



YEAR 3

2023 - 2024

'Be the Best You Can Be'

Dear Parents and Carers of all New Year 3 Students.

We would like to welcome you all to Roe Green Junior School. We are looking forward to working with you and your child and we are sure he/she will settle down well in the Junior school and have a happy time in Year 3.

Child and Family information Booklet

You will be asked to complete a comprehensive set of forms at the start of the academic year. This will include the family address and contact information for both parents along with emergency numbers for two additional close contacts and any medical information about your child. The consents are listed on an accompanying green form. This information is required and complies with guidance on data protection laws.

It is important that the school be informed immediately if family details such as telephone numbers or address change.

School Day Timings

Please ensure your child **arrives in the playground by 8.45am at the latest.**

8.45am School Day starts
10.40am Morning break
12.00pm Lunch time
3.30pm Home time

Being part of the Year 3 Team

The staff and children of Year 3 work together as a team. The teachers are there to help your child develop as a whole individual. In order to do this successfully, we expect everyone to:

**respect each other*

**care for each other*

**help each other*

**listen to all adults*

The school rules are in place to ensure that everyone has a productive and happy time at Roe Green. The children are expected to familiarise themselves with the school rules and keep them.

Always remember that the teacher will be there for the children anytime that they need help!



Message to the children

In the school you will have LOTS of things to look forward to;

- *Working with new teachers and making new friends.*
- *Learning to play the recorder.*
- *Visiting the library and choosing from our super books.*
- *Learning to swim in our swimming pool.*
- *Playing in a new play area and activity garden.*
- *Exploring mini-beasts*
- *Exciting outings.*
- *Joining in lunchtime and after school clubs.*
- *And most importantly, setting good habits with regular homework, reading and your own research.*



Illnesses and Medication

Medical Conditions:

If your child has an ongoing medical condition, details of this should be included in on their medical form you will complete in September.

Health Concerns:

If you have concerns about your child's health when they join the Junior School or if there is anything we should know about your child's medical history, please visit the Junior Medical Office or telephone school and ask to speak to Ms Kojqiqi, our Welfare Officer.

Medication in school:

If your child needs to take medication during the school day i.e. asthma pumps or inhalers, please see Ms Kojqiqi to complete and sign a consent form. The consent form gives the school permission to oversee your child as they take any medication. The medication must be in date, in the original packaging and labelled clearly with your child's name and class.

All medication is kept in a locked cupboard in the medical room not in your child's school bag. If there is a school trip it will be carried by attending members of staff on that trip.

If your child needs antibiotics they must stay at home for the first three days.

Minor injuries i.e. scratches or grazes will be treated at school and if necessary, the child kept under observation by the classroom teacher.

Doctor and dentist appointments should not be in school time, however, in the event that your child needs an emergency doctor's appointment during the school day, **please inform the office in the morning of the appointment and bring evidence of the appointment with you when you pick up your child.**

The Junior Office should also be called in advance of your appointment so a form can be prepared for your child leaving. Alternatively, you are able to email relevant evidence to admin@rgjs.brent.sch.uk. Please include your child's name and class in the email.



Attendance



We pride ourselves on the school's attendance record and each year we aim to improve. There are weekly incentives for attendance and punctuality and we have prizes for the classes with the best attendance and fewest 'lates.' If children have 100% attendance they are awarded Certificate at the end of the school year.

If your child is having difficulties which may impact his or her attendance, please discuss this with your child's teacher at parents evening or make an appointment with a member of staff to discuss how we might help. Ms Kojqiqi is the school Welfare & Attendance Officer.

Absence due to illness:

If, for any reason, your child is unwell or will be absent from school, you must contact the Junior Office on each day your child is absent to inform us.

Medical Evidence:

If your child is absent for 3 or more days, for medical reasons or otherwise, the school and Brent Local Authority requires evidence for the absence.

Term-time leave:

Taking your child out of school during term time will affect your child's learning and we expect parents to help us by not taking children away in school time. The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

End of the school day:

At the end of the school day Year 3 teachers accompany their class to the front of the school where they are released into the care of a parent or other approved adult. Before leaving, each child is expected to let their teacher know that they are going. Please ensure that this is done. We are extremely concerned about the safety of the children in our care and we want to be sure that they are going where they should, and with the appropriate adult. Please call the school office if the adult is not on our records of emergency contact numbers.

Children who have not been collected by 15:30 will remain in the playground with a member of staff until 15.45. It is expected that you will collect your child as close to this time as possible. If you are delayed however, it is important that you call the school straight away to inform us. From 15.45, the children will wait in the Welfare Officer's room.

For further information, The School Medical Policy and Attendance Policy can be viewed on the school website.

Food and Refreshment during the school day

Morning break:

Children may bring something to eat during their morning break. We would like the children to eat only healthy food i.e. pieces of fruit or vegetables.



Water bottles:

Children are encouraged to bring a water bottle into school, containing water only. Please use a bottle with a 'pop top' rather than screw top.

Many children find screw tops difficult to replace and as a result, we sometimes have wet bags and soggy books! We prefer not to use single-use plastic bottles. A reusable one is much better for the environment.

Lunch time (12:00-1:15pm)

School dinners:

Children have the option of a school dinner or a packed lunch. School lunches include a varied and balanced diet with meat and vegetarian meals, as well as salad. The menu is published on our school website. School lunches cost £11.50 per week (£2.30 per day)

For more information on how to pay for school lunches see page 12 of this booklet

We order meals in advance so we ask that children do not change arrangements on a daily basis. If you would like to change from packed lunch to school dinner or vice versa, the Junior Office needs **one week's advanced notice**.

If you think your child is eligible for Free School Meals, please visit www.brent.gov.uk/freeschoolmeals for more detailed information.

Packed Lunch:

We encourage children to be sent to school with a balanced healthy packed lunch. This should include an adequate source of protein, raw vegetables and fruits. Please no crisps, chocolate, biscuits, sugary sweets or fizzy drinks in packed lunches except on Fridays. Once a term we have spot-check of the children's packed lunches.

In the event that you cannot prepare a packed lunch, you may request that your child have a school dinner. Please send £2.30 with them for that day and tell the Junior Office in the morning.



Essential Equipment

Student Planner

The student planner is used for spelling, logging books and communication between parents and teachers. Please sign this planner on a weekly basis. The planner is priced at £3.00.

Stationery Sets

This is a picture of the stationery, your child requires in Year 3. Stationery sets are priced at £3, pencil case not included. Gel pens and scissors are not permitted at school.

You can buy both student planner and stationery set at the beginning of term for £6.



School Uniform

School uniform must be worn at all times.

Please name your child's uniform and all other clothing or equipment he/she brings to school. It is impossible for teachers to try and track down an item of clothing, a tennis ball or even a pencil if it has not been named. Should this happen, lost property is kept outside the small hall.

Please ensure that all clothes are clearly marked with the students name and class.

School Uniform

- Yellow Polo T-Shirt with logo (Boys & Girls)
- Yellow Turtle Neck Long Sleeve Polo (Boys & Girls)
- Green Sweatshirt with logo (Boys & Girls)
- Green Cardigan with logo (Girls)
- Green Tracksuit (Boys & Girls)
- Grey Shorts (Boys)
- Grey or Black Trousers (Boys & Girls)
- Grey or Black Skirts (Girls)
- Yellow or Green Checked or Striped Dress (Girls)
- Black or White Shoes or Trainers (no knee-high boots) (Boys & Girls)
- Head scarfs should be plain green, yellow, black or white (Girls)

Jewellery

- Earrings must be studs only.
- Religious items should be worn under clothing
- No religious jewellery on swimming days
- Nail varnish is not permitted.

P.E (Physical Education) Uniform

- Yellow T-shirt with logo (Boys & Girls)
- Green Shorts (Boys & Girls)
- Green Tracksuit (Boys & Girls)
- Black or White Trainers or Plimsolls (Boys & Girls)

Swimming Uniform

- One Piece Swimming Costume (Girls)
- Full Covered Burkini or leggings and a t-shirt for Religious Reasons (Girls)
- Swimming Shorts (Boys)
- Swimming Hat (Boys & Girls)
- Towel (Boys & Girls)
- Goggles - may be worn in free time or under water games. The core lesson will be taught without the use of goggles to promote safety and confidence in real life scenarios where self rescue may be necessary.

Other Essential Clothing

- A suitable coat with a hood attached for winter
- Woolly Hat, Scarves and Gloves for winter
- In the event of wet weather please ensure your child has a change of shoes for indoors
- A suitable light coat and sun hat/cap for summer

It is advised that children do not wear expensive clothes or high value items to avoid it from being lost, stolen or broken.

Where to purchase it

All uniforms can be purchased from Mayfair Sports on Kingsbury High Road. Please ensure that all clothes are clearly marked with the students name and class.

Homework/ Learning Conversations

Children are set regular homework which they are expected to record in their homework books. Weekly spellings are to be recorded in their student planners. Homework is set to consolidate and reinforce what is being taught in the classroom. We encourage parents to work together with their child and be part of their learning.

Supervising homework and being involved in learning conversations is a very good way of learning what is being taught in the classroom and gives parents a good insight into their child. Please check and sign the planner each week.

Children will bring a reading book home regularly. It is important to share and talk about the books. Parent's guidance notes are in most books. A reading record is part of the home link planner, and needs to be signed as each book is completed. Please make sure the Student Planner has been signed by Monday when the class teacher will collect them in.



Things that will help your child progress in Year 3

- It is important that you still hear your child read regularly and during the holidays. The libraries are open and there are lots of interesting places to visit. The library is in Kingsbury High Road and other libraries have lots of events during the holidays, including a summer reading challenge for children.
- It would be useful to practise the following with your children:
 - adding and subtracting quickly using numbers 0 – 20
 - measuring and drawing lines with a ruler
 - telling the time on an analogue clock as well as a digital clock
 - times tables.
- All children should know their 2, 4, 5 and 10 times table as a minimum.

We hope the information here answers some of the questions you might have. If you need further information, or want to discuss any concerns you might have please make an appointment to see the class teacher at a time most convenient to you both.

Visit our website <http://www.rgjs.brent.sch.uk> for further information on how you can help us raise funds when you shop online by logging onto

easyfundraising
.org.uk

50 Recommended Reads for ...

Year 3

(ages 7-8)



www.booksfortopics.com/year-3

For more primary school booklists, visit booksfortopics.com

School Dinners



School Dinners are no longer free for all children once they enter Junior School. If you receive some benefits you may still be eligible for free school meals.

If you think your child is eligible for Free School Meals, please visit www.brent.gov.uk/freeschoolmeals for more detailed information. You can apply online or fill out a form provided by Mrs Vekaria in the Junior Office.

Please note that online free school meals applications are quicker to complete and quicker to get a response from Brent. Contact Mrs Vekaria in the Junior Office if you would like a “how to” manual on applying online.

The school uses a company called Eduspot to receive payments for school dinners. The individual with parent responsibility will be provided with a text and/or email from our online payment company Eduspot in September. Please use these details to login at <https://eduspot.co.uk/>. Ensure you select the School Money Parent Login option. Any issue please contact Mrs Vekaria via phone 0208 204 5221 or email dvekaria@rgjs.brent.sch.uk, who will be able to provide a helpful Parent User Guide for anyone who would like one.

We request payment in advance. We use an online weekly system where your child's account must be topped up either weekly, monthly, or termly. This is to ensure that all payments are dealt with securely. Every time your child has a lunch, the amount will be taken from your account. You will be able to logon and see how much you have been charged and how much you have outstanding.

If your child attends a school trip where he or she takes a packed lunch, the money will be carried over to the next week.

All other payments involving your child, in terms of school trips, CD's of plays, school fairs and others can all be paid via the School Money website or app.

Please complete the online form and return it to the Junior Office before your child starts in September or alternatively please fill out the details below and provide it back to Mrs Vekaria in the Junior Office.

Childs Full Name: _____

Parent Mobile Number: _____

Parent Email Address _____

My child is entitled to Free School Meals: (Please circle) **Yes** **No** **Not sure**

I would like my child to start the Autumn term in September with a school dinner: (Please circle)

Yes **No**



As many of you are aware, both Roe Green Infants and Roe Green Juniors now use SchoolPing as our main way of communication to parents and carers.

However, as we are two separate schools, you will be asked to sign up to SchoolPing again at the beginning of the school year.

The signup process is simple and easy. In September your child will be given information including a username and a password for each adult with parental responsibility. When you gain access to your account, you will be asked to change your password to your preference.

It is important that you sign up as this is our main method of communication with parents and carers. You can keep up to date with trip letters, school dinner payment information and other important school news that will only be sent through SchoolPing.

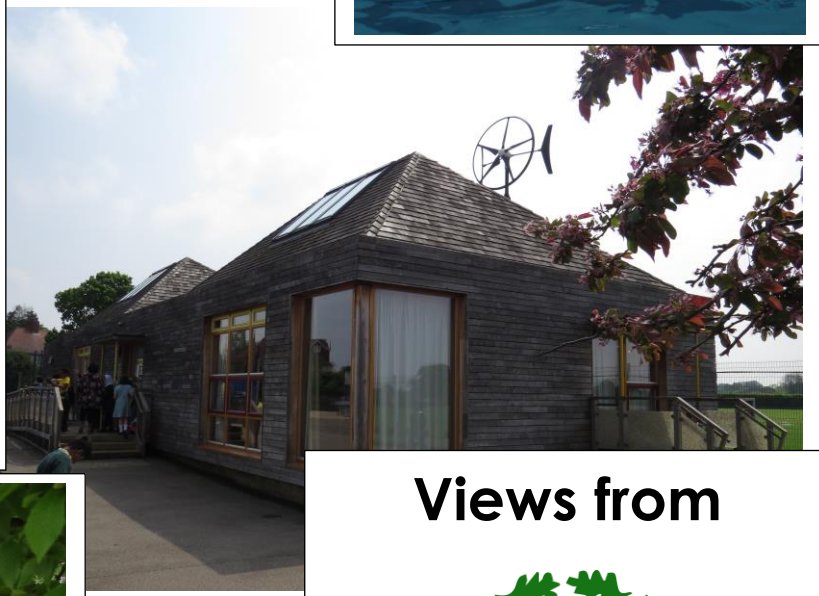
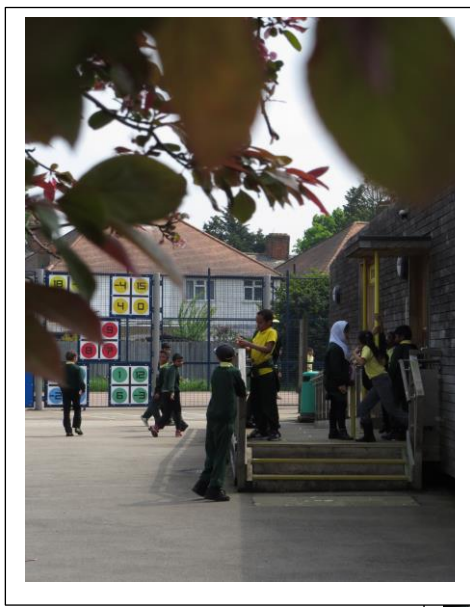
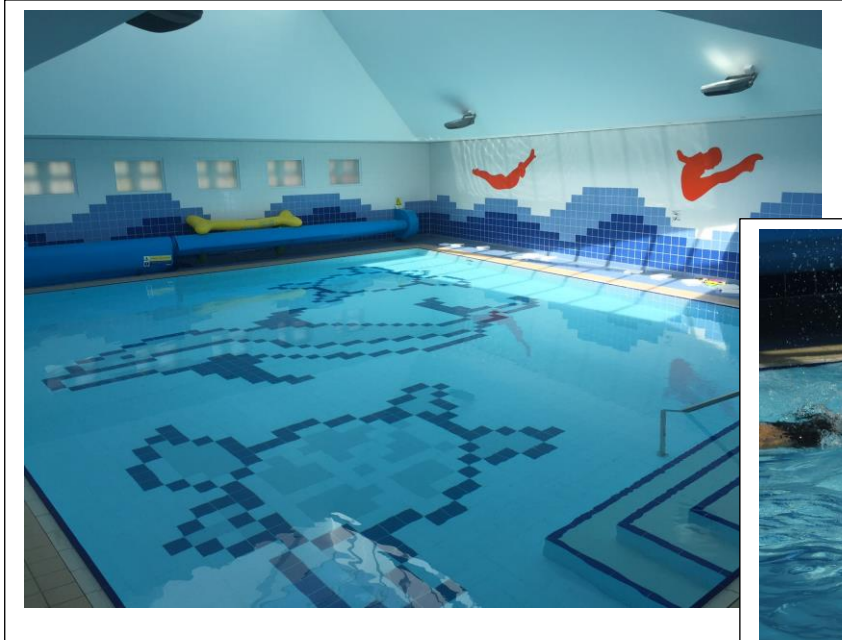
If you have trouble signing up in September, you are welcome to visit Mr Patel and he will be happy to help.

NOTE

The school website, <https://www.rgjs.brent.sch.uk/>, is updated daily so please to keep checking the website for news and events.

I hope you have been able to digest all this information. For any further information please call 0208 204 5221 and speak to Mrs Vekaria who will be happy to help.

“WELCOME TO ROE GREEN JUNIOR SCHOOL”



Views from

