occasionally get lost so please do not send in any favourite pencils, cases etc. It is an expectation that Junior children bring and maintain their own pencil case.

**Please note we have a no biro policy at Foulds.**

### PE Kit

We go outside for Games every week all year round unless it is wet or really cold. Kit comprises shorts, T-shirt, track-suit (in the winter) and sensible trainers (not basketball boots with high tops). Foulds track-suits can be ordered online at [www.brigade.com](http://www.brigade.com) or a plain dark colour version can be bought from a lot of High Street stores and supermarkets. These are kept in their locker.

### Swimming

The school asks for a voluntary contribution of £28.50 per term towards swimming. Year3/4 children will need swimming kit for two terms during the year, Year5/6 for one term. Kit comprises