



Burbage Junior School

# Welcome to Year 3 2015 - 2016

3B Miss Beighton

3GS Mrs Guest

Mrs Smyth

3S Miss Smith

Burbage Junior School

Grove Road

Burbage

Leicestershire

LE10 2AD

01455 630970

[www.burbage-jun.leics.sch.uk](http://www.burbage-jun.leics.sch.uk)

**Please ensure that all your child's property is clearly named.**

This means uniform, P.E. and swimming kit, lunch boxes, drink bottles, purses etc.

We always endeavour to re-unite lost property with its owner and if it is clearly named this is easily done.

However, every week we accumulate a pile of unclaimed, un-named lost property. This property is displayed weekly to give children a chance to reclaim it and we regret that in future we will store un-named, unclaimed property for no more than a fortnight.



**What to do if...**

...your child is ill or absent from school for an important reason.	An adult should <b>telephone</b> school as soon as possible to explain the absence. <b><u>This should be done on each day of your child's absence.</u></b>
...your child has not done their homework.	Write an explanation in your child's homework book or send a letter to the class teacher.
... your child cannot wear part of their school uniform.	Write a note in your child's homework book or send a letter to the class teacher.
... your child is late.	Report in to the school office to be signed into the late book.
... your child needs to go to the doctor/dentist.	Write a note in your child's homework book or send a letter to the class teacher.
... your child has lost/forgotten their dinner money.	Ask at the school office for a voucher. This <b><u>must</u></b> be paid the <b><u>following day.</u></b>
... your child has an inhaler.	Label it and give it to your child. Children are expected to keep their inhalers with them, and to take responsibility for their use.
... your child has lost some personal property.	Firstly your child must look for it. They should check their own cloakroom carefully and also check at the school office. It is very unlikely that anyone will have stolen it. It is probably in school somewhere and if it is <b><u>clearly named</u></b> it should make its way back to its owner quickly. The best time to look is at the end of the day when the cloakrooms are relatively empty. Parents are welcome to come into the school at the end of the day to search for misplaced items. If your child still cannot find their property they should tell their teacher as soon as possible. We always endeavour to re-unite named lost property with its owner.
... you are going on holiday during term time.	Government legislation states that holidays taken during term time cannot be authorised. If you must take your children away in term time, ask at the office for a holiday form well in advance of your holiday. This should be filled in and returned to school.
... your child has a personal problem.	Tell your teacher or another adult. Call Child Line on 0800 1111 if you feel you have no one to turn to.
...it is snowing.	Listen to BBC Radio Leicester - 104.9 FM 0116 2016672 Oak FM - 107 FM and 107.9 FM 01530 835108 or look at <a href="http://bbc.co.uk/Leicester">bbc.co.uk/Leicester</a> for the list of closed schools
...the weather is very hot.	Put strong sunscreen on your child in the morning and send an appropriate sun hat.

# Welcome to Year 3

We hope you will find this handbook useful and urge you to keep it in a safe place as you will find it useful to refer to throughout the year. We have tried to include information that will support your child's transition to and learning in Year 3. We look forward to meeting you at the Parents' Evening during the Autumn term. If you have any queries please do not hesitate to contact us.

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## Things to Remember

Dinner Money	£2.15 paid daily at the dining room till
PE	PE kit should always be in school.
Swimming 3S	Tuesday
Swimming 3GS, 3B	Thursday

# General School Information

## The School Day

- Children are allowed into the school playground at 8:45 a.m., signalled by a bell. Children should use the small gate, not the larger (vehicle) gate, and walk down the path to the red side gate to enter the playground. **Lessons begin promptly at 8:55 a.m.**, signalled by a second bell. Arrival after this time will be recorded as late.
- Lessons finish at 3:15 p.m. Children will leave school shortly afterwards. They are expected to leave school sensibly using the path and the small gate.
- Lunch is from 12 noon until 1:00 p.m.
- We have a mid-morning and afternoon break.

## Attendance and Punctuality

Regular and punctual attendance is essential if pupils are to gain maximum benefit from school.

1. Ensure that your child arrives at school on time, with the correct equipment.
2. If your child is absent please ring school as soon as possible to explain why.  
This should be done on each day of your child's absence.
3. Please make appointments for routine visits to the doctor or dentist out of school hours.
4. Government legislation states that holidays taken during term time cannot be authorised. If you must take your children away in term time, ask at the office for a holiday form well in advance of your holiday. This should be filled in and returned to school.

## Access to School

Parents are always welcome in school. For routine matters, the first point of contact should be the class teacher. The Head and staff are always willing to meet you to discuss aspects of school, but if you require a longer discussion it is best to arrange a mutually convenient appointment.

Parents' weeks, offering meeting times between parents and teachers, take place in September and March.

### ParentMail

We use ParentMail, an e-mail form of communication. All letters and information will go out in this way. It is vital that you sign up to ParentMail to enable the office to keep staff and parents informed.

When visiting the school please **come in through the front door** and **report to the office before** making your way to other parts of the school.

School opens to children at 8:45. We can take no responsibility for children who arrive before this time unless it is for a specified, before school activity.

We actively discourage children from visiting the recreation ground before school.

## Traffic

We urge you to **think safety** and **drive safely** and sensibly around the Grove Road area at the beginning and end of the school day.

For the safety of all our children please do not stop close to the school drive junction with Grove Road or drive down the school drive at busy times.

In conjunction with the Infant School, we encourage parents to park away from our two schools and walk the last bit (Park & Stride). This helps reduce the congestion before and after school which, in turn, increases safety for all our children.

## Behaviour

Good behaviour at all times is the keystone of success at our school.

## **At Burbage Junior School we aim to:**

- Encourage a high standard of behaviour.
- Promote self-discipline, proper regard for authority and acceptance of responsibility for one's own actions.
- Create and maintain a positive, safe and orderly school atmosphere where effective learning can take place and where all pupils can grow academically, socially and emotionally, with mutual respect between all members of the school community.

## **Our aims, we believe, are best achieved when:**

- Clear rules are established, understood and accepted through regular routines which define the limits of acceptable and unacceptable behaviour.
- A pleasant school atmosphere is created, which is relaxed, consistent and caring, and in which pupils are able to fulfil their full potential.
- Pupils are provided with consistent positive encouragement and praise which reinforces good behaviour.
- The choice to behave responsibly is placed on the pupil, and pupils are taught how to make responsible behavioural choices.

Pupils understand the hierarchy of negative consequences which are a natural outcome of misbehaviour, and which are applied within the school in a calm and consistent manner.

### **Our school rules are:**

- 1. Follow instructions.**
- 2. Do not stop others from working.**
- 3. Keep your hands, feet and objects to yourself.**
- 4. Allow others to speak without interruption.**
- 5. Look after equipment and property.**

### **Positive rewards:**

When children behave and work well, they are rewarded. This often comes in the form of a 'well done' slip. These add up and are reinforced by 'well done' certificates. Please value these as they mean a lot to the children.

### **Negative Consequences:**

When children choose not to follow the rules they receive negative consequences as a natural outcome of inappropriate behaviour.

1. Name on the board - a warning only and a chance to make better behaviour choices.
2. 1 tick by name - last to leave class at the end of session.
3. 2 ticks by name - loss of 15 minutes free time in afternoon detention (or lines to be given & completed at home in neat, joined handwriting if the consequence occurs after 2:45 p.m.) If a child reaches this level 3 times in one week parents may be contacted.
4. 3 ticks - sent to another class for 15 minutes.
5. 4 ticks - parents contacted (head teacher informed).
6. Severe clauses for exceptionally bad behaviour.

# **Bullying**

We want Burbage Junior School to be a safe, friendly and hard-working place for everyone.

No-one should have to put up with bullying.

Tell someone if it happens to you.

Tell if you see it happening to others.

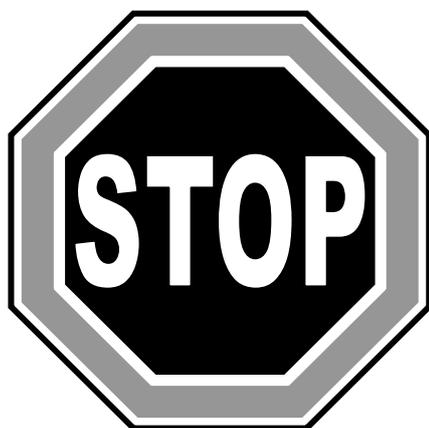
Bullying, in any form, will not be tolerated at our school. We are committed to the creation of a positive and safe learning environment for all. Our aim is to deal with incidents of bullying swiftly and effectively. If your child is bullied, or if they see others being bullied, they should tell a teacher straight away.

**S**everal

**T**imes

**O**n

**P**urpose



**Bullying**

**S**tart

**T**elling

**O**ther

**P**eople

Leicestershire County Council have a website: [www.beyondbullying.com](http://www.beyondbullying.com) which has further information and advice for young people.

## School Uniform

It is expected that children who attend the school will wear the school uniform.  
The uniform comprises:

- bright red sweatshirt, jumper, cardigan, lightweight fleeces for indoor wear (preferably with school logo);
- boys - grey or black trousers or uniform-style shorts (not skinny leg), white shirt, polo shirt (red or white), grey or black socks;
- girls - grey skirt/dress (knee-length) or trousers (not skinny leg), white blouse/shirt, summer dresses (red stripe or check), black or grey tights (**not leggings or cycling shorts**), white, grey or black socks;
- black, sensible shoes, plain black trainers, sensible well-fitting sandals, or in the winter months, plain (no buckles, tassels etc), low heeled boots. Undesirable footwear includes - coloured/white fashion trainers, fashion boots, including Ugg style boots, strappy or strapless sandals or any shoes with high heels.

All items can be purchased from Hole in the Wall, 11 Lower Bond St, Hinckley, Leicestershire, LE10 1QU  
Tel: 01455 637475 or Tesco online: [tesco.com/ues](https://www.tesco.com/ues)

No jewellery should be worn apart from watches and stud earrings, which children should be able to remove themselves for PE, games and swimming lessons. If your child has his or her ears pierced during term-time, and is unable to remove the earrings, he/she will have to miss P.E. and swimming until they can be taken out.

**Make-up, nail varnish and transfer tattoos are not appropriate for school and should not be worn. Charity wristbands are not permitted.**

## PE & Swimming

Children will need to have their games and PE kits in school throughout the week.

**Indoor PE sessions** - children need plain, short-sleeved white polo shirt (or red with the school logo) & black sports shorts (both close-fitting for safety, not loose or baggy). **No football/rugby kits.** Trainers are not allowed on safety grounds and children work in bare feet or plimsolls.

**Outdoor PE sessions** - children should have a short-sleeved T-shirt, as above, black shorts and a change of shoes e.g. suitable trainers, football boots. A warm track suit or top/ jogging bottoms are essential during the colder weather.

When playing football or hockey, all children should wear shin pads. When playing hockey, children must wear gum shields.

If your child (boy or girl) has long hair please include a hair tie/'bobble' in their kit.

A few carrier bags are useful for transporting wet or muddy kit!

**Swimming sessions** - Children have a weekly swimming lesson in the school pool.

- All children must wear a swimming cap.
- Girls should wear one-piece swimsuits, not bikinis or tankinis. Boys should wear swimming trunks, not baggy shorts.
- Children are not permitted to wear goggles in the school pool.
- If your child has a verruca he/she must wear a verruca sock or Bazuka treatment applied that day. A verruca is not a valid reason for missing swimming lessons.

## Healthy School

- We encourage children to drink plain water throughout the day. Water bottles should be of the clear type, **with a sports lid** and must be labelled with the child's name.

- Flavoured water, squash or juice are **not acceptable**.
- Mid-morning snacks should be either fruit, vegetables or plain biscuits. Sweets, crisps, chocolate and cereal bars etc are not permitted.
- Children may choose between a school meal or bring sandwiches. Children can buy a drink to go with their meal, water is provided. If your child brings their own drink, please send it in a named, sports top bottle. No fizzy drinks or glass bottles please.
- Dinners are paid for each day at the till. Children are responsible for looking after their own dinner money and we ask that your child brings their money in a **named** wallet or purse.
- If your child brings a packed lunch please ensure this is in a secure container, **clearly labelled with your child's name** (you would not believe the number of containers that are never claimed by children). No fizzy drinks or glass bottles please. We would prefer packed lunches to be well-balanced and healthy.
- If your child has a cold or cough, please ensure that they bring tissues or handkerchiefs to school as the school does not provide them.

## Medical Matters

Medicines should not be brought into school. Teaching staff cannot be responsible for giving medicines to children, except in exceptional circumstances, when the Headteacher must first be consulted.

Under no circumstances should children be sent to school with tablets or medicines of any kind to administer to themselves.

Children with asthma should bring their inhalers into school. It is the responsibility of parents to ensure their child knows how to use their inhaler and to make sure it has not run out. Children are expected to keep their inhalers in class, and to take responsibility for their use.

In hot weather you may wish to apply sun screen on your child before coming to school. Sun creams must not be brought in to school.

In case of illness or an accident it may be necessary for the school to contact parents. It is essential that we have up-to-date contact numbers.

Please do not send children who are feeling unwell in the morning to school. We have few facilities to deal with sick children.

## Head Lice

It is a parent's responsibility to detect and treat head lice.

The most effective method of detecting lice is combing wet hair with conditioner applied to the hair. A fine toothed comb (not a brush) should be used for grooming. The insects will not be removed by brushing. Treatment is best achieved by the wet combing method. Where this is not practicable lotions may be used. These can be bought from a chemist or a prescription obtained from your GP. Please read the instructions carefully as they must be followed for the treatment to be successful.

Treating the family with lotion will not protect them against getting head lice. It should only be used as a treatment for those who definitely have head lice. You can help prevent the spread of head lice by ensuring that long hair is tied back.

Please check regularly and thoroughly. If you find head lice in your child's hair, please notify the school and keep your child at home until treated.

## Lunchtime System

- The dinner order is rotated weekly so all children have an opportunity to be first into the dinner hall.
- Children look for their class name being held up by lunchtime supervisors to indicate that it is their turn to go into lunch.
- To help the new intake children to settle into the system quickly, in the first two weeks of term Year 3 will be the first group to eat. After that, the system will revert to the usual weekly rota.
- Children may choose between a school meal or bring sandwiches. Children can buy a drink to go with their meal, water is provided. If your child brings their own drink, please send it in a named, sports top bottle. No fizzy drinks or glass bottles please.
- Dinners are paid for each day at the till. Children are responsible for looking after their own dinner money and we ask that your child brings their money in a **named** wallet or purse.
- If money is forgotten then a dinner ticket is issued from the office and children should bring the money they owe the following day.
- If your child brings a packed lunch please ensure this is in a secure container, **clearly labelled with your child's name**. A lunch box with a handle or strap is best so that it can be carried to school without the need of an extra bag. No fizzy drinks or glass bottles please. We would prefer that these lunches are well balanced and healthy.

## Other Procedures

- From the time that children start at Burbage Junior we encourage them to be independent and mature. To this end, children are expected to take care of their own belongings and to take home letters and verbal communications.
- We encourage all children to use the toilet at break times, lunch time and before school.
- Children are discouraged from asking to go to the toilet during class time as this can disrupt the lesson.
- Any child with a medical condition will of course be treated sympathetically.
- Children are not punished if they do need to go.

# How You Can Help Your Child in Year 3

Children develop far better with support from home and parents often ask how they can help their child. To ensure that school and home are working together for the benefit of your child here are suggestions for ways in which you can help your child during this year.

## Book bags

All children must have a book bag for carrying their reading book, homework book and letters from school. Book bags are available at Hole in the Wall, Hinckley. They are made from sturdy fabric and have a secure handle and the school logo. A book bag can be stored in the children's trays when not in use.

Our cloakrooms are very small and we try to avoid unnecessary bags. Please do not waste money on rucksacks as there is no space for these in our cloakroom.

## General Equipment

- Children are provided with a pencil, ruler and rubber. They do not need a pencil case or any additional equipment.
- All property should be clearly named.
- Please provide your child with a named water bottle with a sports style top.

# Homework

Children in Year 3 are expected to do reading, spelling, and number facts homework each night. Please set aside a regular, suitable time for daily homework. Parental participation is invaluable. We ask that you sign your child's homework book to show when it has been completed.

The children are also given a piece of weekly homework. This may be related to Maths, Literacy or topic work that the children are studying. For children with computers, some Maths homework will be completed on a website. A username and password will be given near the start of the year.

Homework books are collected in and marked on Wednesdays. Children are rewarded with a "well done" slip for the completion of homework and the parent signatures. They are returned on Thursdays with the new spellings and homework tasks.

## To help your child at home:

- provide a peaceful place to work, away from distractions such as the TV;
- encourage and give guidance to your child, but do not do the work for them;
- let the teacher know if your child is struggling with the work;
- value your child's homework and praise their efforts;
- sign the book yourself, do not ask your child to sign it for you;
- find time to revise and revisit spellings and number work from previous weeks.

# Y3 Literacy

In Year 3, we teach literacy through a range of genre including stories with familiar settings, traditional stories, instructional texts and information texts. Through studying these types of texts children will become able to adapt their language and style of writing for a range of contexts, purposes and audiences.

In line with the National Curriculum, our aim in Year 3 is to:

- read easily, fluently and with good understanding;
- develop the habit of reading widely and regularly for both pleasure and information;
- acquire a broader vocabulary;
- write clearly, accurately and coherently;
- use discussion in order to learn.

## Y3 Numeracy

The National Curriculum aims for mathematics are to ensure that all pupils:

- become **fluent** in number facts so that they are able to recall and apply their knowledge rapidly and accurately.
- are able to use these facts to **reason mathematically**: to make generalisations, follow a line of enquiry, justify and prove facts using mathematical language.
- can **solve problems** by applying their mathematics to a variety of problems

Useful things to do at home to support your child at home in numeracy:

- number bonds to 10 should be at the children's fingertips

$$8 + 2, \quad 4 + 6 \quad \text{etc}$$

Children will be able to apply this to larger numbers

$$\begin{array}{ll} 18 + 2, & 4 + 16 \\ 80 + 20, & 40 + 60 \\ 800 + 200, & 400 + 600 \end{array}$$

- telling the time on both an analogue and digital clock face
- practical maths experiences at home e.g. measuring and weighing when cooking; using money
- mental maths games e.g. how quickly can they add up the numbers on the number plates of passing cars
- practising times tables

## Other Curriculum Areas

This year in History we shall be learning about:

- changes in Britain from the Stone Age to the Iron Age
- Romans
- Anglo Saxons

In science we shall be studying:

- Light
- Animals including humans
- Forces and Magnets
- Plants
- Rocks and Soils

## The Internet and School

As part of the National Curriculum for ICT children will be expected to use a wider range of ICT tools and information sources to support their work in other subjects and this will include using the internet.

Over their time at our school they will develop their research skills and decide what information is appropriate for their work. They will begin to question the plausibility and quality of information when they collect factual data, information or images from the internet and they will learn how to share and exchange information in a variety of forms.

During lessons, teachers will guide pupils towards appropriate materials through use of our school network, which is run under a secure filtering system in conjunction with Leicestershire County Council and our broadband provider.

Occasionally materials slip through which the children see as risqué, but these have never been more offensive than materials seen on television before the watershed. In such circumstances children are expected to act sensibly, complying with the school's rules on using the internet in a responsible way.

In order for your child to be allowed access to the internet at school you must complete a permission form. A copy of this form, to be signed and returned to school, can be found in the pack of documents accompanying this booklet.

## Take a Look at our School Website



If you are on the internet then why not visit our website at:

**[www.burbage-jun.leics.sch.uk](http://www.burbage-jun.leics.sch.uk)**

*We hope you enjoy your visit.*

**[www.safeinternet.org.uk](http://www.safeinternet.org.uk)** gives helpful information on parental controls for different broadband providers and for games consoles, including video tutorials.