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

September 2025

Dear Parent/Carer

### **Year 4 – Meet the Teacher**

Here is a summary of the Year 4 expectations and procedures as outlined on the ‘Meet the Teacher’ PowerPoint.

#### Communication

I will be available most Wednesdays and Fridays from 8am onwards, or after school until 4:30 p.m, to discuss any issues or concerns you have about your child and Year 4. 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. 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 Wednesday and Thursday**, with swimming kits on Wednesday for the Autumn Term. 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.

#### Reading

Reading fluently and with understanding is the key to success in other subjects too. In Year 4, children are encouraged to use their reading record as a ‘reading reflection journal’, they can note new vocabulary, predictions as to what might happen next and chapter summaries. Please also engage in conversation with your child about the book they are reading to help develop their comprehension.

#### Time Out of Class



This year I have time out of class for PPA. 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 and Mr Burgin when I am out of class.

### Staffing

This year we have Mr Bicknell who is completing his teacher training with us. We are also supported by Mrs Salgia, Miss Whyte and Mrs Thomas throughout the week. Support is provided through LSA led small group work, some of which will take place outside the classroom.

### Year 4 Trips

Our trips for this academic year will hopefully be:

Spring Term – Windsor Castle

Summer Term – Black Park

### Link Governor

This year the link governor for Year 4 is Sophie Whitcombe.

The role of the link governor is:

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

### Absences

If your child is going to be absent please inform the office by phone.

### 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 fruit 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 4 children need to supply their own equipment as follows;

- Black handwriting pen
- 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

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 4 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 in November where I will be able to discuss your child's individual progress.

Yours sincerely



Miss E. Collins  
Year 4 Class Teacher

