

Wednesday 11th September 2019

Dear Parents and Carers,

We are now in our second week of term and are pleased that our children are settled back in to the routine of school life. Below, we have included some information which we hope you find helpful.

Please use your child's Homework Diary as a means of communication between home and school. Any questions or concerns will be addressed promptly and messages will be passed on to the relevant member of staff. Alternatively, email the appropriate member of staff via the front office. Teachers at Windlesham will always be available to meet to discuss any matters in person. For any issue that requires immediate attention, please communicate with the front office so that arrangements can be made for a member of staff to meet or speak with you promptly.

On the second page of this letter we have included general information relevant to all children at Windlesham; however, below are some notes that are specific to Year 6:

- The school gate opens at 8:10am. and children go to the Hall if arriving at school between 8.10 and 8.30am. Registration takes place between 8:50 and 8:55am. Collection time for Year 6 is 3.50pm.
- Year 6 have a Class Tutor. All subjects are taught by subject specialists.
- Children are expected to move round the school independently, travelling to subject specialist rooms for all lessons. They will need to organise their own books and equipment for each lesson.
- Timetables and homework timetables can be found in the Homework Diary.
- Year 6 will be expected to manage their homework routine, completing and giving in homework on time.
- Children are expected to use and look after their homework diaries.
- There will be homework books for English and Mathematics. Learning Activity Grids will be used for French, Science and Humanities. The grids have been devised to cater for different learning styles and will give children some choice in selecting tasks. Learning Activity weeks will be weeks 3 to 6 and weeks 9 to 12.
- Swimming is on a Monday, Games is on Wednesday and PE is on Friday. Children should have their swimming kit in school for Games lessons.
- Children are expected to manage their own belongings and equipment. They should have a full set of equipment ready for each lesson.
- Children should have the following equipment at school: pencil case, pencils and coloured pencils, rulers: 30cm & 15cm, glue stick, safety scissors and a good quality handwriting pen.
- Please ensure that all items of uniform and equipment are clearly labelled with your child's name.
- To encourage independence, we encourage children to pack and carry their own school bags and lunch boxes to school and back home.
- Year 6 children have posts of leadership and responsibility and are expected to be role models for the younger children. Year 6 help in the day to day running of the school, providing advice and information to younger pupils.
- Year 6 children are expected to share and demonstrate our six school values: respect, honesty, kindness, responsibility, self-belief and effort.
- The residential trip for Year 6 will be to Chateau du Molay, Normandy between 11th and 15th May. More information will follow.

We do hope that your child has a happy and successful time in Year 6. Please do not hesitate to contact us if you have any queries.

Yours faithfully,

Miss Thompsett and Ms O'Dowd

Preparing children for life

General Reminders

Absences – it is very important that you telephone the office if your child will be away from school, with a written note to follow.

Breaktime - All children are encouraged to bring fruit or vegetables (cut up in pieces for younger children if desired), in a named container, not in lunchbox.

Clubs, including Windlefun - finish at 4:55pm, please collect promptly. Windlefun Extra finishes at 5.45.

Collection – please let us know in writing if there is a change in who will be collecting your child. If it is last minute arrangement please inform the School office, who will notify the form tutor.

Curriculum Summaries, outlining key areas of the curriculum being covered can be found on the website.

Emergency numbers - change of mobile or telephone number/address to be communicated as soon as possible.

Hair – Girls: tied back with black or brown hair ties, no hair braids. Boys: hair must be kept tidy.

Homework Diaries – Homework will be recorded in a child's homework diary. Please sign the homework diary each night. Any feedback on homework can be entered in the homework diary.

Jewellery - only plain, gold studs. No earrings on Games/PE days please.

Key dates for the term and year can be found on the website.

Lunchtime rubbish is put back into the lunchbox and taken home.

Medical conditions – please inform the school of allergies and dietary requirements. For children with inhalers, a second inhaler is needed in the office. Antibiotics (4 x a day) can be administered by our First Aid staff - forms can be collected from the School office.

Nail varnish is not permitted.

Nut free zone – no nuts in school.

Photographs – please put in writing if you have any objections for your child being photographed for marketing purposes (including our website).

Reading Diaries - Please could parents read with their children regularly, and make a note of it in the Reading Diary.

Shoes – sensible, plain and black leather, not patent. No ballet pumps please.

Tattoos are not permitted.

Uniform and kit must be named and have a loop for hanging (blazers, smocks etc.).

Water bottles are permitted in class – please label with name.

Windlesham School Backpacks and Book Bags are items which all children are expected to bring to school.