

# Welcome to Year 3 information meeting

Mission statement

Love of God

Love of one another

Love of our world

Love of learning

This is what we encourage in school and we ask you to do the same

# School day

- Playground is supervised from 8.30 onwards
- Bell goes on playground at 8:40
- Any late arrivals must report to the school office and sign in
- Lunch time now begins at 12:15 and finishes at 1:15. Children have the responsibility to go the toilet during this time. **Toilets are no longer in classrooms and children will not be permitted to go to the toilet whenever they wish during class time.**
- At the end of the school day the school gate will be opened at 3:15, allowing parents entry to collect their children from the classroom door (Infant pupils) and playground (Junior pupils).
- Please ensure you come over to collect your child as the teacher or LSA needs to see the child leaving with the correct adult

# School day

- The office is open from 8.00 until 4.15p.m.
- If you need to speak to a teacher in the morning, please leave a message with the office.
- Contact should be made with the office via phone/email wherever possible
- The office will make appointments if you wish to see a member of staff.

# Attendance

- It is a legal requirement that children attend school.
- Appointments should be made outside of school times wherever possible.
- Applications for time out of school should be made to the headteacher, however, authorised absences will only be sanctioned for exceptional circumstances.

# Keeping Children Safe

- Please call us if your child is sick, please inform us promptly. We need to check they are not harmed on the way to school.
- **Please let the office know of any arrangements for change in collection**
- Please don't use your mobile phone to take pictures in school.
- Pupils are not allowed mobile phones in school.
- Be aware of your child is doing online and support safe practices.

# A Healthy School

- **A healthy snack** is available for your child at break time at a cost of 30 pence.
- **Children are encouraged to drink water** throughout the school day. Please ensure they have a clear, see-through sports-type water bottle in class (may be purchased from the school office).
- **Healthy school dinners** ensure that children are able to keep learning throughout the day. Lunches are free for pupils in the Infant school (supported by school funding) and are available for Junior pupils at £2.30 per day. There is a wide range of choices available including a sandwich choice. Please book lunches choices on-line via our School Money site.
- **Healthy Schools status** – in line with this, **no chocolate-covered snacks or crisps please.**
- **Food allergy information** - Please ensure that we hold up-to-date pupil information. **Sacred Heart School operates as a nut-free zone.**

# Free school meals & Pupil Premium

Due to being a healthy school, the children are able to book a hot dinner, jacket potato or choice of sandwiches each day.

## *'Pupil Premium'*

If you feel you are eligible for free school meals, due to low income, then please talk to the office. We receive additional **PP** funding for those who are registered and can support in a number of ways.

# Uniform

- Please follow it to the letter – including trainers for PE
- **Please label it.**
- No jewellery please. No earrings please.
- Please ensure you have a complete PE Kit for PE days, with a school tracksuit for when the weather gets colder. Pupils are to come to school dressed in PE kits on their timetabled PE days which are **Tuesdays and Friday.**



# Equipment

- Water bottles
  - To be made available to children everyday
  - Must be 'sports-top' style bottle, with a push-close nozzle (no screw topped bottles allowed). Recommended bottles are available for purchase from the school office.
  - To be filled with water only
  - Children are also encouraged to take a drink of water during their break and lunch times.
- Lunch boxes
  - To be clearly marked and placed in the lunch box trolley outside the classroom

# Outline of a School Day

## Morning sessions include:

- Spelling
- English
- Mathematics
- **Guided reading**
- Handwriting
- **Smart maths**

## Afternoon sessions include:

- Religion / Topic work - including History, Geography, Science, Art, Computing, Music, PE, PSHE, D&T and **French**

# Homework

- Homework timetable

Subject	Day Issued	Day Returned
Reading	Everyday	Everyday
Spelling	Monday	Spelling test on Friday
Maths	My Maths – password will be given A task will be set each week TT Rock Stars – children will be set challenges to complete	

Please support your child to complete their homework.

# Reading at home

- Reading books will be sent home from school, please read with your child daily
- It is your child's responsibility to change their own reading book. The library is open every day during lunch time for children to change their books when they have finished
- **Please sign the reading record every time they read as these are checked daily.**

# Communication

- We communicate with parents via email, phone calls, and texts
- Please make sure you update your information with us and on *School Money* so that you receive all the information you need and so we can contact you when necessary.
- The school website has a wide variety of information:
  - School Newsletter
  - Letters sent home via email
  - Timetables/Forthcoming events

Please make it a priority to check

- Other sources of information are Sacred Heart Facebook and Sacred Heart Instagram

# Payments to school

- **School Money is the method of payment for all monies coming into school except for snack or fund-raising events**
- School fund
  - Donations gratefully received
- Dinner money
  - Dinner choices need to be ordered in advance
- Snack money – pupils' responsibility

# Wraparound Care

- Our **charges** are currently £4 per hour: this is half price or negotiable for pupils for whom we receive *Pupil Premium* funding.
- **Breakfast club** runs daily from 7.30 to 8.30a.m. It is available to pupils in Reception – Year 6. There is a charge of £4.00. A place needs to be booked online, in advance and payment made at this time. During breakfast club, pupils can have breakfast and participate in activities.
- **‘Tea Club’** runs until 5.30pm and costs £9 per session, at present.
- **After-school clubs** run after school until 4.15 p.m. There is a charge of £25.00 per term to cover the costs of coaching and resourcing, with reductions for some families\*. Clubs need to be booked online and payment made at this time.

## Extra – curricular clubs

- Signing up for a club means attending every week. For safeguarding purposes, we do an attendance register every session. Office staff then follow up those who haven't attended, to ensure all pupils are safe. If your child cannot attend for a valid reason, e.g. a medical appointment, please inform the classteacher with a letter. If a child doesn't attend for a two-week period, the place will be lost and passed onto another child. There will be no refund in this case.
- Clubs charges, of £25.00 per term, are necessary to cover the cost of coaching, staffing and resourcing.



Many thanks for your attendance  
this afternoon.