



Upper Phase (Y4-Y6)
New Year Parent Information
Meeting
Thursday 5th September

Attendance Guide for Parents/Carers

What we ask YOU to do:

Try to telephone the school before 8.30am each day of your child's absence.

Tell the school in advance, of any medical appointments and bring in appointment cards/letters.

If you are not sure whether your child is well enough to attend school, send them in anyway as they often perk up on arrival. We will contact you if your child is poorly during the school day

If your child has vomiting/diarrhoea they must stay at home for 48 hours after the last bout so it doesn't spread to others.

Complete a Leave of Absence form if you have any other reason for absence

If you and your child are experiencing difficulties with school attendance, for any reason, then talk to us as a first step so we can help!

What WE will do:

Check your child's attendance every day and support you if you are struggling with this in any way

Phone home to discuss your child's attendance with you.

Invite you into school for attendance meetings if we are concerned.

If we cannot establish a reason for absence, then we may make a welfare home visit.

SEND

EHCP

- > Learning Support Plan
 - Termly review
- Meeting with class teacher and or Sendco termly
 - Annual Review

SEN Support

- Learning Support Plan
- Termly review

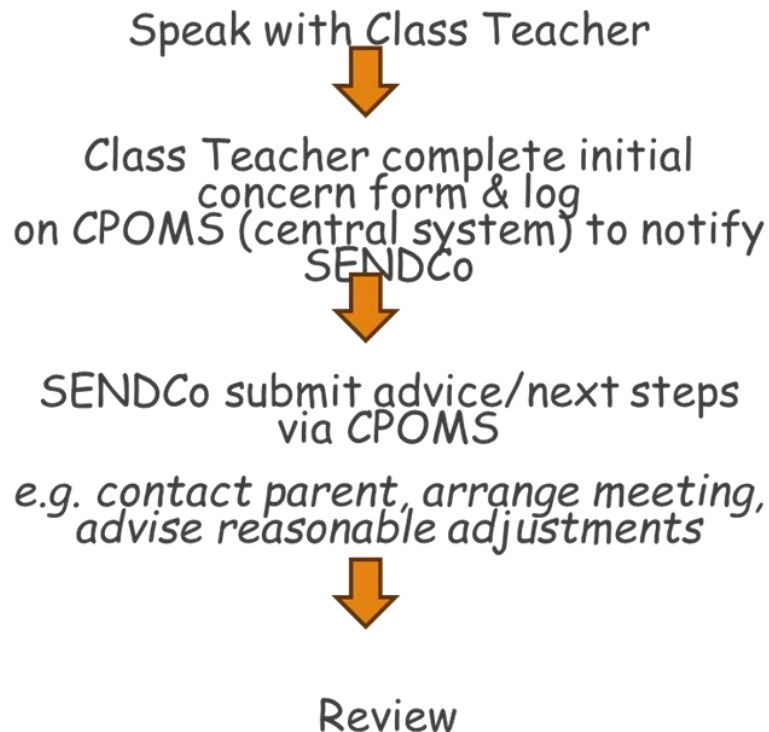
SEN Register

E - EHCP

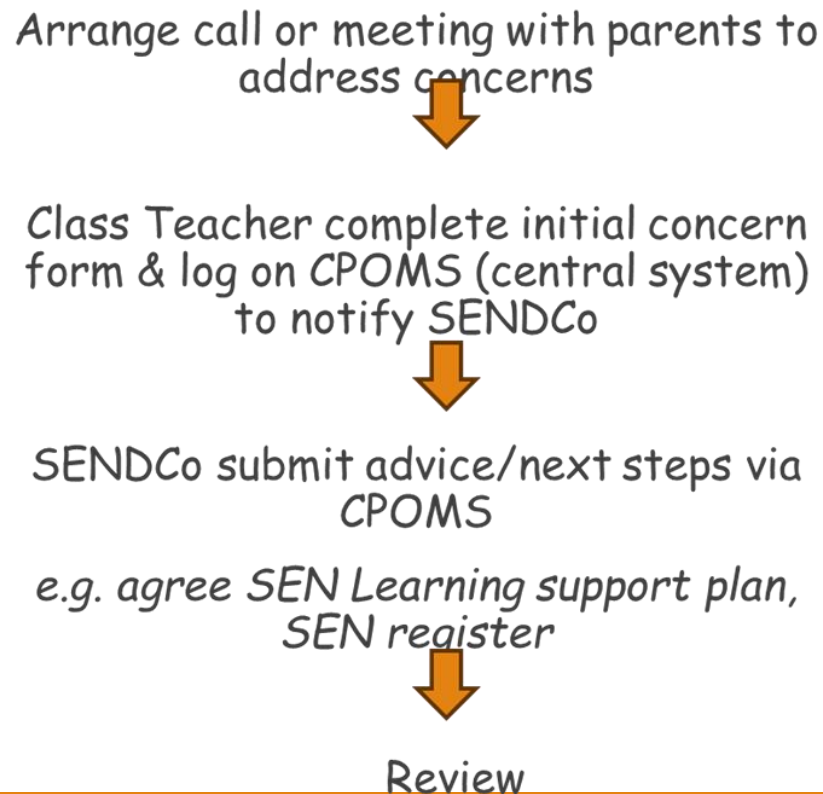
K - Sen Support

Monitoring

Parent/Carer Worry or Concern



Class Teacher Worry or Concern



SEND - Contact

All SEND queries to be sent to
send@fordleyprimary.org.uk

Expect a response within 4 working
days.

Central access for HT/DHTs

Urgent queries - call school
office **0191 250 2207**

Mrs Miller working Days: Mon - Thurs

Signposting & Advice

Early Help Assessments
(Team Around the Family
Meetings)

Multi-Agency Working

Local Offer

Upper Phase teachers

Mr Fawcett - Year 6 teacher, Upper Phase Leader

Mr Stewart - Year 6 teacher

Miss Thompson - Year 5 teacher

Mr Stephenson - Year 5 teacher

Miss Gibbs - Year 4 teacher

Miss Henderson - Year 4 teacher

Upper Phase support staff

Year 6: Mrs Finlinson

Year 5: Mr Brown, Mrs Jardine

Year 4: Mr Owens, Mrs Lancaster



What to bring to school



- Water bottle (a simple bottle is enough - no AirUps recommended the cost of them)
- A jumper/ cardigan and a coat - in every weather!
- Sun cream and a hat (during the warmer weather)
- No snacks except fruit
- No toys to be brought into school. Footballs and skipping ropes are allowed but must be named.



The school day



8.40am-8.50am: Children arrive at classrooms. Mr Fawcett available on the yard for any queries.

3.20pm: Collection. If you would like to speak to your child's class teacher, please wait until all children have been dismissed. Must be an adult collecting. Please contact the school office for alternative arrangements e.g. collecting other adult's children

Year 6s may walk home independently if the school has been provided with written permission

School uniform

- A white polo shirt
- Black or grey school trousers or skirt (not leggings)
- Burgundy jumper or cardigan
- Red gingham dress.
- Plain black flat shoes or trainers on any day
- Trainers needed on a PE day
- **Does not need to have school logo on.**
- **No earrings - spacers can be worn if still healing**

PE

6JF: Thursday and Friday
6CS: Tuesday and Thursday
5NT: Tuesday and Wednesday
5LS: Monday and Wednesday
4DG: Tuesday and Thursday
4LH: Tuesday and Friday



Information about Year 4 swimming will be released to adults

PE kit

- Black shorts/ plain black or grey tracksuit bottoms or leggings
- Plain white t shirt.
- School jumper or cardigan.
- Black trainers



Homework

- Reading is a whole school focus and frequent reading has a huge impact on the progress of a child across all subjects and learning.
- Reading AT LEAST 3 times per week. Reading books are levelled appropriate to a child's current attainment in reading.
- Record using child reading record.
- If you have any school books at home -please return



Curriculum and Learning

- An overview of the learning for the half term will be shared at the start of each half term (on paper and on Seesaw)
- You will be able to see what the children are learning, the vocabulary they are exploring and the questions you could ask to find out more about what they are doing
- School visits and visitors will be arranged and we will make sure we give plenty of notice for you
- Upcoming dates are shared on the weekly newsletter and on our website
- Parents/carers consultation meetings/phone calls will take place this term

Additional Needs / Learning Worries

- We are here to help if you have worries about your child's learning or their well-being
- If you have any worries, please speak to your child's class teacher first or Mr Fawcett
- Mrs Miller (our SENco) is always happy to have conversations to address any concerns or enquiries

Medicines in school

- Form must be filled in and signed by parent - available from the Main Office.
- We can only administer medicines which are on prescription (must have prescription label on). Antibiotics can only be given if they are needed 4 x per day
- Calpol in certain circumstances. A phone call home will be made for verbal permission and to inform you of the time it has been administered.
- Check dates on inhalers and epipens in schools



Collecting your child

- Please be patient as we learn our new families!
- Please inform the office staff about any alternative collection arrangements.
- In the event of an emergency, please telephone the office in good time for a message to be passed to staff.

School meals

- Choice of healthy, delicious mains and desserts. Pre-orders can be made via Hutchinsons or your child can order in school.
- Free school meal entitlement.
- Healthy school - no sweets in school - instead of birthday sweets children can bring in their favourite book to share with their friends at story time.



Breakfast club and After School Club

- Breakfast club 8am-8:25am sign in at office
- Choice of healthy breakfast.
- **Free!** Not childcare, children expected to come for breakfast because it is funded by Greggs for that reason
- After School Club to be booked online using the school gateway app. Website explains all about this. (go to www.fordleyschool.com - All About Us - What do We Offer - Fordley Afterschool Club)
- Chargeable.

3.30pm-4.30pm	£3
3.30pm-5pm	£4
3.30pm-5.30pm	£5
3.30pm-6pm	£6

Communication

- Weekly newsletter on Friday
- Website - News and Letters section
- Seesaw - log in details will be sent home.

Assessments

Year 4 - Multiplications check
June - dates TBC

Year 6 - KS2 SATs
Monday 12th May - Thursday 15th May