

*Sheering
Church of England Primary School*



*Handbook for Parents of Children in
Upper Key Stage Two*

Years 5 and 6



Introduction

This handbook has been designed for you to refer to whilst your child is a member of Upper Key Stage Two at Sheering School. It is based upon the most frequently asked questions in the hope that it may answer any queries you may have about your child's education. However, it cannot answer all questions and the school welcomes informal contact with parents. Please speak to a member of staff in the first instance or contact Mrs Olley or Mrs Doyle in the school office if you wish to make an appointment to discuss any issues in more detail. We aim to provide a happy and fulfilling education for all our children through which every child can be helped to achieve their potential. Our children benefit from being part of a small community school with our ethos of care for every individual. The active support of parents and families is a key factor in achieving success so thank you for reading this booklet and taking note of its contents.

What is Upper Key Stage Two?

Key Stage Two is the name given to the last four complete years of a child's education at Sheering School. Upper Key Stage Two consists of children aged 9 - 11 (Class 4). Children are expected to share in the responsibility to create and maintain a positive learning atmosphere where all can achieve. During this stage of their journey through Sheering School, they may well take on extra responsibilities. For example: as a Playleader, or a Sports Captain during Sports Day. They may take on a speaking role in whole school performances. Our aim is to ensure that every individual child is equipped with all the skills they need for a successful secondary education. Over the two years children will continue to develop their subject knowledge of each area of the National Curriculum. The timetable is flexible in providing additional opportunities to support, develop and extend every child's knowledge and understanding.

What will my child be learning?

The National Curriculum lays down guidelines for which subjects we have to teach and details what should be taught at each Key Stage.

In addition to Literacy and Numeracy, your child's teacher will continue to build on the skills that the children have learned in Lower Key Stage Two. To do this Sheering School has a two year cycle of topics for children in Upper Key Stage Two, known as Cycle A and Cycle B.

CYCLE A						
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer2
Upper KS2	JOURNEY TO THE STARS Science D&T	STAGE AND SCREEN ICT Literacy	BRITAIN AT WAR History D&T	CREATURES Geography Art	HOW BRITAIN WORKS History	BIG WIDE WORLD Geography Art
CYCLE B						
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer2
Upper KS2	GROOVY GREEKS History	FEELING FESTIVE D&T	STEP BACK IN TIME History Art	SHEERING NEW TOWN Geography D&T	HEROS AND VILLAINS Art	BIG WIDE WORLD Geography

Each topic will allow children lots of opportunities to learn through first hand experience using role play and drama, and to develop their thinking skills through problem solving situations. More information about the topic will be found on the Class 4 page of the website each half term. Your child's teacher will ensure that teaching opportunities take account of how your child learns best and will vary to take account of children's differing needs.

Swimming

Children go swimming from Years Three to Six. Teachers fill in a swimming register prior to leaving school and numbers are checked before and after the lesson. The responsibility for the teaching of swimming rests with the qualified instructors at the swimming pool. Swimming will take place every Friday morning during the Autumn and Spring Terms. Each child will need to bring a named swimsuit and towel in an easily recognisable bag. Swimming is a part of the P.E. curriculum and therefore not an optional activity. Children who are unable to attend swimming must bring a written note explaining the reason. It is essential that swimming kit goes home every Friday afternoon as wet kit left over the weekend can cause unpleasant odours in the classroom and cloakroom - thank you,.

Similarly, P.E kit should be taken home regularly (every half term) to be washed. It is also essential to have a change of footwear for outdoor P.E activities.

Homework.

At Sheering School we operate a planned programme of homework, in line with government guidelines, catering for the youngest to the oldest of our children.

As your child moves through Upper Key Stage 2 homework will involve regular activities that link between the home and school. These may include:

- Preparation for a weekly spelling test / learning and using new vocabulary.
- Mathematics tasks and activities (including the development of mental maths skills)
- Reading and Writing tasks.
- Personal project work / research / reading and evidence gathering.

Please support your child with this type of task by ensuring they do not simply download or print material from the internet, but rather have read and highlighted the information and summarised the key points in their own words. Children are expected to continue with regular reading throughout their time at Sheering School and we ask you to encourage your child to read a wide variety of books, magazines and newspapers as often as possible.

Standardised Assessment Tests (SATs)

Your child's teacher makes continuous assessments of the children's academic achievement.

In Year 6 children also undertake SATs, which are used as a recognised means of determining levels of knowledge, understanding and skills in literacy and numeracy. End of year SAT results are shared with parents in their child's annual report.

What happens when they are ready to move on to the next stage?

Education is a journey and at Sheering School we have very good relationships with all our feeder secondary schools and work in partnership with them to ensure transition is successful. Children have opportunities to visit Mark Hall during Year 5 to help them become familiar with the secondary school environment. In Year 6 teachers from feeder secondary schools visit Sheering School to work with your child's teacher and to provide the opportunity for children to begin building relationships with staff from their new school and find out about life in secondary school.

How can I help my child?

Continue to encourage your child to develop skills of independence such as:

- Taking responsibility for their own property and the equipment they use during lessons.
- Having all the equipment ready that they need for a task and using resources carefully.
- Take a share of responsibility for maintaining a tidy classroom and clearing away their own equipment once a task is finished.
- Having the correct P.E kit in school at all times and bringing in their swimming kit at the appropriate time.
- Complete homework set and hand in on the correct day.
- Using their library / study skills to help them to work independently.

Practise:

- Deriving quickly division facts corresponding to multiplication tables up to 10 x 10.
- Using a protractor to measure acute and obtuse angles to the nearest degree.
- Identifying mis-spelt words in their own writing and keeping individual lists (e.g. spelling logs); to learn to spell them.
- Using independent spelling strategies, including building up spellings by syllables, using prefixes, suffixes and common letter strings that they know.

Remember to:

- Share their school reading book with them.
- Go to the local library.
- Help them to remember the school rules.
- Check their hair every week for head lice.
- Maintain a regular routine for school days.
- Return all consent slips for trips and events **AS SOON AS POSSIBLE** and at the very least by the date on the slip. It helps everyone in school if slips are returned promptly and saves reminders. Thank you!
- Fill your child's water bottle with fresh water, NOT squash or juice, please.
- Send your child to school with a School fleece or other coat when the weather is uncertain and every day from the beginning of November until the end of the Spring Term.
- Make sure that all coats and fleeces have hanging loops.



The School Day

- 8.45 am - Member of staff on duty in the playground. Your child should come onto the playground at the start of the school day.
- 8.55 am - Whistle blown by member of staff and children line up in their class order.
Teachers or Teaching Assistants collect children from the playground for registration.
- 9.00 am - The school day begins.
- 9.10 am - Registers close. Children arriving after this time are marked late.
- 10.45 am - Morning break.
- 11.00 am - Lessons begin again.
- 12.00 pm - KS1 break for lunch.
- 12.10 pm - KS2 break for lunch.
- 1.10 pm - Afternoon school begins.
- 2.15 pm - Afternoon break.
- 3.10 pm - School day ends.

Any child who has not been collected will be asked to wait in the school building until they are met. We expect that this situation will only arise in an emergency; please let us know if you are unable to meet your child at 3.15 pm for any reason. If anyone other than a parent or regular carer is meeting your child please inform the School.

Punctuality.

We expect pupils to arrive at school in good time for the morning and afternoon sessions. If you arrive after these times, please report to the main reception to register your child.

Collection during the school day.

If for any reason you need to collect your child during the teaching sessions, please come to the main reception. The office staff will collect your child from their class and sign them out. So that this works well for everyone, please provide us with a note, in advance, that gives the time and reason you will be collecting your child.

Attendance.

Regular attendance is very important and absences should be restricted to unavoidable circumstances such as illness or family difficulties. If possible, please try to arrange non-urgent medical and dental appointments out of the school day. We are legally required to keep accurate records of attendance, to supply data on attendance to the Local Authority, and to set targets to improve attendance. Because of this, a reason must be provided for all absences, otherwise they cannot be authorised. Please report the reason for any absence to Mrs Olley, Mrs Doyle or to your child's teacher as soon as possible, preferably before 9.30am on the day of absence.

Leave of absence is not an entitlement and absence for holidays has to be authorised by the school; forms are available from the school office for this purpose. We are very sorry but the regulations stipulate that not more than 10 days absence can be authorised in any one academic year. It can be very disruptive for young children to have prolonged absences from school and for this reason we ask you to try to avoid taking lengthy holidays during term time.

We encourage good attendance at school and an Attendance Cup and Certificate is awarded each month to the class with the highest attendance. Children with attendance of 90% or above throughout the year are rewarded with a Good Attendance Certificate at the end of the year. A record of each child's attendance is included in their Annual Report.

What if.....

I would like to help in school?

All parents have a very important role to play in the life of the school. Research studies have shown that children's levels of motivation and interest in school are significantly strengthened if they know that their parents take an active interest in all school activities and lend support and practical help when they can. Here are some of the ways in which parents can support the school:

- Reading the weekly Newsletter, taking note of dates, returning slips promptly.
- Being active in PTFA activities and meetings.
- Offering to help in the classrooms with a range of tasks and activities. E.g. listening to the children read.
- Considering becoming a School Governor when vacancies arise.
- Helping with transport to activities when required.
- Attending school events (Parent/Teacher Meetings, sports events, Celebration and special services etc).

If you would like to help in the School on an occasional or regular basis, please contact your child's teacher.

NB All voluntary helpers in School will be required to undergo a check at the Criminal Records Bureau. This is normal practice in all schools.

I want to discuss something with my child's teacher?

We hold two formal Parent/ Teacher Meetings a year. These individual meetings to discuss children's progress and set targets are held during the Autumn and Spring Terms. The dates and times are always published in the Newsletter in advance and appointment slips are sent out. There is also an informal, more general Open Evening, providing a chance to celebrate the year's work and discuss your child's report at the end of the Summer Term.

In addition to these consultation meetings, teachers are always happy to discuss any issues or concerns which you may have about any aspect of your child's life in school. It is usually not very convenient for teaching staff to have discussions with parents in the morning before school begins, unless the matter can be dealt with quickly and simply. If you need to have a more detailed meeting with your child's teacher, please make an appointment with them or by contacting the school office. Thank you.

I notice my child has head lice?

You must treat it immediately. Advice can be sought from your local pharmacy about which lotion is currently most effective. Once treated you must continue to check your child's hair every day in case you have missed any of the eggs. If you do not treat your child straight way it will cause them considerable discomfort and they will soon become distracted during lessons. Remember to let the school know so that we can contact other parents to let them know they may need to check their child's hair.

My child is ill and needs to take medicine?

If pupils are unwell, the best place for them is at home. However, if your child does require prescribed medicines during the school day, an adult must bring the medicine to the main school office and sign a consent form explaining the dosage (inhalers are administered when required). Any medicines must be collected at the end of the school day by parents or carers. For long-term medication, for example inhalers, that need to remain in school over time, we ask that they be labelled clearly with your child's name and requirements.

My child wants to have school dinners?

The present cost of a school meal is £1.60 for each meal (£8.00 weekly). This amount can be paid by cash or cheque, payable to Sheering Primary School. This **MUST** be brought in a sealed envelope, marked with your child's name, their class, and the days that meals are required, and should be left in the black, wall-mounted letterbox in the entrance lobby.

My child wants to have packed lunches?

Children should bring their lunch in a small lunch box. This must be labelled with their name and class. Non fizzy drinks are allowed in an unbreakable container. Drinking water is always available free of charge.

I want to speak to the Headteacher?

The Headteacher is always pleased to talk to you. An appointment can be made through Mrs. Olley.

Code of Conduct.

Sheering School has a strong ethos of care and concern for all. We expect that all our children will behave with courtesy and consideration for others at all times. Incidents of unacceptable behaviour are rare but they do occur in all schools and parents can be assured that any such incidents will be dealt with swiftly and effectively. During lessons children are expected to be attentive, cooperative and to work with persistence and concentration. Playtimes provide an opportunity for children to run about, make a noise and generally relax with their friends. However, the playground must always be a safe and friendly place for all who share it and any child whose behaviour is disruptive or places others at risk will be reprimanded and may lose some play privileges. Bullying, rough play and verbal abuse are never acceptable in our school.

School Uniform

All parents are asked to please make sure that uniform guidelines are followed and that children attend school wearing school uniform each day. The uniform is intended to be smart, practical and economical. Thank you. ***Please make certain that ALL items of clothing are labelled clearly with your child's name to avoid items going astray.*** Because of health and safety regulations, we do not allow jewellery to be worn in school, except for watches and plain ear studs. These must be removed for PE lessons.

Health and Wellbeing

We aim to promote a healthy lifestyle. It is a good idea to provide your child with a water bottle to keep near them in school so drinking water is readily available. Having access to sufficient water whilst working has been shown to improve concentration and aid performance.

It is important that parents and carers keep the school informed about any accidents and health issues which a child may have, so that school staff can be especially vigilant: for example, if a child is prone to nose bleeds.

Finally

Thank you for supporting and encouraging your child throughout their years at school. Research has shown that children who achieve high standards have experienced a positive Home/school partnership.

We hope you have found this booklet helpful. By following the routines in this handbook you will be working with us for the good of all children in our care.

**Headteacher, staff and Governors of
Sheering Primary School.**

THANK YOU!