



## **Key Stage 2 (KS2) Parent/Carer Handbook 2018**



## A

**Absence** - If your child is absent from school, please telephone the absence line on 01293 776341 (option 1) on the day to let us know the reason for absence. We are required by law to mark this in the register. Please phone again on each subsequent day of absence.

**Assemblies** - We have regular assemblies, each taking a different format, including Well-being Wednesday and Good Learning assembly, where we award certificates, celebrate achievements and reflect on success. We also have weekly reflection time in class.

**Assessments** - Assessment is intrinsic to the learning culture and provision at Langshott. Children's progress is closely monitored at Langshott in order that we can provide the best possible opportunities and highest levels of support for all children. All assessment activities aim to ensure that the children are able to make excellent progress in their learning, whilst taking into account the needs of individual children. Some approaches to assessment at Langshott:

- Learning Intention, Success Criteria and Targets within lessons
- Higher order questioning (Bloom's)
- Marking of pupils' work
- Observational assessments
- Regular short re-cap quizzes (Distance from Learning)
- Discussions with children
- Pupil self-assessment
- Peer marking
- Use of target tracker

**Attendance Certificates** - An attendance certificate is awarded every week in assembly to the class with the best attendance from the previous week in KS2. The children and teachers are very competitive about this! Each certificate is proudly displayed outside the classroom for everyone to appreciate and celebrated with parents through Marvellous Me.

## B

**Bags - Rucksacks & Chair Bags (Years 3-6)** - These are available from the office. Please make sure your child brings their rucksack to school every day. We also use them to send home notes, school letters, etc. Please ensure you check your child's rucksack every day. As children in KS2 are expected to be responsible for their own belongings, we encourage all children in Years 3-6 to have a chair bag. This is not compulsory, but we do feel it is an excellent way of helping the children to keep their desk space free from clutter, especially as they do not have desk drawers. This will sit on the back of each child's chair and be their own personal bag that they will name and take with them year on year as they move up through the school.

Please do not use rucksacks to send things into school. Staff do not check them and children sometimes forget to remove and hand on messages, etc. Please hand things in directly at the office or in the black post boxes in the main entrance or in the undercover area in the playground.

**Behaviour** - At Langshott Primary School we promote good behaviour, self-discipline and respect. We believe that good behaviour comes from clear expectations and consistency. Good behaviour and discipline are the foundations of all learning and without a calm, orderly atmosphere, effective teaching and learning cannot take place.

Every member of our school community has a shared responsibility to support children to prevent bullying by developing courtesy, kindness and consideration towards others. Our main aim is to ensure that all children feel safe at our school. In order to do this, all adults are responsible for ensuring high standards of behaviour and teach our children to take responsibility for their own behaviour.



**Being Ready to Learn** - We expect all children in KS2 to arrive at school prepared for the day. They should have their planner with them every day. It is important that all pupils have had a good night's sleep and breakfast.

**Bug Club** - The children have their own username and school password to access Bug Club at school and at home. Teachers set books at the appropriate level for your child.

## C

**CGP Study Guides** - These guides are an excellent way to support learning at home. They are available to be purchased from school.

**Coats** - It is most important that coats and all other items of clothing are clearly named.

**Communication** - We really value communication with parents and carers. This can be more difficult in KS2, especially when children are walking home independently. Please phone the office, use planners or email to communicate with teachers. We can support your child appropriately when we know as much about them as possible. This could include questions about homework or any worries your child may have.

**Curriculum** - Years 3 to 6 follow the National Curriculum delivered through a topic-based approach, which fulfils the requirements of the National Curriculum and meets the children's needs and interests. We enrich the learning through trips, visits, visitors and themed days. The curriculum covers –

- English
- Mathematics
- Science
- Art and Design
- Computing
- Design and Technology
- Spanish

- Geography (Topic)
- History (Topic)
- Music
- Physical Education
- Religious Education

More detailed curriculum information is available on our website.

**Children’s Leadership Teams**— There are many leadership opportunities available to children in KS2. These include: register monitors; prefects; senior prefects; deputy head boy and girl; head boy and girl; school council; KS1 play leaders and sports crew.

## D

**District Sports** - This is an annual sporting event for children in KS2. The children will have the opportunity to take part in trials for each event in their PE lessons. The most successful children (with consistently good behaviour) will be chosen to represent the school.

## E

**E-mail** - As part of our eco responsibilities we e-mail letters to parents rather providing than paper copies. Please make sure we have an up-to-date e-mail address for you. You are also welcome to email your child’s class teacher.

**End of the Day** - Please collect children from outside their classrooms at 3.10pm or from the main doors to/from the KS2 building. Children in KS2 are allowed to walk home with written permission (letter available from the office).

## F

**Fab Five Presentation** - ‘Fab Five Presentation’ refers to the expectations for presentation in KS2. It is displayed in every classroom.

**Fears and Worries** - We all know that children can develop fears and worries. Please therefore tell their teacher if this is the case for your child. We can then reassure your child if required. There is also a “Worry Box” available for the children to write down on paper their fears and worries, which are then dealt with by members of staff.

**Please impress upon your child the importance of telling their teacher or an adult in school if anything is worrying or upsetting them. We can only sort things out if we know there is a problem.**

## G

**Gates** - Our gates into the playgrounds will be locked at 9.00am. If you arrive after this, please take your child to the main office and sign them in. This also applies to children who walk to school independently. This is for the security of all our children.

**Green Pen Work** - The children work in green pen for two reasons. The first reason is to edit their work independently or with a partner, such as using a thesaurus to improve word choice. The second reason is to respond to marking from the teacher; they may be given a correction or a challenge.

**Grammar Terminology** - Please see year group expectations and our website for more information.

**Growth Mindset** - At Langshott we believe that children can achieve anything they put their mind to. We want all children to welcome challenge and learn from their mistakes. We believe that intelligence is not fixed, but cultivated through learning. By encouraging children to engage fully with new tasks, exerting effort, stretching and applying skills - they begin to foster a growth mindset. Anything is possible if you work hard enough!

We now have a bit on the website too...

<http://langshott.ng2.devwebsite.co.uk/page/Default.asp?pid=196&action=saved>

**Golden Pencil** - The children will be awarded with a golden pencil for receiving the presentation prince/princess award three times in one term. This award celebrates individual children making fantastic progress and achieving a high standard of presentation and handwriting.

## H

**Headteacher** - Feel free to pop in with any worries or concerns you may have. We welcome suggestions as to how we can develop our partnership and also feedback on how things are working for you and your children.

Although we have an ever-open door, if you have a matter to discuss which will need time, it is best to make an appointment. We can then ensure that you will not be disturbed and that any preparatory work for the meeting has taken place beforehand.



**Home Learning** - At Langshott we believe that children learn best when school and families work together. We believe that when families support the learning that is happening in school, through homework, then the child makes better progress. Research into this area confirms this. Teachers set homework on a weekly basis. Children are provided with a home learning book.

**Mathletics** - Activities will be set regularly by your child's class teacher to support the work being done in class. The children do not receive feedback about the tasks but the teachers can re-set specific tasks if children need to revisit them.

**Reading** - The children should read at home EVERY DAY and record it in their planner. They can also access Bug Club at home. Reading is absolutely vital to enable children to be successful in all areas of the curriculum.

**Spelling** - The children have new spelling booklets (also available on our website). They will be told which list there are working on each week. Spellings are set on a Wednesday and will be tested the following Tuesday. Please support them to practise these words and highlight the spelling rules in particular. The children should bring their spelling booklet to school every Tuesday, where they will record the score from their test. The spelling booklets will not be marked; the teachers will use the test score to inform their assessments and planning.

**Creative Challenge** - The children will be set an exciting creative weekly challenge on a variety of curriculum themes. The themes will link to KS2 initiatives or year group objectives. The KS2 tasks will have strong links to British Values and SMSC development (spiritual, moral, social and cultural). We will also make links to significant events, such as Science Week. This task will still be set on a Wednesday and should be handed in on a Monday. The children should spend at least 20 minutes on their creative challenge weekly.

Core Learning Home Learning (Years 5 and 6) - Children in Years 5 and 6 will be set regular 'core learning' homework in the following areas: mathematics, punctuation and grammar and reading comprehension. They will have a dedicated book for this and the tasks will be set from the CGP books and they are set to support individual needs/help the children to meet the expectations at the end of the year. The children are given several weeks to complete these tasks.

## I

**Illness** - You must keep your child away from school for 48 hours from the last bout if they have been sick or had diarrhoea. We would also prefer you to keep them at home if they have a temperature or a persistent cough, as we have found that a full school day can be very punishing for a child who is feeling "under the weather" and can lead to longer periods of illness.

We are permitted to administer medicines which have been prescribed by a doctor, such as antibiotics, however we are **not** permitted to administer medicines such as Calpol or cough mixtures. We will ensure children who are asthmatic take their inhaler as it is needed. These will be logged and kept in a safe place in the school office. We have staff who are fully trained paediatric first aiders and staff who have received epi-pen training. Mrs Hall and Mrs Ashby in the school office are happy to tend to cuts and scrapes with tender loving care and plenty of plasters! Most other staff members have undergone training and are qualified first aiders.



**Independence** - Children in KS2 are expected to be more independent. This means they should be developing their organisation skills with less support from staff and family members. Some basic life skills pupils need every day at school are:

- Organising their home learning, including handing it in on the correct day.
- Tying their shoe laces.
- Having their full PE kit in school.
- Knowing the days of the week and months of the year and being able to tell the time.
- Looking after their property and searching lost property independently if needed.

## J

**Jewellery** - It is Surrey County Council's Education Policy that jewellery **must not** be worn for physical activity. This is an integral part of life at Langshott! **The school cannot accept responsibility for items from home brought into school.** Jewellery is not permitted apart from watch and one pair of small stud earrings that must be removed for PE. Children in KS2 need to be able to remove their own earrings for PE lessons.

## K

**Kind Box** - There is a kind box outside Jet Class. The children are encouraged to nominate others for their kindness and this will be celebrated through marvellous me.

## L

**Langshott Script** - This is the style of cursive writing that we teach at Langshott. It is displayed in every classroom to support the children. When a child achieves a good standard of handwriting and presentation, they will be awarded their pen licence. This allows them to write with a handwriting pen.

**Learning Intention and Success Criteria** - The majority of lessons have a learning intention and success criteria. The learning intention is the overall aim of the lesson and the success criteria are the steps to achieve the overall aim.

Learning Intention:			
Success criteria		Pupil/Friend	Teacher
•			
•			
•			
Independent	Support	Verbal feedback	Pre or Post-teaching
Reflection and Next steps: 😊 😞			

**Lunch Time** - Your child has the choice of having a hot school dinner or bringing in a healthy packed lunch to school. To serve all the children we allow up to 30 minutes for children to eat their lunch. The lunch break also includes an opportunity to play.



Years 3 and 4 - 12.10-1.10pm  
 Years 5 and 6 -12.20-1.20pm

Children who are particularly well behaved or helpful at lunchtimes are issued with a Golden Ticket by the midday staff. They can then eat lunch on the Special Golden Ticket table that Friday with a member of staff.

**Lunchboxes** - Please choose a lunchbox and drink container that your child can manage independently. You know your child's appetite best, but please do try not to overdo it. If they have too much in their lunchbox, children sometimes decide that they can't eat it all and they won't eat anything! If your child does not finish the food in their lunchbox, we will not dispose of it as we do not have the facilities for this. More importantly, we will leave the contents in their box, allowing you to see exactly what your child has eaten and to adjust their lunches accordingly.

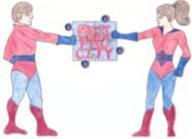
We do promote healthy eating, so please try to support this. Please ensure you do not send in fizzy drinks (drinking water is also available at school), sweets or chocolate. Please avoid nuts as we aim to be a nut-free school.

**Lateness** - Please try and get to school on time as it can be very worrying for children to be late. If, for any reason, you arrive after 9.00am when the gates are locked, please go to the school office to ensure that your child is registered. This also applies to children who are in Years 5 and 6 and walk to school independently. Children in KS2 are marked late if they arrive after 8.50am.

**Lost Property** - We hold a small central lost property basket in the undercover area on the playground. It is your child's responsibility to ensure they place any unworn garments on their peg or in their bag. We make every endeavour to keep children's property safe and in their possession but from time to time things may go missing. Unfortunately the school cannot be held responsible for missing items. We therefore advise no valuable/sentimental items be brought into school for school use.

**PLEASE DO REMEMBER TO NAME EVERYTHING AND THEN IT NEED NOT BE 'LOST' FOR LONG!**

**Learning Powers** - At Langshott we understand how we learn most effectively through the 4Rs – Resilience, Reciprocity, Reflectiveness and Resourcefulness.

Learning Dispositions	How children build learning muscles	How you can support your child at home
<p><b>Resilience</b></p> 	<ul style="list-style-type: none"> <li>🕒 I don't give up even when learning is hard</li> <li>🕒 I like to be challenged</li> <li>🕒 I don't let myself get distracted</li> <li>🕒 I get absorbed in my learning</li> </ul>	<ul style="list-style-type: none"> <li>🕒 Demonstrate/model sticking at things even if they are difficult</li> <li>🕒 Talk about how you feel when you are taking on challenges</li> <li>🕒 Praise your child when they persevere but also encourage them to take a break when they have had enough</li> <li>🕒 Help them to find interests and activities that are really absorbing</li> <li>🕒 Talk with them about what help them to concentrate and manage distractions</li> </ul>
<p><b>Reciprocity</b></p> 	<ul style="list-style-type: none"> <li>🕒 We can work independently but we are also good team players</li> <li>🕒 We can put ourselves in someone else's shoes and can show empathy</li> <li>🕒 We are good listeners</li> <li>🕒 We like to congratulate others on their ideas</li> </ul>	<ul style="list-style-type: none"> <li>🕒 Demonstrate/model being a good learner</li> <li>🕒 Work, play and learn alongside your children, enabling them to pick up good habits through imitation</li> <li>🕒 Make expectations of turn-taking and cooperation clear</li> </ul>
<p><b>Resourcefulness</b></p> 	<ul style="list-style-type: none"> <li>🕒 I try to find things out for myself.</li> <li>🕒 I use the resources around me.</li> <li>🕒 I link what I have already learned to help me learn new things.</li> <li>🕒 I use pictures in my head to help my thinking.</li> <li>🕒 I ask great questions.</li> <li>🕒 I like to go exploring for answers</li> </ul>	<ul style="list-style-type: none"> <li>🕒 Encourage questions</li> <li>🕒 Demonstrate making links between different ideas</li> <li>🕒 Don't allow your child's imagination to shrivel up!</li> <li>🕒 Help them to find ways of using resources such as reference books, dictionaries, the Internet</li> </ul>
<p><b>Reflectiveness</b></p> 	<ul style="list-style-type: none"> <li>🕒 I am reflective and I think careful about my learning.</li> <li>🕒 I plan my learning and like using my everyday experiences to help me.</li> <li>🕒 I can review and redo to improve my learning</li> <li>🕒 I enjoy talking about the progress I am making.</li> <li>🕒 I learn from my mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>🕒 Encourage them to take responsibility for preparing for school</li> <li>🕒 Ask not what they did at school, but what they learned</li> <li>🕒 Help them to think about, and plan, activities</li> <li>🕒 Encourage flexibility and the ability to change a plan if necessary</li> </ul>

**Library** - Each class has a timetabled slot to visit our library to swap their library books. Our older children act as library monitors and support our younger children with this. Our online library system called Reading Cloud enables us to keep track of all the books in the school and also has an online chat facility where books can be recommended.

## M

**Marvellous Me** - We use Marvellous Me to share learning and celebrate achievements with family members.

**Marking and Feedback** - Marking has two purposes. One, students act on feedback and make progress over time. Two, it informs future planning and teaching. It is a dialogue between teacher and student. Adult marking should be something that children use to understand and try to improve; the aim of effective marking is to get children to engage with the feedback and then take action in order to improve their learning.

At Langshott, we believe that:

- Feedback must require or lead to a response
- Feedback should link to the success criteria
- Feedback needs to be as immediate as possible
- Verbal feedback has the most impact
- Children must be given time to reflect on their learning and write their next steps
- Children must be given time to respond to feedback
- Using mini-plenaries to reflect on learning enables children to immediately respond or make changes in order to be successful

**Mathletics** - The children have their own user name and password which is kept in their planner. Activities will be set regularly by your child's class teacher to support the work being done in class. The children do not receive feedback about the tasks but the teachers can re-set specific tasks if children need to revisit them.

## O

**Oakwood School** - We work closely with Oakwood School to offer the children more opportunities and to prepare them for transition to secondary school. They will often be around at parents' evenings and this is a great time for parents to talk to them and ask questions.

## P

**Painting and Messy Activities** - We always try to ensure that children wear aprons when taking part in potentially messy activities. However, accidents can happen and sometimes children feel you may be cross or upset if they get paint, glue or clay on their clothes. School uniform is designed to be robust and serviceable.

It is important that all children participate in the full range of activities that are provided. In KS2, we ask children to bring in an old shirt to protect their clothing.



**Pen Licence** - Children in KS2 will be awarded their pen licence when they achieve a very high standard of handwriting and presentation. This 'licence' allows them to write with a handwriting pen and this achievement is shared in the newsletter. This is a much coveted award in KS2!

**Pencil Case** - Please provide your child with the following basic equipment: pencils, glue stick and a sharpener. The pencil case should be the red one that comes inside the school rucksack, clearly named. Please discourage your child from bringing in Smiggle pencil cases as these are very expensive and occupy too much space on the desks.

**Parent/Carer Consultation Evenings, Records of Achievement and Reports** - Twice a year you will have the opportunity to make an appointment to see your child's class teacher on a more formal basis. During the Autumn term, you will be able to discuss how they have settled into their new class and in the Spring term, the teacher will discuss your child's learning and progress. In the Summer term, an Annual Report is produced. If you have any queries regarding the report, then please make an appointment to discuss them with your child's teacher. However, please do not wait until Parents' Evening if there is something on your mind – we are always here to help.

**PE Kit** - PE kit should be brought to school in the Langshott drawstring bag (available from the office). It consists of: navy blue P.E. shorts, sky blue PE t-shirt (available from the office), black plimsolls (elastic sided), blue tracksuit bottoms in winter and trainers for outdoor use. PE kit should be in school every day.

**Playtime** - Children throughout the school have access to the playgrounds during the day. We ask parents and carers to ensure that all children have wet weather gear in school so they can access the grounds in all weather without ruining their uniform. Children are not allowed to play in the woodland area.

**Pupil Planner** – In KS2 all pupils are issued with a planner. This records the books they have read, it is where they write their spelling list they are working on that week, can be used as a reminder for homework and also to communicate between home and school and holds lots of useful information to help your child's learning. The cost of a replacement planner is £4.

**Presentation Prince/Princess** - In KS2 one child is chosen from each class to wear the presentation crown each day. This award is based on their handwriting and presentation and it can be chosen from any lesson/piece of work.

**Pre-teach** - This refers to 'mini lessons' which often take place during an assembly to teach children the main concepts that are going to be in a lesson. Teachers know their class well and decide who would benefit from this extra support. The children grow in confidence from this session and are ready to make maximum progress in the whole lesson.

**Post-teach** - This refers to revisiting some of the learning from a lesson. Children will often work with an adult to respond to the teacher's marking or to help them to understand something they found difficult.

## R

**Rules** - The Langshott School rules are very simple so they are easily understood and remembered - STAR.

- S = Self Control
- T = Taking Responsibility for your actions
- A = Always Follow Instructions
- R = Respect

**Rewards** - It is important to reward and motivate pupils to do the right thing. The children are rewarded in a number of ways, including; marvellous me messages, stickers, certificates and STAR points.

**Residential Trips** - The children go to Hindleap Warren for two nights in Year 4, have a one night sleepover at school in Year 5 and go the South Downs Adventure Centre for four nights in Year 6.

**Reading** - Your child will bring books home every day. Please do not see your child's reading development as a race with other pupils – everyone develops at different rates. Remember that reading should be fun. Research has shown that regular reading with an adult at home dramatically improves a child's reading development. Make time to sit and share books together. Encourage your child to talk about the books they are reading. We practise reading skills everyday at school in different forms – on the whiteboard, games, puzzles, flashcards, instructions, etc. The range is endless. Your child is also able to borrow books from our library once a week during class library sessions. Children in KS2 can use Bug Club at home. Children in Year 3 and 4 receive one star point for every 4 home reads and children in Year 5 and 6 receive one star point for every 5 home reads. We strongly advise parents to check the contents of the planner and sign it each week.



**Reading Diary** - In KS2 a record of books read will be kept in the pupil planner (including the weekend).

**Responding to Marking** - The children will be given a challenge as well as corrections from the teacher's marking in all subjects. They are expected to respond to this carefully in green pen.

## S

**School Council** - Our School Council is made up of one child from every class elected every year through a very simple voting system. They have regular meetings. Their role includes responding to class and whole school issues, and managing a small budget for school resources. They also work across the local area and attend meetings at other schools.



**Snacks** - We strongly recommend that children in KS2 children are bring a piece of fruit from home for a mid-morning snack.

**Spanish** - Children in KS2 have regular Spanish lessons with Mrs Blanco.

**STAR Points** - We reward the children in a number of ways, including stickers, certificates and STAR points. The STAR points can accumulate to offer prizes, including afternoon tea with the Headteacher.

**Staff** - We are very lucky to have wonderful staff at Langshott who go above and beyond what they have to do contractually for the good of our pupils. It is always appreciated when parents recognise this and say thank you.

## T

**Toilets** - Children in KS2 do not go to the toilet during lessons. Please speak to your child's class teacher if your child has a medical need in this area.



**Toys** - Please discourage your child from bringing toys to school as they can so easily get lost or broken. On occasions, children may be asked to bring things in from home as part of their topic learning. We are always happy to share a favourite book.

**Target Tracker** - We use Target Tracker to support with formative and summative assessments. We use consistent language and approaches to assessing using Target Tracker:



## U

**Uniform** - Uniform is an important part of showing belonging to our school community. It should be worn correctly and with pride. Jumpers and cardigans should be worn unless it is warm. Coats or hoodies should not be worn instead of jumpers. The school uniform colours are red and navy.

Most items are available either from Langshott Primary School or can be purchased in large chain stores. Specific items with the school name, such as the jumper, need to be ordered through the school. Orders are sent off regularly and take approximately 4 weeks to be delivered.

## **KEY STAGE 2:**

### **BOYS:**

- Navy trousers - long in winter or short in summer
- White polo shirt\*
- Red jumper \*
- Warm, waterproof coat for playtimes. Hoodies and jackets are not permitted

### **GIRLS:**

- Navy blue pinafore dress, skirt or trousers. Red checked dress in the summer. Navy blue cycling shorts may be worn under skirts/dresses if desired
- White polo shirt\*
- Red jumper \* or cardigan\*
- Warm waterproof coat for playtimes. Hoodies and jackets are not permitted

### **SHOES – Boys and Girls**

- Black or navy full front shoes (NOT trainers or boots) with easy fastening. Children should only wear lace ups if they are capable of tying them independently
- Plain navy, white or red socks
- Plain navy or red tights for girls in winter

### **P.E. UNIFORM (to be in school every day)**

- P.E. drawstring bag\*
- Navy blue P.E. shorts
- Sky blue P.E. T-shirt\*
- Black plimsolls (elastic sided)
- Blue tracksuit bottoms in winter
- **Trainers for outdoor use**

Hair styles should not be severe. Long hair should be tied back. Hair ties should be discreet – large bows/ribbons are not permitted. Jewellery is not permitted except for a watch and one pair of small stud earrings that must be removed for PE.

Hi-Viz Despatch bags\*, legionnaires caps\* and jackets\* are also available for both boys and girls. Backpacks\* and Chair Bags are available for Years 3+ only.

*\* Available with Langshott Primary School name and logo by ordering online or from School Office.*

**PLEASE NOTE: All items must be clearly marked with your child's name**

## **W**

**Website** - We have a very informative website. Go to [www.langshott-surrey.co.uk](http://www.langshott-surrey.co.uk). We update this regularly with newsletters and information on year group pages. Please let us know if there is any information you cannot find or if you have any suggestions you would like to make.

**Walking Home** - All children in KS2 are allowed to walk home with written permission (letter available from the office).

**Water Bottle** - It is important that your child brings a water bottle into school every day.

## **Y**

**YOU**.....the most important people in your child's life. We work best if we can work together as partners in your child's education. Please keep us informed of anything, no matter how small, that you feel may affect your child and influence their time at school.

**If you have any questions about anything in this booklet or indeed anything not in it, then please come and ask straight away. We are here to help.**