



*Be strong and  
courageous.....for  
the Lord your God is  
with you*

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Headteacher: Mrs C Hawkins BEd (Hons), NPQH

Dear Parent/Carer

### **Year 3 – Meet the Teacher**

Dear Parent/Carer

Here is a summary of the Year 3 expectations and procedures as outlined on the ‘Meet the Teacher’ PowerPoint.

#### Communication

I will be available after school Tuesday to Friday or before school on Monday, Tuesday, Thursday and Friday to discuss any issues or concerns you have about your child and Year 3. Please phone the school the previous day if you would like to arrange an appointment during these times. However, if these times are not convenient to you then please contact the office to arrange an appointment which is more suitable. Please also make use of the phase email to pass on any messages to me: [LKS2phase@highwycombecombined.bucks.sch.uk](mailto:LKS2phase@highwycombecombined.bucks.sch.uk).

#### Expectations

We have discussed the school rules and the school behaviour policy as a class. After reading and discussing these as a class we constructed the class contract which all the children agreed on. The school ethos underpins all of these as we strive to encourage children to participate actively and enthusiastically in all aspects of school life.

#### Uniform

There is an expectation that the children will wear their uniform correctly. This includes shirt top buttons being done up, tie tied correctly at the top of the shirt, and shirts tucked in. Children should wear shoes not trainers and make sure any hair accessories are minimal and the correct colour. We do of course, during the hot weather make sure the children take their ties off and undo their top buttons.

#### Timetable

You will find a copy of our class timetable on the class page of the website. This is not set in stone, but gives a good indication of what is being taught and when. **Please ensure your child has a full PE kit in school on Monday and Wednesday.** Please make sure your child’s kit also includes a school sweatshirt and tracksuit bottoms for the winter months. Earrings should not be worn.

#### Homework

Homework is set as detailed on the school website and PowerPoint. Please support your child in the completion of their homework, encouraging them to take time and care over its content and layout, and ensuring it is handed in on the day requested. Homework should be completed to the same standard as we would expect in school. Weekly spellings should be learnt during the week; times tables should be learnt, revised and practiced regularly.

#### Reading

Reading fluently and with understanding is the key to success in other subjects too. Now that they are in KS2 many children are beginning to read more independently, so please engage in conversation with your child about the book



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they are reading to help develop their comprehension. Please do continue to listen to your child read regularly and sign their reading record to acknowledge that this has been done. Reading records should be brought into school daily.

### Time Out of Class

This year I have time out of class for either PPA or as part of my role as SENCO. When I am out of class I am still present in school and on hand to deal with behavioural or emotional issues. This half term, the class are taught by Mrs. Wells or Mr. Burgin when I am out of class.

### Year 3 Enrichment

Our trips for this academic year will hopefully be:

Autumn Term –Chiltern Open Air Museum trip

Spring Term – Living Rainforest trip

Summer Term – Roman Day

### Link Governor

This year the link governor for Year 3 is; Vitoria Silva

The role of the link governor is;

- Support the class teacher
- Come into school and work with the children
- Participate in class collective worship etc

### Absences

If your child is going to be absent please inform the office by phone. If your child is absent for a whole day or more please send in a letter detailing why they have been off.

### Water

Research has shown that liquid intake has an effect on concentration levels and learning potential. We therefore encourage children to bring water into school in a named, transparent bottle with a sports style nozzle.

### Fruit/Lunch

We also encourage the children to bring in a fruit snack to eat at morning break, but ask that this is kept in a named bag or small container separate from their lunch box. We always encourage children to bring a healthy lunch to school, and appreciate your help in providing a balanced lunchbox.

### Stationery

Year 3 children need to supply their own equipment as follows;

- A number of sharp HB pencils
- Colouring pencils
- A rubber (white, rectangular)
- A pencil sharpener
- A glue stick
- 30cm ruler
- Purple and pink pen
- Whiteboard pen
- Scissors
- Black handwriting pen (not biro)

These should all be named where possible and stored in a named pencil case.



## Miscellaneous

- If your child is unable to do PE for medical reasons, please inform us by letter.
- Please ensure all clothing, stationery, books etc brought in from home are clearly named
- There is no entry into the school building before the beginning of the school day. If it is necessary for you to enter the school then it must be via the main office.
- Please remember there is no parking at the front of the school as this is for staff and visitors.
- If you are running late to pick up your child at the end of the day please contact the school as soon as possible to let us know. Your child/children will then need to be signed out on the late register.

I hope that your child's time in Year 3 will be a happy and enjoyable one, and that together we are able to support their development and progression as best as we are able.

I hope to be able to meet you all at parents evening where I will be able to discuss your child's individual progress.

With best wishes,



Mr. Smith  
Year 3 Class Teacher

