

The ABC of Littlegarth Years 4, 5, and 6

Absence

If a pupil is unwell and unable to come to school, please inform the School before 8.30 a.m. and send in a note to the class teacher upon their return.

If children need to be away during the term for medical appointments or for any other reason, please inform the school office in writing.

Addresses

In case of emergency please let us have a contact telephone number and address if you are going to be away from home.

It is important to inform the school office of any other changes of address or telephone numbers and e-mail address.

A class pyramid telephone contact list will be provided to each class member so that everyone can be informed quickly if the school has to be closed due to inclement weather, or for any other emergency situation.

You may also find the list useful for making social arrangements for your children.

Assembly

School Assemblies are held on Monday and Friday at 8.50 a.m. Children arrive in their classrooms at 8.35 a.m. for registration at 8.40 a.m. Lessons begin at 8.50 a.m.

Children wear their blazers to School Assembly.

On Wednesday afternoons the Prep department get together for their own Assembly.

Attendance

Parents are strongly urged to plan their arrangements so that children do not miss any of the term time. It is particularly important that children settle in together at the beginning of

term. Many exciting events take place at the conclusion of terms in which the children are always eager to participate.

Before and After School Care

Littlegarth offers a supervised 'Early Bird' facility from 8 a.m. - 8.35 a.m. and after school Year 3 children may go to 'Homework Club' from 4.10 - 5.10 p.m. and then After School Care from 5.10 - 5.45 p.m. There is a small charge for this service as and when you need it.

Calendar

Each term a calendar of events is sent out to the parents. This contains details of all concerts, special assemblies, outings, sports fixtures etc. Information updates to the calendar can be found in the newsletters which occur every two or three weeks. Your child will act as postman!

Clothing

We encourage the children to take a personal pride in their uniforms. All items of clothing should be named clearly and children should be encouraged to take responsibility for looking after their own possessions. P.E./Games kit should be in school every day and taken home at the weekends for washing.

Clubs

Various suitable activities and clubs are offered to children from 4.10 p.m. – 5.10 p.m. each day. Children are invited to join Prep Choir which takes place at lunchtimes as do a wide variety of music clubs.

Communication

Good channels of communication between school and home are essential.

Children are provided with a homework diary which is invaluable for communication between parents and teachers.

Homework will be recorded in the diary on a daily basis by the child and parents should sign to say that they have seen it. Let us know if your child found anything rather tricky and needed help, or really enjoyed it etc. Any other comments about health or who will be picking them up from school, if different from the normal arrangement, may be recorded there. Please telephone school to confirm this.

Teachers are available for brief conversations before and after school. However, if more time is required, parents are welcome to make an appointment.

The school communication details are:

Telephone: (01206) 262332
Fax: (01206) 263101
E-mail: office@littlegarth.essex.sch.uk
Website: www.littlegarth.essex.sch.uk

Curriculum

The curriculum for Years 4, 5 and 6 is close to the National Curriculum in outline, but is not constrained by its limitations. For further details please see our separate curriculum booklets for each year group.

In Year 3, Science, French, Music, P.E., I.C.T. Art/D.T. and Drama are taught by specialist teachers and most other subjects are taught by form teachers.

Drop Off

Children may be dropped off at the back of the Sports' Hall from 8.20 a.m. to 8.35 a.m. where a member of staff will be on duty. The children will then walk to the Dining Room to wait until they are sent their form rooms at 8.35 a.m.

Hair

In keeping with the personal pride that we try to engender in the pupils, please ensure that children return to school after the holidays with neat hair. For health and safety reasons, girls with

long hair should have it tied up. Hair scrunchies and hair bands must be blue and these are available at the school shop.

Health

Please inform the school of any medical conditions that your child might have.

Health forms must be completed each year so that we are aware of any health issues.

If a child is unwell during school hours, we will inform you by telephone. A First Aider will be responsible for the care of your child. If necessary, there is a first aid room in the Reception block where your child will be made comfortable, while awaiting your arrival.

Homework

Year 4

There will be approximately 30 minutes every night and this will be recorded in the homework diary by the child. Two nights will be maths, two nights will be English (including spelling) and one night will be science. Daily reading with parents is recommended. If a child finds that they are too tired to do their homework in the evening some early birds find it easier to complete this in the morning. If a child is unable to do their homework for any reason, please write a note of explanation.

Year 5 and Year 6

There will be two sets of homework per night, each lasting approximately 30 minutes. Three will be English, two will be maths and one science, one geography and one history. In Year 5 there is only reading homework on a Wednesday. Daily reading either independently or to a parent is still recommended for this age group.

Houses

We have three houses named after artists: Munnings, Constable and Turner. Siblings are usually grouped in the same house.

Information Home

Much of the termly information is contained in the School Calendar which is sent out at the beginning of each term. Notes are sent home from time to time, so please check your child's school bag regularly. There are Inter House competitions in sports and other areas of school life.

Jewellery

If your child has pierced ears, small stud earrings are acceptable. If watches are worn they should be labelled clearly. Earrings need to be taped over during P.E. lessons.

Labelling

As so many items of clothing are mislaid or lost, would you please ensure that all clothes and other items of school equipment are clearly marked.

Letters

If your child is absent from school for any reason, please inform the class teacher in writing.

Library

The school has an excellent library, which all Prep children are encouraged to use regularly. Classrooms have their own collections of graded books, which are selected for suitable reading within the classroom and at home.

Lost Property

Lost property is placed in a box by the Music Room. This is a good place to start your search!

Meals

We like to encourage the children to bring in a healthy snack for morning break. Children have a choice of milk or apple juice, which is available upon request each term and water is available within the school grounds. The school offers a cooked meal at lunchtime but if you prefer you may provide your child with a healthy cold alternative. Meals are supervised by members of staff and good table manners are encouraged at all times.

Medicines

If a child requires medicine during the day this must be handed to the office with instructions for its administration. Please ensure this is clearly named.

If your child uses an asthma inhaler they must have two in school. One should be kept in their form room and a spare one in the school office which is taken on trips and to the swimming pool.

Parking

If parents use the main car park please use the black and white marker posts as a guide for lining up the front of your cars.

Parents' Evenings

Parents are able to talk formally to the staff twice a year about their children. Once in the Autumn Term after the children have had time to settle into their new classes and the teachers have had time to get to know them and again after parents have received the Spring report. Staff are always available, by prior appointment, to speak to staff whenever the need arises.

Photographs

Each year individual portrait photographs and class photographs are available. If a Year 3 child has a sibling in the school, they will have a photograph taken individually and together. Sports team photographs are also taken each term. A whole school photograph is taken every other year.

Reading

Children will read daily in class within subjects, and as often as possible e.g. in comprehension and history texts etc. Reading skills will be taught as they occur and as appropriate. The children will be helped to choose suitable reading matter from the class library and school library which teachers will listen to as often as possible but not necessarily daily unless they require learning support. The children should read as much as possible over the holidays to support their learning further.

Reports

Your child will receive two full formal reports a year in the Spring and at the end of the Summer Term. Of course, there are always opportunities to discuss your child's progress. Please make an appointment with us if you think this meeting will take longer than a few minutes.

Rewards

Children are encouraged to work hard and behave in a pleasant manner at all times. Good work and effort will always be praised and merits are given at the teacher's discretion. Merits are also given for thoughtfulness and kindness and whenever a member of staff feels that that a child deserves to be rewarded for something. Merits are transferred from exercise books to homework diaries by the staff at appropriate moments and then put on wall charts in the classroom for collection towards their House Cup. Individual merits are rewarded with certificates for every 40 merits and special recognition is given when 120 merits are achieved. Parents are invited by letter to watch their child sign the special 120 merit book and receive their certificate.

If a child misbehaves having been warned about their behaviour or purposefully hurts another child then they will be given a demerit. A merit will be crossed out in their homework diaries and they will not receive a free head merit which is awarded for every 5 merits received.

Debits are given for very serious misdemeanours and parents will be notified.

Rucksacks

All children should use the blue Littlegarth rucksack with attached water bottle holder.

This should be labelled clearly for ease of identification and water bottles should have no –spill tops and filled with fresh water daily. An A4 plastic wallet will also be useful for keeping homework worksheets neat and clean during transit.

Second Hand Clothes Shop

The school is happy to accept clothing for resale. Clothing must be in good, clean condition and dry-cleaned if necessary.

Please ensure that all clothing is labelled with the seller's name, either by leaving in the name tape or by attaching a label.

Parents will be reimbursed when items are sold.

Senior Schools

One of our most important jobs at Littlegarth is to help you to choose the correct senior school for your child. At the beginning of Year 5 we hold a Parents' Evening when you are informed about the process of applying for senior schools.

Following this meeting you are invited to make an appointment to see the Headmaster regarding your own school preferences and these are discussed at length. This allows you plenty of time to go and visit a variety of schools with your child and discuss the relative merits of the schools with the Headmaster at your convenience. Please remember that we are here to help and that you are not undertaking this important task alone. If you hope to secure a place at one of the more popular senior boarding schools, it is wise to start looking at these schools in year 4 as places are often in great demand.

Setting

In years five and six Mathematics and English are timetabled in parallel blocks.

At the beginning of Year 5 the children are placed in ability groups in these two core subjects. This happens after wide consultation amongst teaching colleagues and consideration of both class work and assessment results over the preceding year.

This supports the teaching and learning of the children and delivery of the standard curriculum in each year, whilst allowing for differentiation.

The groups are reviewed on a regular basis and any changes within the groups are thoroughly considered.

“Signing Out”

At the end of the school day children will be “signed out” by the teacher in the car park if they are going straight home. If they are attending a club they will be given a drink and a biscuit in the dining room and can then be collected from the vicinity of the club at 5.10 p.m. Any children who are not collected at this time will be taken to After School Care in the Reception block where they can be looked after until 5.45 p.m.

If any person other than the usual parent or guardian is to collect your child, Please put a note in the diary and phone the school, if it is a last minute arrangement.

Specialist Teaching

From Year 4 upwards all lessons are taught by specialist teachers. The Form Teacher is responsible for the well being of your child and is your first port of call if you have a problem. If you need further help, please see Mrs. Turner or myself.

Sports Matches

From Year 4 we try to offer every child the opportunity to play for a school team at least once a term. Team matches are detailed in the School Calendar at the beginning of term and sometimes extra fixtures might be included in Newsletters. Teams are selected by the P.E. staff and are posted on the Games Notice Board. Please ensure that when selected for a

match, your child arrives at school that morning with the appropriate clean kit.

Parents are very welcome to come and support school teams and after home matches we usually provide a tea for the children and the parents. At the end of the match tea, the children are expected to act as hosts and once our guests have departed, they are free to go home.

Stationery

Littlegarth provides most of the stationery that your child will require but please provide your child with a pencil case with blue rollerballs, pencils (HB), coloured pencils, a rubber, a sharpener with its own pot, scissors, a glue stick and rulers measuring 15 cm and 30 cm. Please note that felt tip pens and gel pens are not used in lessons.

Pens will not be required until later in the year; parents will be advised when this is appropriate.

Swimming

The children swim at the Garrison pool in Colchester once a fortnight and they travel there by coach. Regulation swimwear is available from the School Shop.

Timetable

Our day starts at 8.40 a.m. and the day is broken up into ten periods of study or activities. There is a 20 minute morning break and an hour long break in which to eat lunch, possibly participate in music clubs and play outside. During their breaks the children have the opportunity to play with a variety of equipment and go on the adventure playground. The normal school day ends at 4.05 p.m. when children are escorted to the car park for collection. If children are attending clubs they receive a drink and a biscuit in the dining room before clubs begin. Clubs end at 5.10 p.m.

Uniform

A copy of the uniform and equipment list can be found at the back of this booklet. Please note that children should come to school dressed in their uniform every day and they should arrive and leave in their blazer or Puffa jacket, depending upon the weather. They should have their P.E./Games kit in school every day and take it home every weekend for washing.

Visitors

We often find that parents are a rich source of interest to the children. If you have experience or a career that fits in with our curriculum, please do tell us about it and we will welcome you into the classroom.

Water

The children will be encouraged to sip water throughout the day in order to improve brain function and for general well-being. Flavoured drinks are not permitted.

Finally.... most children find the transition into the Prep School very exciting and they welcome the new challenges and independence but you may find that they are very tired at the end of the day for the first few weeks, so homework will be built up gradually. If your child seems too tired to do the homework in the evening, they may be far more eager in the morning!

By the end of Year 2 the children have already become more independent and during the course of Year 3 we shall be looking to build upon this in a number of ways.

We hope that during the Summer holiday you can help the children to learn to do up their ties and shoe laces and also to tell the time and practice their tables.

The morning routine in Year 3 is the same as in Year 2. The children are expected to leave their coats etc. in the cloakroom and then make their way to the classroom

independently. Of course, at the very beginning of term, the children will need a helping hand to organise themselves for the first few days. As always, if you have any concerns please do not hesitate to come and see us or make an appointment. Our aim is to create a very happy working atmosphere in which we can encourage your children to flourish in every area possible.