



CHRIST THE SAVIOUR  
C OF E PRIMARY SCHOOL



# Christ the Saviour Church of England School Year Three Handbook 2019–2020

# Welcome!

Welcome to Year 3 at Christ the Saviour, Ealing. This booklet provides information about the year group, and will be supplemented by additional materials on our website.



# Keeping in touch

We try to be a listening and caring school. Please contact the class teacher right away if something is concerning you – even if it is just a niggle.

## CURRICULUM MAP

A copy of this year's curriculum map can be found on the relevant page of the website under the [learning] tab. The curriculum map outlines the main areas of study throughout the year. Further information on our specific approaches to teaching are also available online.

## MEDICAL OR WELFARE ISSUES

If there are medical or any other pastoral issues you wish us to be aware of please do not hesitate in contacting Mrs Halliwell or Ms Laldee who work between the Grove and Broadway sites. They will be able to advise on whether the Inclusion Leader or Head of Year should be involved in supporting your child. A medical or pastoral care plan may be drawn up. We will always try to work with health professionals to support parents and pupils in any way we can.

## COMMUNICATION: SPEAKING TO A MEMBER OF STAFF

We are always happy to listen to parents and encourage you to contact the class teacher directly if something is worrying you – even if it is just a niggle. Approach staff informally or by email – we value our strong partnerships with parents. Senior staff are available in the playgrounds each morning and afternoon and will always pass on a message directly to class teachers if requested. We ask parents to contact their class teacher in the first instance with any concerns. If this fails to resolve a problem or concern, please arrange to speak to the Head of Year. If this fails to solve the problem, you should contact the Deputy Headteacher or Assistant Headteacher responsible for the year group in question, who will act with the full authority of the Headteacher. Staff email addresses are noted further on; parents are encouraged to use this means of communicating with the school.

Our staff work tirelessly and we try hard to encourage a good work-life balance. With this in mind, we politely ask that parents adopt an appropriate tone in email communication. We encourage staff not to pick up emails in the evenings or weekends, but we will try to answer all communication by the next school day.

## LETTERS, EMAILS AND TEXTS

If you make sure your contact details are up-to-date in Arbor, you will receive email and text updates from the school. As much as possible, we are trying to send as much information home as we can by email. It is vital that the school has three emergency contact details for each child.

## REPORTING PUPIL ABSENCE

Simply complete the online form in the [contact] section of the website and there is no need to do anything else. The school office will confirm receipt of your communication. Parents whose children are ill are required to report this to the office by 9.15am.

If you do not report online or by email but choose rather to telephone, we require a written letter explaining the absence on return.

## PARENT PAY

All money collected by the school is via a secure website called Parent Pay. Parents can ask the school office for access to a computer if needed. Payments for breakfast club, lunch, music tuition, after school clubs and educational visits should be paid in advance unless a payment plan has been discussed with a member of the senior leadership team. The Governing Body does not allow parents to build up financial debt with the school.



# The Year 3 team

These class teachers and senior leadership are responsible for Year 3.

## THE TEACHING TEAM

Miss O Cotter	3OC	cotter@cts-school.org	Head of Year
Miss C Afonso	3CA	afonso@cts-school.org	
Miss N Ohere	3NO	ohere@cts-school.org	
Miss L Yates	3LY	laurayates@cts-school.org	
Mrs S Larson		larson@cts-school.org	Deputy Headteacher
Mrs D Harris		harris@cts-school.org	Assistant Headteacher

## TEACHING ASSISTANTS

The school is supported by a highly qualified and talented team of teaching assistants who work across many year groups and with different groups of pupils according to educational need, and learning activity.

## ADDITIONAL EDUCATIONAL NEEDS

Miss Hughes is Head of Inclusion. If you have any worries concerning any aspect of your child's learning, health, vision, hearing, progress, development, and emotional or social needs, we are here to help. Contact Miss Hughes at [hughes@cts-school.org](mailto:hughes@cts-school.org) or the office.

## CHILD PROTECTION AND SAFEGUARDING

Mrs Tramoni is the Designated Person for Child Protection. Please raise any child protection issues with her, no matter how insignificant they may seem. Our Deputy DSLs are Miss Hughes, Ms Valentin and Mrs Larson and the following staff are in the Safeguarding team: Ms Norris, Mrs Harris, Miss Hodgson.

We are committed to safeguarding in all aspects of our work. If you are concerned that a child or young person is being harmed through abuse or neglect you should contact the Children and Families department at Ealing Council on (020) 8825 8000.

## PERSONAL BELONGINGS

Pupils are responsible for their own uniform and PE garments and parents are asked to ensure that all garments and belongings are clearly named.

Personal toys and equipment such as pencil cases are neither required nor allowed in school as the school provides all necessary equipment. At special events such as end-of-term parties or special projects, pupils may be given permission to bring toys to school. Class teachers will always send a letter home indicating this.

## MID-MORNING SNACK

Pupils in years three to six may bring a piece of fruit as a healthy mid-morning snack. This should be packed in your child's school bag and not in packed lunch boxes as these are often stored away at playtimes.

## BIRTHDAY TREATS

We have a number of pupils and staff at the school with significant food allergies. It is for this reason that we ask parents not to bring in excessive treats to celebrate birthdays. If you wish to provide a treat to distribute at the end of the day on your child's birthday please inform the teacher in advance and ensure that treats are individually wrapped and do not contain nuts.

## REQUESTING AUTHORISED ABSENCE

Absence is only authorised in truly exceptional circumstances (which does not include holidays) and under very strict guidelines. The Head's decision is final. Permission must be sought from the school in advance using the required pro-forma. Further information is on the website, including an application form for leave.

# The daily routine

## Keeping the school running smoothly

### THE START OF THE DAY

The school gates open at 8.30am and when pupils arrive they go straight to the classrooms to get ready for the day. School starts at 8.40am when registration is taken. At 8.45am pupils start their first lessons of the day and learning begins.

### HOME TIME

School ends at 3pm. Teachers will line pupils up and bring them down to the playground for dismissal. Please stand well back away from the line so that children and teachers can see you clearly. This also means class teachers can see that children have been safely collected.

As the playground will be busy at home time and younger siblings may be around, children must always be supervised. Parents are responsible for the conduct of their children in the playground at the end of the day. As with before school, no games, equipment or running around are permitted for everyone's benefit.

### RED CARDS

Pupils in Year 5 and 6 are permitted to leave school on their own if the class teacher has received written permission from an adult with parental responsibility. Pupils will be given a red card by their class teacher and this needs to be shown to the senior staff on the front gate each day to indicate they have permission to leave school on their own. Pupils will not be allowed to leave school without their red card so these must be kept safely in their blazer pocket. We strongly advise parents to accompany their child on the route home several times before allowing them to travel alone. It is also very important that pupils know what to do if there was an emergency on public transport, if they felt unwell or if they were approached by a member of the public. If school staff do not feel pupils have the appropriate knowledge to keep themselves safe on the way home they will notify the parent and withdraw the red card.

### MOBILE PHONES

Parents of pupils in Year 5 or 6 who wish their child to carry a mobile phone to school should do so according to the following guidelines: the phone should have no internet access or camera facility (for example a Nokia 105), it should be clearly marked with the pupil's name, the phone should be switched off before they enter school and placed in their school bag, the phone should never be taken out during the school day. There are no exceptions to this; pupils are always allowed to phone home during the day using the school landline if they need to speak to a parent.

A simple mobile phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen. Parents who wish their child to carry a mobile phone should ensure their child understands these rules. Failure to comply will result in staff following sanctions as detailed in our behaviour, discipline and exclusions policy. Pupils in younger years are not permitted to bring a mobile phone to school.

### SECURITY

We ask for your support in keeping pupils safe on site. We do not bring hot drinks into the playground. Children should not be allowed to run around at collection time. The church car park on the Broadway site is not for the use of parents.

### COLLECTION OF PUPILS – KEEPING THEM SAFE

Please make sure you inform the class teacher in advance or email the school office if someone is collecting your child on your behalf. There is a change of collection form on the school's website. Children always need to say 'goodbye' to their teacher and wait for permission to leave. Please reinforce this with your child at home.

## PLAYGROUND SURFACES

The rubber crumb playgrounds at the front and the back of the school are a wonderful play space for our pupils. We politely request that you refrain from eating or drinking when picking up, and please don't wear stiletto heels on the playground surface, as you will sink in!

## UNIFORM

The school takes pride in its strong identity and smart uniform. Our uniform guidance is available on the website. Pupils are strongly encouraged to take personal responsibility for their own neat appearance. PE kits should be brought to school in the school kit bag. All items of uniform must be clearly labelled. Full details of the uniform, which is compulsory, is on the website.

## JEWELLERY, MAKE-UP & HAIRSTYLES

No jewellery should be worn with the exception of stud earrings and a simple non-valuable wrist watch. Any pupil wearing jewellery must be able to remove it unaided before P.E. and be able to replace it themselves. Make-up and nail varnish are not permitted. Long hair must always be tied back and hair bands should be plain and simple. Hairstyles should be tidy and smart. Shoes must be formal, black, leather and enclosed. No boots are allowed. Socks and tights should be black.

## BOOK BAGS AND RUCKSACKS

Book bags should be brought to school each day. Homework and reading books will be sent home in them, alongside any letters. Some pupils prefer school rucksacks, but book-bags are much easier to store in school.

## HOMEWORK

The following subjects are set as homework weekly: reading, mathematics, spelling, times tables, science, Big Talk, comprehension, grammar.

The homework schedule for each year group can be found on the year group pages of our school website.

## READING EVERY DAY

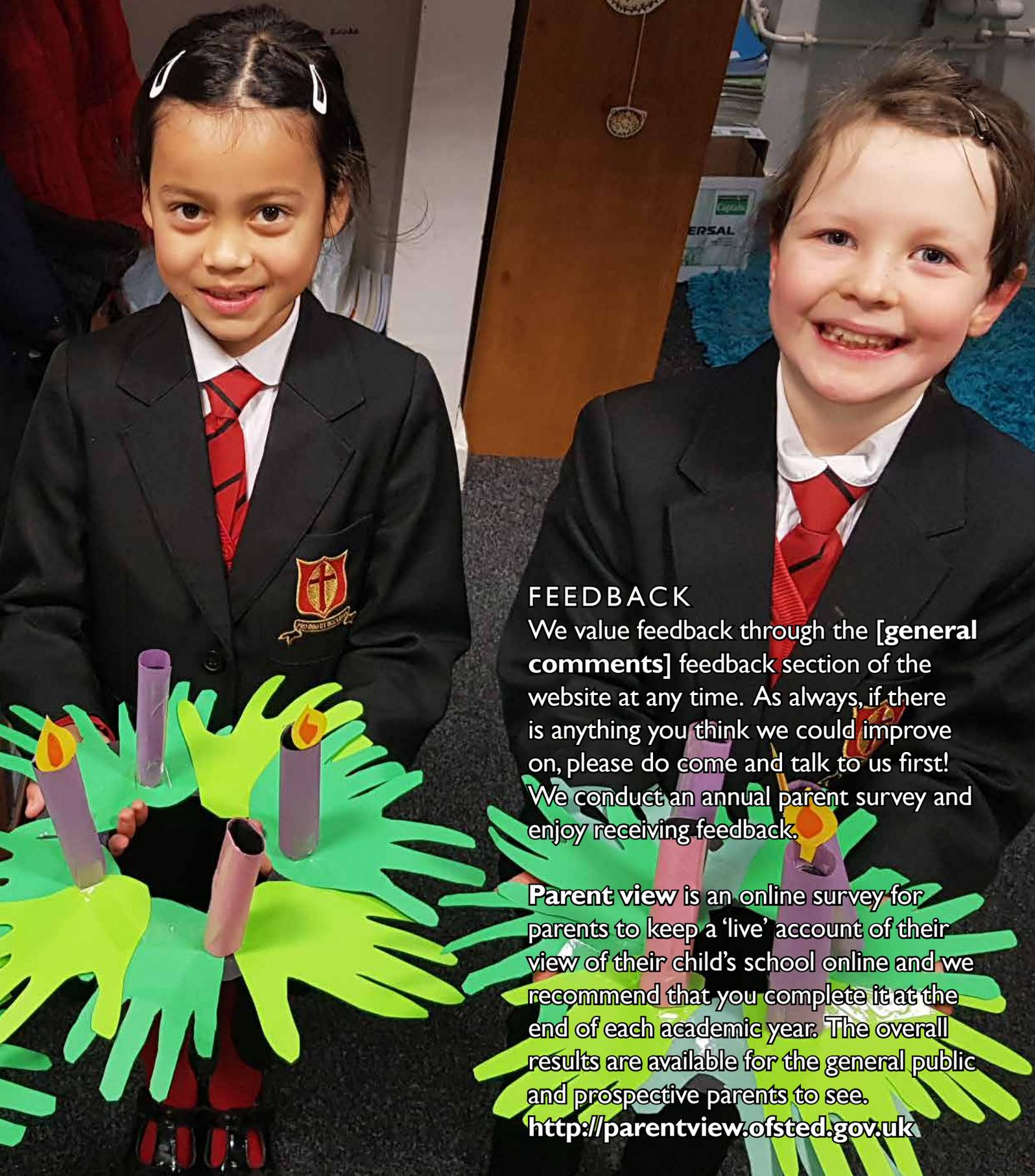
Please listen to your child read for 10 minutes everyday – each child has a reading journal to record their reading successes and show their reading targets.

## GOOD BEHAVIOUR AND DISCIPLINE

Good behaviour is dependent on a strong partnership between home and school. Each class creates seven rules based on seven key areas. Each class then displays their own version of the seven rules. In addition, there are rules (such as no charging around and no screaming) that are upheld around the school; parents are asked to support the school in upholding and maintaining them. You can check on Arbor how many house points your child receives against each of the seven areas.

The key areas are:

- learning
- communicating;
- moving;
- treating others
- safety
- problem solving
- e-safety.



## FEEDBACK

We value feedback through the [**general comments**] feedback section of the website at any time. As always, if there is anything you think we could improve on, please do come and talk to us first! We conduct an annual parent survey and enjoy receiving feedback.

**Parent view** is an online survey for parents to keep a 'live' account of their view of their child's school online and we recommend that you complete it at the end of each academic year. The overall results are available for the general public and prospective parents to see.

<http://parentview.ofsted.gov.uk>

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Website: [ctsprimary.org.uk](http://ctsprimary.org.uk)  
Email: [admin@cts-school.org](mailto:admin@cts-school.org)  
Arbor: [login.arbor.sc](http://login.arbor.sc)  
School office: 020 8249 6800