



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

MEET THE NEW FORM TEACHER
(Meeting for parents of children moving up to Year 4)

A letter will be issued at the end of term with a summary of these details.

General Year 4 routines and procedures.

1. The school day

- 8.25 am The bell is rung in the playground and the children line up in their form groups. Please ensure that children arrive at school by 8.25 am. Registration takes place immediately pupils are taken into the classroom.
- 8.40 am Matins on Tuesday and Friday
- 8.45 am Assembly in the Sports Hall on a Monday on a three weekly rotation with Whole School, Upper School or Lower School. Those year groups not attending Assembly will have Form Time. Form groups lead Assembly on a Wednesday on a rotation throughout the year. Alternate Wednesdays will be Golden Time. Thursdays will be Hymn Practice, Form Time or Achievement Assembly.
- 3.40 pm Lessons end and children return to their form rooms for deregistration.
- 3.50 pm Children are dismissed. The form teacher takes the form out to the playground and there may be an opportunity for a brief word with parents. However, appointments can be made to see the form or subject teacher by contacting the school office, or through a note in the diary.

Please remember to inform the form teacher if there is a change in the collection routine for your child. No child will be allowed to leave school with anyone other than their usual carer without written notification.

Electives will begin from Monday, 19 September.

2. Pupils belongings

The uniform list is updated at regular intervals. The full list of uniform requirements can be viewed on the school website www.reigatestmarys.org.

Each child has their own peg for blazers and coats in their classroom.

The children will be advised as to where their kit bags are to be stored.

Each child has their own table and drawers within an area in the classroom for storing kit bags.

3. Combined Humanities

The children have Combined Humanities lessons as part of the curriculum. Your child will learn about the following topics over the course of the year.

- Autumn term India
Spring term History of Reigate
Summer term Into the Woods

The curriculum overview maps for each year group are available at the start of term on the school website via the Parent Portal.

4. Homework/homework diary

Children are issued with a homework diary. The children will write down an outline of the homework set for the day.

Year 4

- English and Maths set once each per week
- Reading every day
- Spelling/times tables set once per week

At deregistration the form teacher will check that all homework instructions are written in the homework diary. Parents are asked to initial the diary on a daily basis to indicate that the homework has been monitored. Parents are encouraged to make use of the homework diary to inform the teacher of any concerns or problems that may have arisen with the homework, or regarding other concerns.

Reading is monitored by the class teacher but the children are also expected to read at home. Weaker pupils will read to a member of staff as often as possible. All children will have opportunities to read aloud in school.

Reading books are chosen from either the class library or the main school library. Children are welcome to bring books of a suitable level from home.

The class timetable can be found in the homework diary.

5. Reporting

Reporting includes both verbal and written feedback to parents about their child's progress. This takes place at regular intervals throughout the year.

Autumn Term:

Parents' Evenings for all year groups

Spring Term:

Parents' Evenings for all year groups

Summer Term:

Written reports for all pupils, in all subjects

6. Our Charter of Values

Every form room displays a copy of our **School Ethos and Charter of Values** to remind children of the school's expectations of behaviour.

- We treat other people as we would like to be treated
- We forgive
- We are always be honest, truthful and fair
- We listen to each other
- We are kind and helpful
- We do our best to be our best self

And also the **Golden Rules**:

- Do not disrupt the flow of a lesson
- Always be polite to others

Values and Thinking Skills

The curriculum has been developed with a focus on Values and Thinking Skills which underpin all that the children study. The Values in the Autumn term will be **courage** for the first half of the term and **empathy** for the second half of the term. The Thinking skills will be **good judgement** for the first half of the term and **respect** for the second half of the term.

7. House points

In the homework diary is a record of house points awarded for Year 3 and Year 4 pupils. House points are awarded for a range of things including good work, improvement, helpfulness, initiative etc. Certificates are awarded as follows:

Bronze	50 house points
Silver	100 house points
Gold	200 house points
Head of House Commendation	300 house points
Platinum	400 house points

The awarding of certificates is advised in the school bulletin and parents are invited to attend achievement assemblies.

The Heads of House are:

Mr S Williams	Osmond (yellow)
Miss H Squibb	Searle (red)
Mrs N MacPherson	Hobson (green)
Mrs V Bessant	Malcolmson (blue)

8. Golden Time

Golden Time is a reward of free time for the children who have not broken the school's Golden Rules over a set period of time. The children start with the maximum amount of free time of twenty minutes, the child's aim is to keep as many of these minutes as possible. If a child breaks one of the Golden Rules they will be given a warning that if they do not correct their behaviour they will lose a minute. If the child does not correct their behaviour and has to be spoken to again then they will lose one minute of their Golden Time. The form teacher will check to see how many minutes each child in their class has and when the class has Golden Time they will be allowed that amount of time of free choice i.e. a child with minus 6 minutes will have to sit in silence for 6 minutes and then will be allowed 14 minutes of Golden Time. Any children who have not lost a single minute for the half term will be invited to see Mrs Trundle to be congratulated and receive a Golden Time star sticker. If a child does not lose a single minute of Golden Time throughout the year they will be invited to a special celebration party with Mrs Trundle.

For more serious misdemeanours there may be a loss of break time when a pupil may either complete a worksheet or write a letter of apology as appropriate. Should a pupil's behaviour continue to be poor they will be seen by a member of the senior leadership team and parents will be asked to come into school to discuss the way forward. The school firmly believes in the philosophy of 'praising the child and criticising the action', not labelling a child as 'naughty'.

9. Form reward

Classes can earn 'marbles' which are used as an incentive for good behaviour and team work. The 'marbles' are put into a form jar and when an agreed number have been collected the teacher decides on a form reward appropriate for the age range. Some teachers might give the children a few minutes extra playtime or visit the 'Trim Trail' for example.

10. Merit Certificates

Staff may award a Merit Certificate if a pupil has excelled in a specific area of learning or has produced an excellent piece of work. The certificate is sent home and pupils will be commended for receiving this at their House meeting.

11. Absences

Absences should be notified by telephone to the school office before 9 am if possible. A written note should be sent to the form teacher on the day the child returns confirming the reason for the absence.

Absences other than for sickness during term time should be avoided. However in exceptional circumstances where absence is unavoidable permission in writing must be requested in advance from the Headmaster.

Any child arriving late to school must report to the school office immediately.

12. Form groups

Each half term the children will vote for a Form Captain and Vice-Captain who will have responsibility for helping the form teacher.

Two members of the class are chosen to represent the form on the School Council and two members of the class are chosen to represent the class on the Eco Committee for the whole year.

13. Pastoral Care

The form teacher should always be the first point of contact for concerns regarding social, academic or other matters. The form teacher has overall pastoral responsibility for the children in their class. If issues need to be taken further, form teachers will involve Mrs Trenner (Middle school coordinator), Heads of House and then Mrs C Trundle, Deputy Head (Pastoral) beyond this. However, the form teacher should always be the first port of call so that they are always informed and kept at the centre of any discussions.

Every child is given a 'bubble' with their name on which they can place on the teacher's desk at any point during the day. This will indicate to the teacher that they would like to speak to them on their own about something that is worrying them.

14. Stationery List

Pupils are required to provide:

Pencil case, Berol handwriting pen, HB pencils, coloured pencils, glue stick, pencil sharpener, eraser, 15 cm ruler. Parents should check the contents of the pencil case on a regular basis and replace items as necessary. Please see information at the end of this letter on recommended hand writing pens.

15. Healthy sleeping habits

At school it is very noticeable when a child has not had enough sleep as they are not able to engage fully in lessons. The National Sleep Foundation recommend the following for school age children:

- Teach school-aged children about healthy sleep habits
- Continue to emphasize the need for regular and a consistent sleep schedule and bedtime routine
- Make child's bedroom conducive to sleep – dark, cool and quiet
- Keep TV and computers out of the bedroom
- Avoid drinks containing caffeine

16. General information

Work within the lesson is differentiated as children progress at different rates. The class will begin a lesson or topic together but extension or reinforcement activities may be used depending on the individual pupil. The school will support a child's learning by providing extra help and support where needed.

Staff are always happy to speak to parents. Please do not hesitate to ask questions or raise concerns.

Please ensure that **ALL** items of clothing and personal equipment are clearly named.

Pupils should not be left on site before 8 am as they cannot be supervised prior to this time.

Fruit or vegetable snacks or a cereal bar are allowed for morning break. No nuts or chocolate.

We advise children to bring a bottle of still water to drink from in the classroom.

We wish you all a restful and refreshing summer holiday.

Yours sincerely

Mrs B Gibson, Mrs H Seymour (née Trenner)

Year 4 Form Teachers

RECOMMENDED HAND WRITING PENS

Please could your child have a handwriting pen? We recommend the following fibre tip pens:

- Swash handwriting pens - fibre tip



- manuscript handwriting pen – fibre t



- Stabilo pens – fibre tip

