MEET THE TEACHER

Essential Guide for Parents and Carers of Children in Year 3
at Gordon Primary School

Welcome to Year 3

- <u>Class teachers</u>
- 3A – Miss Acar and Mrs Fernando
- 3R – Miss Riches and Ms Chaudhry

- <u>Additional staff</u>
- P.E.: Mr Gbana (Coach Romeo) and Coach Lawal
- Music: Mr McKevitt
- Spanish: Ms Fitzpatrick
- SENDCo: Ms Carrera
- Leadership Team: Miss Naidoo (Head Teacher); Miss Rogers (Deputy Headteacher); Miss Jones (Assistant Headteacher)
- Phase Leaders: Miss Patala (EYFS); Miss Rogers (Key Stage 1); Ms Nehaar (Lower Key Stage 2); Miss Jones (Upper Key Stage 2)

Behaviour

- Our behaviour policy is available on the school website
- Please encourage your child to follow the 5Cs:
  - Care
  - Courtesy
  - Co-operation
  - Consideration
  - Commitment

  - Pupils will receive teacher and peer commendation awards for demonstrating the 5Cs in school. These will be published in our fortnightly newsletter.
  - If your child does not follow the 5Cs after a verbal reminder, they will be asked to fill out a reflection sheet. You may be called to meet with the class teacher to discuss this further.

Communication

- Home-School agreement
- An updated home-school agreement is on the school website; please sign the copy in your child's home-school communication book and ensure that you follow the guidance and meet the expectations outlined in this document.

- Home-School Communication Book
- This provides the link between the parent and the teacher.
- Any letters will be communicated to you using the Home-School Communication Book: to inform you of important dates and/or events that are taking place at school. Please ensure that you check your child's Home-School Book and school bag each day.
- Feel free to use the book to communicate with your child's class teacher. Children are responsible for passing on the book to the class teacher.
- Additional reminders and information are sent out using *ParentHub* and the school newsletter

The School Day

- Children are admitted from 8.45am-9.00am each day
- 9.00am is the time by which children MUST be seated and ready to start the day
- Please ensure that you drop off and collect your child promptly
- Lateness has a huge impact on your child's learning. Please ensure that your child is in school on time every day
- Lessons finish at 3.15pm. Classroom doors will open shortly after this and children taught in upstairs classes will be in the playground hereafter
- Please give the classes space to exit the building. Your patience is appreciated as we ensure that your children are collected safely

Attendance

Regular attendance and punctuality at school is an important factor in ensuring that children benefit from their education.

Facts about poor attendance

- Missing out on lessons leaves children vulnerable to falling behind.
- Children with poor attendance tend to achieve less in both primary and secondary school.
- The Education (School Day and School Year) (England) Regulations 1999 require all maintained schools to open to educate their pupils for at least 190 days (380 sessions) in each school year.

◦ School term times are on the school website

◦ Extended leave: the school has adopted the Redbridge policy

◦ No leave is to be taken during term time

Every Lesson Counts!

ATTENDANCE DURING SCHOOL YEAR	EQUATES TO SCHOOL ABSENCE	WHICH IS APPROXIMATELY	NUMBER OF MISSED LESSONS
94%	10 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons
85%	29 Days	6 Weeks	150 Lessons
80%	38 Days	8 Weeks	200 Lessons
75%	48 Days	10 Weeks	250 Lessons
70%	57 Days	11 1/2 Weeks	290 Lessons
65%	67 Days	13 1/2 Weeks	340 Lessons

3
Days
lost
6.5
Days
lost
9.5
Days
lost
13
Days
lost
16
Days
lost
5 mins
late each
day
10 mins
late each
day
15 mins
late each
day
20 mins
late each
day
25 mins
late each
day
LESS CHANCE
OF SUCCESS
SERIOUS IMPACT
ON EDUCATION

Absence

- If your child is not able to attend school, please ring the school office by 8.30am
- Your child's attendance and punctuality is tracked and reported to the Educational Welfare Officer
- The school will follow up on significant absences
- Once your child has returned to school, they must bring a letter to explain the absence
- Applications for exceptional circumstances can be made through the school office; contact Ms Ayres for further information

Playtime and Lunchtime

- Please support us in encouraging your child to adopt a healthy lifestyle
- A bottle of fresh water should be brought in each day
- Pupils in EYFS and KS 1 are provided with a piece of fruit or veg each day
- Children should not bring any sweets, crisps or chocolate to school
- Gordon Primary School is a nut-free school

- Our school dinners are provided by Pabulum
- Pabulum lunches need to be booked via *ParentPay*.
- The school website has a School Meals and Packed Lunches page, in the Parent section, which has all the details and links you need
- If you need any assistance, please call Pabulum on 01252 819991 or email parentpay@pabulum-catering.co.uk

Free School Meals

- You are entitled to FSMs if you receive any of the following:
  - Income Support
  - Income-based Jobseeker's Allowance
  - Income-related Employment and Support Allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The guarantee element of Pension Credit
  - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) - Working Tax Credit is a disqualifying benefit regardless of your household income - this means that you would not be entitled to Free School Meals whilst in receipt of Working Tax Credit
  - Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit
  - Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- To apply online, visit the Redbridge website https://www.redbridge.gov.uk/schools/free-school-meals/
- **Even though all primary aged children get a universal FSM, you should still apply as it will provide the school with extra funding for your child**

Before- and After-School Clubs

- We are looking forward to restarting this provision in the near future. We are very fortunate that so many clubs are offered voluntarily by staff members at Gordon Primary School
- Letters regarding clubs are sent out termly
- Please ensure that if your child is successful in securing a place within a particular club, that they make a commitment to attending every week
- It would be courteous for your child to let the club teacher know, in advance, if they cannot attend so that the place may be offered to another child

Curriculum

Reading

- Reading at home is an essential daily activity: children who are heard reading at home, in addition to school reading activities, perform better in school work and all tests
- Parents should read at home every day with their children and should sign the reading record each time
- Reading will be regularly monitored in school
- Membership of and visits to libraries are encouraged
- Guides for how to read with your child and suggested reading lists are available on the school website

Curriculum

Writing

- Students should be thinking about high-quality presentation in all their work, using joined, legible handwriting

Spelling

- All the spelling scheme spelling lists are available on the website in Curriculum/English/Spelling

Topic

- This term's theme is **Changes**
- Visit the curriculum section of our school website to find out more about our curriculum and what your child is learning

Uniform List

BOYS	**GIRLS**
Grey School Trousers White Polo Shirt or plain White School Shirt Green Sweatshirt Grey Socks Black School Shoes or Black trainers	Grey School Trousers, Skirt or Pinafore White Polo Shirt or plain White School Blouse Green Sweatshirt Grey Socks or Grey Tights only Black School Shoes or Black trainers *If head scarves are worn they should be green or white*
PE KIT Plain White T Shirt or Polo Shirt **Grey Tracksuit Bottoms** Black plimsolls or trainers	

Physical Education

- PE is part of the National Curriculum and is, therefore, a legal requirement.
- On PE days, children should wear their kit to school.
  - For 3A: PE will be on Tuesday and Wednesday.
  - For 3R: PE will be on Monday and Tuesday.
- Jewellery must be removed for all P.E. lessons; the items remain the responsibility of the child.
- If children are wearing stud earrings, these should be covered with micropore tape provided by the parent.
- Please ensure all clothing is **labelled.**

Homework

How to support your child at home:

- Please check and sign each piece of homework to state that you are happy with the quality
- Reading at home is expected to take place 5 times per week
- Offer encouragement and guidance
- Take your child to the library regularly; limit your child's screen time; go to the park and encourage physical exercise; look for opportunities to explore museums, galleries and other places of interest; check out the newsletter and school Twitter pages for events happening in Redbridge and around London; our website has a wide range of learning tools that your child can access at home

When is homework given out and returned?

- Homework is given out on Friday and this should be returned on a Tuesday.

Online Safety and the School Website

- **Online safety** is an important part of keeping children safe. Visit our website for more information about our SMART rules for keeping safe online. You will also find our pupil Acceptable Use Agreements (AUPs) which detail our expectations for pupil's online behaviour. Please discuss these with your child.

The School Website

- Please visit and explore our website regularly as we are continuously adding new content. Here are a few key places to start your visit:
  - The Gordon Curriculum
  - The newsletter
  - Parents/useful information (term dates, uniform, school meals and much more)
  - Learning tools to support learning at home

- Useful Links for parents

Autumn Term 2025

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- **Start of term:** Wednesday 3rd September 2025
- **Half term:** Monday 27th October to Friday 31st October 2025
- **End of term:** Friday 19th December 2025 – **school closes at 1:30pm for pupils**

- **Christmas break:** Monday 22nd December 2025 to Friday 2nd January 2026
- **In-service training days:** Monday 1st September, Tuesday 2nd September and INSET day 3 (TBC)
- **Parents' Consultation Meetings:** Thursday 23rd October 2025 (TBC) – **school closes at 1:30pm for pupils**

Spring Term 2026

Spring 2026

- **Start of term:** Monday 5th January 2026
- **Half term:** Monday 16th February to Friday 20th February 2026
- **End of term:** Friday 27th March 2026 – **school closes at 1:30pm for pupils**

- **Spring break:** Monday 30th March to Friday 10th April 2026
- **In-service training day:** TBC
- **Parents' Consultation Meetings:** Tuesday 10th February (Nursery pupils only) TBC - **school closes at 3:15pm** and Thursday 12th February 2026 (TBC) – **school closes at 1:30pm for pupils**

Summer Term 2026

Summer 2026

- **Start of term:** Monday 13th April 2026
- **Half term:** Monday 25th May to Friday 29th May 2026
- **End of term:** Monday 20th July 2026 – **school closes at 1:30pm for pupils**

- **In-service training day:** TBC
- **Open Evening:** Wednesday 1st July 2026 (TBC)

Parent Hub

- All parents and carers need to keep informed about what is happening in school
- *ParentHub* is completely free to download and set-up is easy
- Visit the App Store or Google play to download the free app and start receiving all the messages, letters and newsletters directly to your phone
- Call the school office if you need any help setting it up