



Friday 9<sup>th</sup> September 2016

### **To the parents of children in Year 4**

Dear parents,

Welcome back to school. This year your child's teachers are Mrs Zunaib and Mrs Lloyd. Please find below some useful and important information which will help you support your child in school during this coming academic year:

- The school day begins at 08.45 a.m. prompt (gate opens at 8.35 am and children go straight into their class) please make sure your child is on time every day. If they arrive after the school gate has closed, they will need to enter school by the school office and they will receive a late mark. The school day ends at 3.00 pm, please ensure your child is collected on time. (Gates open at 2:55 pm).
- We kindly ask parents to exit the school via the external playground gates. If you need to visit the office for any reason, then we ask that you go out of the school and walk around to the front office. To ensure the safety of our children we cannot allow adults into the school except via the office entrance. Your co-operation in this is appreciated.
- Meetings with teachers must be made via the office and for the end of the teaching day. Teachers are not able to meet with parents first thing in the morning as they are involved with the children. Any queries, questions, messages can be left with Miss Keating, Mrs Lunham or Mrs Gibbons in the office.
- **Requests for extended holidays during term time will not be permitted** and any such time taken off will be unauthorised and may result in your child losing their school place with us.
- If you are sending money into school please make sure it is in an envelope clearly labelled with child or family name, amount of money enclosed and what the money is for. Parents should use the money deposit box in the entrance foyer. **Monday is 'Money Day'**.
- Dinner Money for key stage 2 children is **£10.75 per week, £2.15 per day, payable in advance on Monday's**.
- Children will have access to FREE Milk and Fruit at morning break.
- **Class fund is £10.00 per child or £15.00 per family for the whole year. Please pay this to the office before Monday 19<sup>th</sup> September in the enclosed envelope.**
- P.E. lessons are delivered twice a week and so P.E. Kit must be in school every day. Your child will need our yellow t-shirt with the school logo, black shorts, slip-on style pumps and track suit bottoms for winter.

- **Children must wear school uniform in accordance with our School Uniform Policy – if you are not sure then please check with the office.**
- Reading books will be changed regularly. If your child completes their reading book, while they are waiting for it to be changed, then they should read their chosen book from the classroom or school library or a book/comic/magazine of their choice.
- There will be regular spelling tests. New spellings will be sent out to learn for the following test after each test is administered.
- Our school library is now located on the ground floor and is therefore much easier to get to. It is open after school on **Tuesdays** and we encourage all parents to support their child to borrow library books and read at home regularly.

**We are constantly striving to make sure that our children really reach their full potential. In order to achieve this parent support is crucial, our good teaching in school must be supported by commitment from parents at home. By working together, we improve the learning experience for your child.**

### **Important Curriculum information**

- The teaching of Mathematics from Y1-Y6 will comprise of 'Guided Maths' sessions for 20/25 minutes 4-5 times a week and a daily maths lesson of up to 45 minutes in KS1 and up to 1 hour in KS2. Mathematics is planned into focused teaching units. Pupil's progress is assessed formally once per term and informally on a daily/weekly basis in order to inform the teachers' planning. You can support us by checking your child's targets and working on them at home and by daily rehearsal of multiplication and division facts, as directed by the class teacher.
- The teaching of English from Y1-Y6 comprises of daily phonics/spelling/handwriting skills lessons, daily guided reading sessions, weekly teaching of word, sentence and grammar skills plus reading for meaning (comprehension). Much of this teaching will be centred on the class termly topic of **Romans**. You can support us by checking your child's targets and working on them at home and particularly by **hearing your child read every day** to ensure accurate reading and understanding and also working with your child to perfect their spelling knowledge.

For a full break down of your child's termly topic area please see our termly learning plans on our website: [www.holyfam.bham.sch.uk](http://www.holyfam.bham.sch.uk)

- Homework is set each week and as a minimum requirement your child must read their reading book to an adult for 10-15 minutes each evening, your child must complete their spellings homework and your child must learn their number facts as set by the class teacher. In KS2, children will also receive weekly English and Maths homework and the completion of this homework must be supported by the parent or a responsible adult.
- **We aim for 100% attendance and punctuality for every child.** Good pupil attendance is an important factor for real learning. Our overall school target for attendance is 97% and pupils falling below this level will be closely monitored.

Please see the information sheet attached which explains how much learning your child will miss if absent from school.

Our **Autumn Term Parents Evening** will be on **Wednesday 12<sup>th</sup> October from 1:30 p.m.** – we kindly ask that **parents only**, attend Parents Evening for **Nursery to Year 5 children**. We would like **Year 6 pupils to attend with their parents**, as this is such an important year for them. At the Autumn Term Parents Evening your child's class teacher will focus on how well your child has settled and this will include information on behaviour and attitude to learning. The class teacher will then report on progress against the targets set for your child in their July report and the new targets for the Autumn Term. Parents will be able to look at children's books during our open evening on **Wednesday 5<sup>th</sup> October 3:00 – 3:30**.

Some Autumn Term Dates we would like you to be aware of: -

Year 6 Reading Workshop	Wednesday 21 <sup>st</sup> September	1:30
Year 5 Reading Workshop	Tuesday 27 <sup>th</sup> September	09:00
<b>Year 4 Reading Workshop</b>	<b>Tuesday 27<sup>th</sup> September</b>	<b>1:30 pm</b>
Year 2 Reading Workshop	Wednesday 5 <sup>th</sup> October	09:00
Year 1 Reading Workshop	Wednesday 12 <sup>th</sup> October	09:00
Reception Reading Workshop	Thursday 13 <sup>th</sup> October	09:00
Year 3 Reading Workshop	Thursday 13 <sup>th</sup> October	1:30 pm

\* these workshops are specifically for parents and we require at least one parent or elder member of the child's family to attend.

Many thanks for taking the time to read this information letter. As always, if you have any questions or would like more information please speak to the class teacher initially. Mrs King and I will also be available if you need us to explain or clarify any of this information.

I look forward to sharing another successful year with our pupils, families and staff.

Yours sincerely,

*Mr P. Foley*

Headteacher

Enclosed      Late Arrival and Absence from School Information

Class Fund Envelope

## Absence from School

Children are required to attend school for 190 days each year.

### **We aim for 100% Attendance and Punctuality for Every Child**

Holy Family School's Overall Attendance Target is 97%.

Any attendance less than 97% is a concern and parents will be contacted by school staff.

Attendance during the school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons is missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11.5 weeks	290 lessons
65%	67 days	13.5 weeks	340 lessons

How does your child's attendance compare with this target?

**Please remember that children who miss a lot of school achieve less.**

## Late Arrival at School

When your child arrives late at school he/she misses the teacher's instructions and the introduction to the lesson.

Your child may also feel embarrassed entering the classroom late.

Minutes late per day during the school year	-equals days worth of teaching lost in a year	-equals days worth of teaching lost in a year
	INFANTS KS1	JUNIORS KS2
5 Mins	3.7 days	3.4 days
10 Mins	7.4 days	6.9 days
15 Mins	10.0 days	10.3 days
20 Mins	14.7 days	13.8 days
30 Mins	22.0 days	20.0 days

**Frequent lateness adds up to a considerable amount of learning lost, and can seriously disadvantage your child.**

Gates open at 8.35 am

School begins at 8:45am

**Please help your child to be punctual**