



**Burbage Junior School**

**Welcome to  
Year 4  
2015 - 2016**

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

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

We always endeavour to reunite 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 <b><u>named</u></b> 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 4

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 4. 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 4D	Thursday
Swimming 4A & 4M	Friday

# 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 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. Use positive language.**
- 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 (headteacher 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.

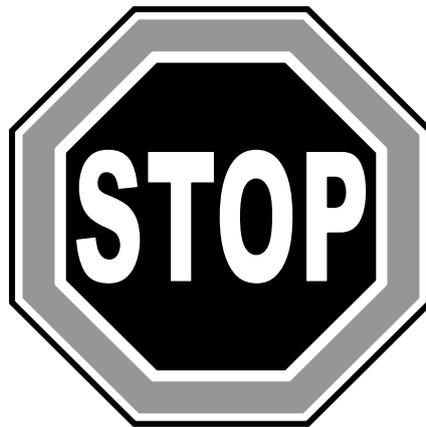
Bullying, in any form, will not be tolerated at our school. We are committed to the creation of a positive and safe learning environment for all. Our aim is to deal with incidents of bullying swiftly and effectively. If your child is bullied, or if they see others being bullied, they should tell a teacher 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 an expectation that children who attend the school will wear the school uniform. This sets a standard of appearance of which both parents and the school can be proud. The uniform, which **must be clearly named**, comprises of:

Bright red sweatshirt, jumper, cardigan or lightweight fleece (preferably with school logo)

Boys—grey or black school trousers (not skinny leg), white shirt/polo shirt (red or white), grey or black socks

Girls—grey or black school skirt (**knee-length**)/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 or sandals - plain black trainers are acceptable as are low heeled plain black boots for girls. No fashion trainers, strappy sandals, high heels or Ugg style boots.

All items of uniform can be purchased from our suppliers 'Hole in the Wall', Hinckley or Tesco online from [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 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.

**Please ensure that all items for PE are clearly named.**

**A letter is required if your child is not participating in any P.E. lesson.**

## 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.

# How You Can Help Your Child in Year 4

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.

## General Equipment

- Children need a pen, pencil, ruler and rubber. These are provided by the school at the beginning of the year. These **must** stay in school.
- A **small** pencil case is **essential** for keeping equipment together and preventing loss.
- Children should ensure they have the correct equipment in school each day.
- All property should be clearly named.
- Children need a drawstring bag for PE kit and a small school bag for equipment. There is no room in the school cloakrooms for large rucksacks.
- From the Spring term in Y4 we expect that most children will begin to write in ink and will benefit from having their own pen with a medium nib and their own supply of blue cartridges. A decent pen, such as a Parker (cost about £6, medium nib), is better than very cheap, fashionable pens which do not give smooth handwriting, or expensive pens which may get lost. In past years many parents have added a decent fountain pen to their children's Christmas list.
- Please provide your child with some form of art apron. We have found the best coveralls are a large, old shirt or T-shirt. The apron must provide cover to their backs and arms, as you would be surprised where paint gets. For safety, please cut, sew or thread elastic through, so that long sleeves fit your child's arm length. This should be sent in a clearly named carrier bag which can hang in the cloakroom.
- We would like all children in Year 4 to have a book bag for carrying their reading book, homework book and letters from school. These 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. With a book bag, a drawstring PE bag that hangs in the cloakroom and a lunchbox with a handle or strap that can be carried, no other bags are needed. Please do not waste money on rucksacks as there is no space for these in our cloakroom.

# Homework

In Year 4 children will receive **daily** homework.

On most occasions this consists of:

- Spellings, number facts & reading.
- Occasionally, class work to finish
- Sometimes we ask children to do background research into work being done at school. This can be done at the library or, with your permission, on the internet, but please do not let your child cut and paste large chunks of barely understood text.

In order to complete homework to an acceptable standard children will need some equipment of their own.

**A few useful homework kit essentials should be:**

- A ruler, pencil, rubber & sharpener.
- Colouring pencils, dictionary.
- A recently published atlas might also be of use but is not essential.

Children will be given spellings and number facts to learn in their homework book. This homework book needs to be in school **every day** and your child will be tested on the work set for homework.

We ask that you sign the homework book each day so that we know it has actually left the dark recesses of their bag! It would also be beneficial to revise spellings & number facts for past weeks when your child does their homework.

Children are expected to take increasing responsibility for their own work. Please encourage your child not to leave homework until bedtime or breakfast time. It is better, and causes far less stress for you, if you set aside a regular time each day.

**To help your child at home:**

- Provide a peaceful place to work, away from distractions such as the T.V.
- Provide a table & chair for your child in a clutter free area.
- Encourage & 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 & praise their efforts.
- Do not sign for work that you know, or suspect, has not been done.
- Sign the book yourself, do not ask your child to sign it for you!

## Y4 Literacy

In Year 4, we teach through a range of genre to help children become adept with different reading and writing styles.

In line with the National Curriculum, our aim in Year 4 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.

## Y4 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.

Children pick up telling the time more easily on a one-to-one basis and it would help your child if you could make this a priority project for the summer holiday. Please use a traditional clock face, with numbers and hands, as well as a digital clock. Start with the hour, one o'clock, two o'clock etc; then the half hour, half past one and one thirty. Then quarter past and quarter to the hour, and then minutes past and to. The National Curriculum for maths expects **all** children to be able to tell the time by the start of Year 3. It is, therefore **essential** by the start of Year 4!

Further 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, 4+6 etc**

children should be able to apply this to large numbers

**18+2,            4+16**  
**80+20,        40+60**  
**800+200,      400+600**

- **practical maths** experiences at home, e.g. measuring and weighing when cooking; using money; capacity;
- mental maths games, e.g. how quickly they can add up numbers on the number plates of passing cars;
- practising times tables, to include division.

## Other Curriculum Areas

This year in history we shall be studying:

- a significant event in local history: the Battle of Bosworth;
- the Viking and Anglo-Saxon struggle for the Kingdom of England.

In science we shall be studying:

- living things and their habitats;
- animals, including humans;
- states of matter;
- sound;
- electricity.

## The Internet and School

As part of the National Curriculum for ICT children are 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.

During 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, including e-mail.

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.