



YEAR THREE PARENT PACK



LENT RISE SCHOOL

Coulson Way, Burnham, SL1 7NP

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Useful information to be found on the school's website

Term Dates 2017 to 2018
Curriculum
Homework Policy
How you can Help with Writing
How to Help at Home
Year 3 Vocabulary
Teacher Assessment using Target Tracker
Registration
School Uniform
First Aid and Medication
Inhalers and Auto Injector Devices

We have reduced the pages in the pack by ensuring the website holds useful information and by removing the need for the signing of permission forms annually.

If you wish to change any permission previously signed, please contact the office.





YEAR 3 INFORMATION

Year 3 is part of Key Stage 2 (KS2) which consists of Years 3 to 6. We will often abbreviate Year 3 to Y3 or use the class name e.g. 3S (Mr Smith's class). The Key Stage 2 Coordinators are Mrs Joyce and Mrs Springford.

KS2 timings:	9.05 am	Morning registration + Morning lesson 1
	10.20 am	Assembly
	10.40 am	Morning break
	11.00 am	Morning lesson 2
	12.00noon	Morning lesson 3
	12.45 noon	Lunch
	1.30 pm	Afternoon registration + Afternoon lessons
	3.15 pm	Home time

PE Days: Monday afternoon is indoor PE, Tuesday afternoon is outdoor PE.

Homework Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Spellings	Online	Comprehension	Grid	Reading Timetables

A Message from Year 3

Welcome! We hope that you find all of the information in this pack useful. If you have any questions or would like to talk to us about the year ahead, please do let us know so that we can arrange a time to meet with you. Other information:

- Reading records should be signed every night, to confirm that your child has been heard reading, and they should be returned the next day to the class teacher.
- Library books can be changed once a week on Wednesdays (3E) and Thursdays (3S).

In Year 3 children are encouraged to become more independent and to understand that there are consequences for their actions. This means taking on more responsibilities at home with homework and in the classroom with strategies for learning. The children are encouraged to undertake monitor roles in class and organise themselves independently for example for PE, changing reading books and at the end of the day.

The learning day is different in Year 3. We have an extra morning session which means lunch is later and we also lose the afternoon break. Children will be advised that break and lunch time are the suitable times to go to the toilet, not during lessons (unless there are medical circumstances). There are occasions when this is not feasible and the children will be permitted to go during lessons.

At the start of Year 3 class rules are decided by the children. We encourage Year 3 children to create their own rules and expectations so that they can develop independence and responsibility.

In KS2 we operate a lunchtime focus group for children who persistently fail to bring homework in on time and for transgressions of our behaviour policy.

3S Class Teacher - Mr Smith



3E Class Teacher - Miss Ellis





CURRICULUM

During the course of the year, in addition to Literacy/English and Numeracy, your child will be studying the following subject areas. We hope this information will be of interest and help you to share the work with your child by providing further reading material, or perhaps arranging a trip to a suitable museum, etc

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Science	Light and shadows	Forces and magnets	Rocks and soils		Plants	Humans and animals
DT	Moving monsters		Making sandwiches		Sweet packages	
Art		Portraits		Repeating patterns		Totem poles
ICT	Researching	Comic writers	Animation	Coding	Communication emails	Coding
Geography	Weather around the world - The Amazon		Local area		The UK	
History		Stone Age to the Iron Age		The Romans		Anglo-Saxons
Music	Animal Magic	Christmas song practice	Recorders	Recorders	Pentatonic scales	Orchestra
PE	Gym: Travelling	Dance: Around the world	Gym: Stretching, curling and arching	Dance: Traditional dance	Gym: Balances and travelling sequences	Dance: Moods and feelings
Games	Hockey	Netball	Tag rugby	Football	Cricket	Athletics/ Swimming
RE	World Religions		Christianity		Rules and Religion	
Targets	To bring homework in finished and on time	To behave sensibly in class and in the playground	To try hard to present work neatly	To listen to others and respect their opinions	To be organised and sensible at all times	To try to be more independent in school



OUR OPEN DOOR POLICY

SEPTEMBER 2017

Please do contact us at any time when you have a concern, even if it appears to be minor. The 'little' difficulties are easy to deal with; don't let them become major concerns. The Open Door Policy is encouraged at Lent Rise School. If you wish to talk about your child please:-

- 1) Approach the Class Teacher
- 2) Talk to a member of the middle management team (KS1 or KS2 Coordinator)
- 3) Talk to a member of the senior leadership team
- 4) The Headteacher, Mrs Watson, is always happy to see parents but clearly she will go to the Class Teacher to discuss issues, therefore it makes sense for you to have spoken to the teacher first.

Contacting the Headteacher if she is not in School

When the Headteacher is out, your children are always in safe and *responsive* hands. If you need an immediate response, please contact the School Office and a member of the senior leadership team will get a response to you as soon as possible.

Complaints and Resolution Procedure

The following is the strategy that is suggested if difficulties arise - we recommend that you use this structure.

- 1) Talk to the Class Teacher
- 2) Talk to a member of the senior leadership team
- 3) Talk to the Headteacher
- 4) Make Representations to the Governing Body in writing to:
Mrs Maggie Young, Chair of Governors
by e-mail: govs@lentrise.bucks.sch.uk
or
c/o Lent Rise School
Coulson Way
Burnham
Slough SL1 7NP
- 5) If you are still not satisfied you may wish to put your complaint to the Secretary of State for Education and Skills who can review whether the School has acted reasonably and followed the correct procedures. The address is Sanctuary Buildings, Great Smith Street, London, SW1 3BT.

If you would like to read our full Complaints Procedure, please contact the school office for a copy or visit the school website www.lentriseschool.co.uk.



FREE SCHOOL MEALS AND PUPIL PREMIUM FUNDING

Do you receive any of the following benefits:

- Income support
- Income based Job Seekers' Allowance (IBJSA)
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit, with income under the threshold set by the Treasury, (Not Working Tax Credit)
- The 'Guarantee' element of Pension Credit

If you have a child in KS2 they will may be eligible for a free school meal. All children in Early Years, Years 1 and 2 are eligible to have a universal school meal, but we still need parents receiving the benefits listed above to sign up to the Free School Meals service.

Why sign up?

For the school



For you

We receive additional funding for children who are eligible for Free School Meals. This funding is called Pupil Premium and we use it to support progress and achievement (you can find out how we spent this year's Pupil Premium on our website www.lentrischool.co.uk).



If we know that your child is eligible for Free School Meals we can provide additional support to them in school. We can also help with the cost of school uniform, PE kits, school trips, clubs and music lessons on a case-by-case basis.

Signing-up takes less than 5 minutes.



All you need to do is complete a short form. You do not need to provide any proof of your eligibility. You only need to sign-up once and we will automatically re-check your details every term. The school office staff will be happy to answer your questions or help you complete the form.

All applications are dealt with in confidence.

FREE SCHOOL MEAL & PUPIL PREMIUM APPLICATION FORM

CHILDREN WHOSE PARENTS/CARERS RECEIVE ONE OF THE FOLLOWING BENEFITS ARE ENTITLED TO FREE SCHOOL MEALS AND WILL GENERATE PUPIL PREMIUM FOR THEIR SCHOOL:

- ✓ **Income Support (IS)**
- ✓ **Income-based (not contribution-based) Job Seeker's Allowance (IBJSA)**
- ✓ The guaranteed element of the **State Pension Credit**.
- ✓ **Income-related employment and support allowance**
- ✓ **Support under Part VI of the Immigration and Asylum Act 1999**
- ✓ **Universal Credit**
- ✓ **Child Tax Credit** except if you meet ANY of the following criteria -
 - i) entitled to working tax credit (regardless of income)
 - ii) have an annual income in excess of £16,190 (Please note that this figure is for April 2017 and that it can change each year).

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.

Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.

Administration for the provision of free school meals is undertaken by Buckinghamshire County Council for those pupils attending an education establishment within Buckinghamshire. This form should be completed and returned to your child's school.

1. DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT – COMPLETE IN BLOCK LETTERS

SURNAME/FAMILY NAME as it appears on your benefit letter:

FORENAME: **TITLE:** **DATE OF BIRTH:** dd/mm/yyyy

NATIONAL INSURANCE NUMBER

OR

NATIONAL ASYLUM SEEKER NUMBER

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ADDRESS

POST CODE

DAYTIME TEL. NO(s)

2. DETAILS OF THE CHILD/CHILDREN

Surname/Family Name	Forename	Date of Birth	Name of School

3. DECLARATION

I declare that the information given on this form is true and complete and I undertake to inform the school if my entitlement to one of the qualifying benefits is terminated. I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to other support/benefits, including free travel to school. *The remainder of this declaration does not apply to pupils in Reception, Year 1 or Year 2* - I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement to free school meals. I understand that I may be liable for any costs incurred in providing free school meals for my child(ren), should I fail to inform the school of the termination of my benefit.

I have read and I understand the above declaration.

SIGNATURE _____ (Parent/Guardian) **DATE** _____

PRIVACY NOTICE - DATA PROTECTION ACT 1998: HOW WE USE YOUR INFORMATION

Lent Rise School (Academy Trust) are a data controller for the purposes of the Data Protection Act. We collect personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service. The school holds this personal data and uses it to:

1. Support our pupils' teaching and learning
2. Monitor and report on their progress
3. Provide appropriate pastoral care
4. Assess the quality of our services.

This information that we hold includes children's contact details, national curriculum assessment results, attendance information, any exclusions information, where they go after they leave us and personal characteristics such as ethnic group, any special educational needs they may have as well as relevant medical information. If your child is enrolling for post-14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for use by the Local Authority.

If you want to see a copy of the information that we hold about your child, please contact Louise Barnard, School Secretary.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

LA: www.bucksgov.uk/privacynotice

DfE: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

SAFEGUARDING

“At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is for children to enjoy their time as pupils in this school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers’ suitability, including Criminal Records Bureau checks, as recommended by Buckinghamshire County Council in accordance with current legislation.

In accordance with our responsibilities under section 175/157 of the Education Act 2002 and “Keeping Children Safe in Education“ Sept 2016, we have a Designated Safeguarding Lead for Child Protection Mr Jenkins who is a member of the senior management team, and has received appropriate training for this role. There are two other trained Designated Safeguarding Leads, including the Headteacher Mrs J Watson, who deputise for Mr Jenkins ensuring there is a DSL on duty at all times. It is their responsibility to ensure that all staff in contact with children receive child protection awareness training on a regular basis.

Occasions do arise when our concern about a child mean we have to consult other agencies. Whilst we would always aim to work in partnership with parents there may be exceptions to this when concerns are raised for the protection of a child.

On very rare occasions Social Care, whilst undertaking an investigation under s47 of the Children Act 1989, may want to speak to a child without a parents’ knowledge. This would be a decision made in collaboration with partner agencies and would only be done in situations where a child might be at immediate risk. To gain consent at this point may increase the level of risk to the child or cause evidence of a crime to be lost.

The procedures, which we follow, have been laid down by the Local Safeguarding Children’s Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to the Headteacher, Mrs J Watson or your child’s class teacher: the Policy can be found on the school’s website www.lentrischool.co.uk