



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

MEET THE NEW FORM TEACHER
(Meeting for parents of children moving up to Year 6)

I. The school day

The school day begins at 8.25 am, when the bell is rung in the playground and the children will line up as usual. Registration is immediately afterwards. We would ask that children are punctual as there are always matters to be dealt with and preparations for the day ahead. Assemblies take place on a Monday on a three week rotation of whole school, upper school and lower school with those not attending having form time. There are also Assemblies on a Wednesday at 8.45 am which form groups lead on a rotation throughout the year. On Thursdays there will either be Hymn Practice or an Achievement Assembly beginning at 8.45 am. On a Tuesday and Friday at 8.40 am, Matins takes place in St Mary's Church. Assemblies take place in the Sports Hall, Beech House. The school day has six lesson periods, each lasting fifty minutes, with regular breaks as before.

For Year 6, school ends at 4.00 pm. The final lesson of the day ends at 3.40 pm followed by form time with deregistration at 3.55 pm ready for dismissal.

Homework:

- English and Maths set once each per week during Autumn and Spring Term
- Reading every day
- Occasional Science and Combined Humanities homework set to support or extend class work
- Extra work may be set at the discretion of English and Maths teachers as appropriate
- Project work may be set in the Spring Term and in the Summer Term as well as reduced English and Maths homework

All the children will be given a homework diary in which is written a summary or outline of the homework set that day. At morning registration the diary is checked by the Form Teacher and initialled. Once the homework is completed, we ask that you initial the entry too, which indicates to us that you have monitored the work as well. **Please make this a priority.** Pupils should take particular care with this responsibility and look after their planner. If your child is unable to complete the homework for whatever reason, please let us know with a note in the homework diary. In the Upper School (Key Stage 2), the homework diary is also where each pupil keeps a record of House points awarded. In addition the homework diary can serve as a useful means of communication between teachers and parents.

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

Games lessons for Year 6 are on Wednesdays and Fridays. There is also a PE lesson on one other day when white PE kit will be needed. **Please ensure that everything is named, however small the item!** There will be a check on our return on Wednesday, 7 September. PE and Games kit may be stored in the Pound at the start of the day before the playground bell is rung. **Pupils are not permitted to enter the Pound unaccompanied by a member of staff.**

Sports practices and Electives commence the week beginning Monday, 19 September.

2. The curriculum (core subjects)

The curriculum in Year 6 for English promises to be dynamic, fun and rigorous. We aim to promote the children's love of literature through the use of respected authors. The children will be weaving their learning around outstanding texts which use exquisite language which will impact on the children's imagination, learning and writing. Every term they will be carrying out written comprehensions, creative writing, individual and class reading, handwriting and spellings.

In Combined Humanities (History, Geography and RS), the themes for the year will be:

Autumn Term The Terrible Tudors

Spring Term Beyond the Great Wall

Summer Term Reach for the Stars

The emphasis will be on engaging the children in rich texts and the Art and Design work will be inspired by these themes. We aim to provide a cohesive and stimulating cross-curricular curriculum.

In Maths in the Autumn term there will be some work on algebra and lots of problem solving which will reinforce the key concepts of the Year 6 key learning objectives in the Autumn term. Where relevant some Level 6 extension work will be introduced in the Spring term as the children cover all the areas of number, shape, data handling and problem solving in line with the key objectives of the Maths curriculum. You will receive, at the start of the year, the Year 6 key objectives booklets for your information so that you will be aware of the key concepts being covered and the expectations of Level 5 and Level 6. In the Summer term we will be looking at some of the theories and ideas of famous mathematicians and relate this to expand their mathematical knowledge. We will be entering Primary National Maths Challenge in the Autumn term.

The good news is that there will not be excessive exam preparation or testing in class. This can only maximise the quality of the teaching in both English and Maths instead of spending lessons on practice papers as has been done in the past. We will be focussing on the children achieving their potential whilst enjoying the learning journey and developing their intellectual thinking skills.

There has been liaison about the content of the Year 6 curriculum with our feeder schools to ensure that a smooth transition is made into Year 7.

The curriculum overview maps for each year group are available at the start of the term in the parent portal on the school website.

3. Subject leaders in Year 6

Certain subjects are taken by a subject teacher such as Computing, Music, MFL and Games. Although your child will use their classroom as a base they will move around the school for a few lessons.

4. Writing Equipment

Time can be wasted in a lesson when a child does not have the correct item, so each pupil should ensure they have the following:

A 30 cm ruler and also a 15 cm ruler if possible

Several HB pencils and pencil sharpener

An eraser

Handwriting pen (information on recommended type of pen can be found at the end of this letter)

Coloured (pencil) crayons

Glue stick

Scissors (blunt-ended)

A pair of mathematical compasses

Protractor (ideally coloured)

A basic calculator (**not scientific**)

Thesaurus

English dictionary (optional)

NB: Please could you name each item clearly as this helps a great deal when trying to identify items that have been mislaid.

5. Reporting pupil progress

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 Year 6 for English Maths, Science and Computing

Spring Term:

Parents' Evenings for Year 6 for Combined Humanities, Music, MFL. Art, Games and PE and written report in English and Maths.

Summer Term:

Written reports for all pupils, in all subjects.

6. House points

At the back of the homework diary is a record of house points awarded. House points are awarded for a range of things including good work, improvement, helpfulness, initiative etc. Certificates are awarded as follows:

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

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)

7. 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'.

8. Form reward

Classes can earn 'marbles' which are used as an incentive to 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.

9. **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.

10. **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.

11. **Form groups**

Each half term a pupil is appointed as Form Captain and Vice Captain and they will have responsibility for helping the form teacher with tasks such as collecting and returning the register to the school office.

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 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
- Treat others and property with respect

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.

Two members of the class are chosen in Year 6 to represent the form on the School Council. Two members of each form are also chosen to represent the form on the Eco Committee for the year.

12. **Electronic items**

iPods are not permitted in school. If a pupil requires a mobile phone to use while travelling home a written request to the Form Teacher is required. Pupils **must** take phones to the office in the morning, where it will be kept safely. The phone must be 'signed out' at the end of the day.

13. **Permission for travelling home**

If a parent would like their child to travel home by walking or public transport they must supply written permission to that effect to the Form Teacher.

14. **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 J Beglan, Upper Phase Leader 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.

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 K Gibb, Mrs L Winchester, Mrs R Winterhalder

Year 6 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 tip



- Stabilo pens – fibre tip

