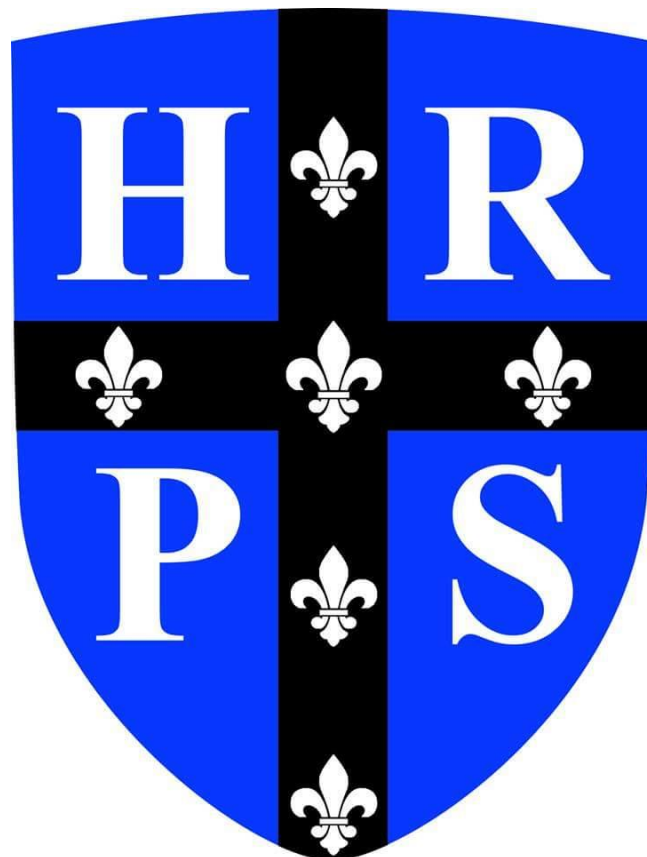


Holy Rosary Catholic Voluntary Academy

Part of St Ralph Sherwin Catholic Multi Academy Trust



KS1 and 2 Parent Home-School Handbook
Academic Year: 2018-19
Term: Autumn



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1: Welcome - Mission - Vision

Welcome

Welcome to a new academic year here at Holy Rosary Catholic Voluntary Academy.

We share with you a desire to enable your child to achieve socially and academically while they are in our care, which is why we have such high expectations of their behaviours and attitudes. We are looking forward to supporting your child develop a loving heart and a strong mind based on Catholic values. We will work hard to make this a positive and successful year for them and we know that your support will help them.

This handbook will provide you with the key information you need to navigate your way through the many different aspects of school life so that you can not only support your child's develop, but also contribute positively towards our community.

If you are unsure of anything, please speak with your child's class teacher who will be happy to answer any of your questions. If you would like a paper copy of this document, please contact the school office who will arrange this for you.

Mission

Building loving hearts and strong minds, in union with God and each other.

Vision

With God's help...

A loving heart will:

value everyone with dignity and respect;
seek the happiness of others as well as their own;
recognise and challenge inequalities and unfairness.

A strong mind will:

do what is right;
never give up;
always aim high.

2: School Prayer - Special Prayers

School Prayer

God our Father,

Thank you for our school, our community and Your unconditional love which brings us all together. Help us to be kind and fair, giving everyone the respect and dignity they deserve.

Mary, our mother, and Jesus, Your son, showed us a loving example of courage and strength. We will use their example to be the best that we can be. We will not give up, finding strength in You to guide us. We will be brave, standing up for what is right, even when we are in doubt. We will be loving, as the Holy Family are loving.

With Your help, our loving hearts and strong minds will grow so we can be living examples of your message to everyone we meet.

Amen.

Morning Prayer

Father in heaven you love me
You're with me and day.
I want to love you always
in all I do and say.
I'll try to please your Father,
Bless me through the day.
Amen.

Hail Mary

Hail Mary, full of grace
the Lord is with thee.
Blessed art thou amongst women
and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God,
pray for us sinners
now and at the hour of our death.
Amen.

Grace After Meals

Thank you God for the food we have eaten.
Thank you God for all our friends.
Thank you God for everything.
Thank you God. Amen.

Act of Contrition

O my God,
because you are so good, I am very sorry that I
have sinned against you and with the help of
your grace I will not sin again.

Grace Before Meals

Bless us O God as we sit together
Bless the food we eat today.
Bless the hands that make the food.
Bless us, O God. Amen.

Evening Prayer

God our Father, I come to say
thank you for Your love today.
Thank you for my family
and all the friends your give to me.
Guard me in the dark of night
and in the morning send Your light. Amen.

The Lord's Prayer (Our Father)

Our Father, who art in heaven
Hallowed be thy name.
Thy Kingdom come, Thy will be done
on earth as it is in heaven.
Give us this day our daily bread
and forgive us our trespasses
as we forgive those who trespass
against us,
and lead us not into temptation
but deliver us from evil.

3: School Staff

Teaching Staff

Acting Headteacher – Mr Brogan

Acting Deputy Headteacher – Mrs Dyche

Safeguarding and Pupil Premium – Miss Hook

SEND – Miss Mulligan

EYFS lead / Reception – Mrs Thomas

Year 1 – Mrs Cunningham

Year 2CP – Miss Carter / Mrs Petcher

Year 2F – Miss Fitzpatrick

Year 3Ho – Miss Hook

Year 3He – Mr Heath

Year 4S – Miss Smith

Year 4W – Mr Withey

Year 5 – Miss Sanderson

Year 6 – Mr Hancock

PPA Cover – French – Madame Shipley

PPA Cover – Music – Mr Mansfield

Business Managers

Mrs Faircliff

Mrs Dabrowska

Caretaker

Paul Driscoll

Support Staff

Mrs Parker

Mrs Batchelor

Mrs Middleditch

Mr Hall

Mr Miller

Mrs Wright

Mrs Everett

Mrs Dukes

Mrs Wells

Pre – School staff

Mrs Crawshaw

Mrs Barry

Mrs Pickering

Mrs Rostocka

LTS

Mrs Thorpe

Mrs Smith

Mrs Booth

Mrs Longman

Mrs Meddings

Cleaning Team

Mrs Barks

Mrs Middleditch

Mrs Longman

4: School Timetable – Communication – Food and Drink – Procedures – Extra-curricular – Parent Pay

Pre-School Timetable

9.00-10.30	10.45-12.00	13.15-15.30
Session 1	Session 2	Session 3

Reception Timetable

8.50-9.00	9.00-10.30	10.45-12.00	13.15-15.30
Filter in	Session 1	Session 2	Session 3

KS1 and 2 Timetable

8.50-9.00	9.00-10.30	10.45-12.15	13.15-15.30
Filter in	Session 1	Session 2	Session 3

Communication

You can usually speak to your child's class teacher at the end of the school day. If you feel you need longer, please make an appointment with the school office.

We offer a number of other ways to contact us if you're not able to make it to school. You can:

- Fill in a slip at the end of this handbook and send it in with your child
- Email: office@holyrosary.staffs.sch.uk and it will be forwarded on to the relevant teacher
- Call the school with a message
- Use Class Dojo direct messaging

Staff will usually respond to you between the hours of 7 am-8:30 am and 3:40 pm-6 pm. It may not always be on the first day you make contact.

If you have questions or concerns, please speak with your child's class teacher in the first instance. Then, if you feel like it hasn't been resolved, make an appointment to speak with Mr Brogan or Mrs Dyche through the school office.

Food and Drink

At Holy Rosary, we encourage healthy eating and drinking. We will use the curriculum, assemblies and our Phunky Food ambassadors to educate pupils and direct them towards healthy routines.

Morning Break

In the Early Years and KS1, pupils are given a healthy snack at break time. Pupils in KS2 are encouraged to bring in a healthy snack so they do not get hungry before lunch.

Lunch time

We want our pupils to have a healthy balanced meal every day. If your child brings in a packed lunch, please ensure that it has the right balance of foods so that it offers the appropriate nourishment and nutrition they need to grow strong. We do not allow **nuts** in any form to protect pupils with anaphylaxis. In addition, we do not allow pupils to eat sweets for their lunch or at break. If these are brought in, they will be returned to your child's lunchbox and a note will be sent asking you not to send these in again. If your child has allergies that we don't know about, please inform the school office.

Drinks

During teaching sessions, water is the only drink allowed. At break and lunch, while pupils are eating their snack or meal, milk, fruit juices and squash are allowed provided they have no added sugar.

For more information or ideas regarding food and drink, click here:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>

<https://www.nhs.uk/live-well/eat-well/water-drinks-nutrition/>

Routines

Start of the day

Pupils filter in from 8:50 am. They walk into school in a calm and responsible manner. After hanging their bags and coats on their pegs, they should take their seat and begin the work that has been set.

The Daily Mile

For the last 5 minutes of break and lunch, pupils and staff complete 'The Daily Mile.' When the signal is given, pupils put all equipment they have been using

designated area and begin briskly walking the designated route in a calm and responsible manner. This gives them the opportunity to walk a mile a day, allows them space to have a conversation with their friends and prepares them for the next session. At the end of the 5 minutes, pupils filter into their classrooms.

End of the day

Gates to the Pre-School, KS1 and KS2 playgrounds will open at 3:30 pm. Parents/carers of pupils in the Early Years and Key Stage 1 classes collect their children directly outside their classrooms. KS2 pupils are collected from the top playground. (Please walk along the guided yellow lines to the top playground.)

If you would like your child to walk home by themselves, please speak with the school office to give permission. This will then be recorded and your child's class teacher will be informed.

All pupils must be collected by a responsible adult. If teachers are unsure who the adult collecting your child is, they will ask for your child's code word which you gave when you completed the consent pack. If you are unsure of your code word please contact the school office.

Extra-curricular

Holy Rosary aims to offer a broad range of additional experiences for pupils. Some of the clubs, including the choir and the Harriers, run throughout the whole year. Other clubs last either a term or half a term.

Due to the cost of resourcing, some of the clubs charge a fee; however, this should never be an issue if your child wants to attend. If the cost is an issue, please contact Mr Brogan who will deal with it in the strictest confidence.

If places are limited for clubs, all reply slips will be gathered in and a 'ballot' will take place. Pupils who have not attended a club previously in the year will be given priority. Parents will be informed if their child has a place via a parent pay text.

We aim to publicise all clubs before the next term begins so pupils and parents know what is coming up.

Parent Pay

Holy Rosary uses a cashless payment system for parents to pay for lunches, trips, clubs etc. Please speak to a member of the office team to set up you Parent Pay account.

All changes to details can be made by logging in to the [Parent Pay website](#).

5: Term Dates - INSET Days - Key Dates

Autumn Term 2018

Term starts: Wednesday 5 September

Holiday: Monday 29 October - Friday 2 November

Term ends: Friday 21 December

Holiday: Monday 24 December - Friday 4 January

Spring Term 2019

Term starts: Monday 7 January

Half term: Monday 18 February - Friday 22 February

Term ends: Friday 12 April

Holiday: Monday 15 April - Friday 26 April

Easter Sunday: Sunday 21 April

Summer Term 2019

Term starts: Monday 29 April

May Day: Monday 6 May (School Closed)

Half term: Monday 27 May - Friday 31 May

Term ends: Monday 22 July

Holiday: Tuesday 23 July - Friday 30 August

Inset Days

School is **closed** for pupils on the following days:

Monday 3 September 2018

Tuesday 4 September 2018

Friday 30 November 2018

Friday 15 February 2019

Monday 22 July 2019

Key Dates

Autumn Term

Date	Event
10 Sept 18	Whole School Mass – All welcome – 9:15
12 Sept 18	Parent Forum: Community Conversation – 15:30
17 Sept 18	Water Awareness Week
17 Sept 18	Meet the teacher – 15:30
21 Sept 18	Year 6 Residential – Friday to Sunday
24 Sept 18	24 Sept Year 2 and 3 Class Mass – All welcome – St Joseph's - 9:30
28 Sept 18	Macmillan Coffee Morning – 9:00
28 Sept 18	PTA Event TBC – Evening
4 Oct 18	National Poetry Day
5 Oct 18	CAFOD Family Fast Day
8 Oct 18	Year 4 Class Mass – All welcome – St Joseph's - 9:30
13 Oct 18	Hill Street Charity Choir – 19:00
15 Oct 18	Year 5 and 6 Class Mass - All welcome – St Joseph's - 9:30
17 Oct 18	Tempest Photography
19 Oct 18	Year 6 Class Assembly – 14:00
22 Oct 18	Academy Mass – All welcome – 9:15
22 Oct 18	Parents Book Look – 3:30
23-24 Oct 18	Year 6 Bikeability
9 Nov 18	Year 4 Class Assembly
12 Nov 18	Anti-Bullying Week
12 Nov 18	Year R, Prayer Partners and Year 1 Class Mass – All Welcome – St Joseph's - 9:30
19 Nov 18	Year 2 and 3 Class Mass – All welcome – St Joseph's - 9:30
26 Nov 18	Year 4 Class Mass – All welcome – St Joseph's - 9:30
30 Nov 18	INSET – School Closed to Pupils
3 Dec 18	SEND Parent Consultations – 15:30
9 Dec 18	School – Parish Mass – All welcome – St Joseph's – 5:00
10 Dec 18	Autumn Reports
12 Dec 18	Parent Consultations – 14:00
14 Dec 18	PTA Christmas Fayre – All welcome
17 Dec 18	Academy Mass – All welcome – 9:15
19 Dec 18	Pre-School and Reception Christmas Performance – 9:30
20 Dec 18	Year 1 and 2 Christmas Performance – 9:30
21 Dec 18	Year 5 and 6 Christmas Performance – 14:30

These dates are subject to change. To stay fully up to date with what is going on, use the [school calendar](#): Spring and Summer key dates will be shared in a later version of this document. Trip dates will be shared in the school newsletter.

6: Keeping Your Child Safe - Attendance – Bullying – Head lice

Safeguarding

Designated Safeguarding Lead (DSL) - Tim Brogan

Deputy Designated Safeguarding Lead (DDSL) - Liz Hook / Marie Dyche

If you have a safeguarding concern about your child, another child or a member of staff, please speak with Mr Brogan who is the Designated Safeguarding Lead. If Mr Brogan is not available, please speak with Mrs Dyche or Miss Hook, who are the Deputy Designated Safeguarding Leads.

If you think a child or young person is at immediate risk, **don't delay** - dial 999 to contact the police.

If you need support, advice or have any concerns, you can contact Staffordshire County Council's First Response Service on **0800 13 13 126**

Lines are open:

- Monday-Thursday - 8:30am-5:00pm
- Friday - 8:30am-4:30pm

Attendance

As a Catholic school, we seek to work in partnership with our parents and carers to ensure the best possible start for each child entrusted to our care. Regular attendance and punctuality are an essential part of this partnership.

If your child arrives at school after registration, please report to the office and sign in, giving a reason for your lateness. Inform the office staff if a school lunch is required.

If your child is unable to attend school because of illness, you should phone, [email](#) or call in at school on the first day of the absence between **8.30am and 8.55am**

Holidays and absence during term time

We have adopted a zero tolerance policy with regards to holidays during term time and therefore, **no holidays will be authorised** unless there are exceptional circumstances. This is in line with the Department for Education statutory regulations. Parents should contact the office for a holiday form in these very exceptional circumstance. The office staff will then liaise with the Headteacher to make a decision.

Parents who take their children out of school during term time and the absence has not been authorised may be issued with a Penalty Notice.

We expect 100% attendance and punctuality.

Arrival Times

The school gates open at 08:50am for pupils to filter in. Children should arrive no later than 09:00am.

Registration procedures

1. Registers will be taken twice daily, once for the morning session, once for the afternoon session.
2. Registers are completed in registration books.
3. Morning registers will be completed between 9:00am and 9:10am and afternoon registers will be completed between 1:15pm and 1:25pm.
4. Arrivals after 09:00 am are marked 'L'.

Authorised Absence or Lateness

Only the school can authorise an absence.

1. Where the school is satisfied with the parent's explanation for an absence and there have been no previous issues with the child's absence or punctuality record, absence will be authorised.
2. Children who return to school straight after doctor/dentist appointments are not counted as absent unless the child misses the whole session. The situation is the same for a child who leaves after registration for a good reason such as illness, visits to secondary school etc.
3. Children should not be kept off for the whole day for visits and appointments unless they are too unwell to attend, in which case the parent must contact the school confirming the reason for their absence and it will be counted as an absence.
4. Exceptional circumstances will be considered for issues such as death in the family, moving house etc. Parents should contact the school office, in advance wherever possible, about such circumstances.

Unauthorised Absence

The office staff or Mrs Wells will contact the parents to express concern and advise the Headteacher accordingly when:

- No satisfactory explanation has been given to explain the lateness or absence.
- A child is late more than once in a week; more than twice over a two week period or more than three times over a half term without prior agreement with the school.
- A pattern emerges around pupils being taken out of school before the end of the school day.
- There is reason to doubt the accuracy of the reasons given for the lateness or absence.
- The child's overall attendance falls below 96%

In cases of persistent lateness/absence the Headteacher and senior leadership team will contact other agencies. Unsuccessful attempts to contact the home will be recorded.

At Holy Rosary, we believe in supporting the whole family. Our first duty of care, however, is to the child. Where there is any doubt regarding the safety and wellbeing of a child, the Headteacher or Deputy will report it immediately. Our preferred option is an open and honest relationship with our parents or carers - if there is a genuine problem, **please talk to us.**

A full copy of our attendance policy is available on the website or on request from the school.

Bullying

At Holy Rosary, we do everything we can to prevent and tackle bullying, involving the whole school community, developing an anti-bullying culture whereby no bullying, including between children, adults or adults and children will be tolerated.

What is bullying behaviour?

Bullying is behaviour by a person or group, repeated over time, that intentionally hurts another person or group either physically or emotionally. We understand that there will be occasions when friends fall out and when children will feel upset and that these are isolated incidents which are a normal part of social interaction. We will help children to distinguish between these isolated incidents and what could be defined as bullying. We will do this by applying the **STOP** test. Bullying is **Several Times On Purpose**.

We asked our pupils to describe what they consider to be bullying. The examples they gave of bullying behaviour, which can take place online and face to face, **Several Times On Purpose**, are:

- name calling and teasing
- cyber bullying, including receiving abusive text messages or emails
- physical abuse, e.g. hitting, pushing, pinching or kicking
- having personal possessions taken or damaged
- being forced to hand over money
- being forced to do things they don't want to do
- being ignored or left out
- being singled out in any way due to their religion, gender, sexuality, disability, appearance, racial or ethnic origin, or any difference.

How do I report bullying if I am a child at Holy Rosary?

Children know to speak to an adult about their concerns and that they should do this as soon as possible. Each year, as part of SEAL, pupils create posters which are put up in every classroom reminding children to speak out and who to speak to. All staff at the school know to listen, record and report incidents.

How do I report bullying if I am a parent?

If you are concerned that your child is being bullied by another child, please contact your child's teacher in the first instance.

If you are concerned that your child is being bullied by an adult at the school, please contact Mrs Dyche, Acting Deputy Head teacher, who with the support of Mrs Wells, Family & Inclusion Worker, will carry out an investigation and report back to you within that same week. Parents/carers who wish to discuss an issue regarding bullying may have a translator (provided by the school) present if there are language barriers.

Read our full [Anti-Bullying Policy](#) for full details.

Head lice

Letters will be sent home to all pupils in classes where head lice are noticed. For help on how to check for and get rid of head lice, visit this [website](#).

7: Class Dojo - Behaviour - School Rules - Rewards - Sanctions

Class Dojo

Class dojo is used to communicate the learning that is going on in class, update parents about whole school and class information and support the home-school communication regarding pupil behaviour and our school expectations. Children will be given an invitation with an access code from their class teacher in order for parents to sign into the system.

To log on, go to:

<https://www.classdojo.com/>

Positive consequences

Each teacher and class are using class dojo points as a system for reward and praise, based on the behaviours for learning derived from the school's vision statement and following the aim of the mission statement to: 'Build loving hearts and strong minds, in union with God and each other.'

These behaviours for learning are:

- Presentation
- Independence
- Never giving up
- Kindness
- Teamwork
- Enthusiasm
- Engagement
- Enabling

Some of the positive consequences for the good choices and good behaviour that children show are:

- Regular verbal feedback to reinforce positive behaviour
- Reference to good role models
- Children are congratulated
- Stickers awarded for the positive behaviours shown
- Certificates given in public during Friday Achievement Assembly, reflecting achievement and behaviour.

Each week, a child from each class is elected by their peers for having shown that they have gone 'over and above' in their demonstration of the Holy Rosary values. These children explain why they have been chosen and are presented with a 'Heart that Sees' certificate.

Certificates are given for gaining a certain number of house points through Class Dojo.

Points	Key Stage 1
50	Excellent work certificate
	Key Stage 2
100	Bronze certificate
200	Silver certificate
300	Gold Certificate
500	Platinum award

Assemblies, especially our Friday Achievement Assemblies, are an opportunity to publicly celebrate the good choices children have made in the school and to share some of the good work they have been producing through our writer and mathematician of the week. We celebrate achievements out of school in order to promote a wider range of interests and accomplishments. Attendance is also rewarded with a termly prize draw for good attendance and at the end of the year certificates are presented during class assemblies.

Negative consequences

Staff at Holy Rosary employ a consistently clear negative consequences behaviour system. This is to ensure a safe and effective learning environment in which positive, happy, healthy relationships flourish.

Our expectations in class are that everyone is actively demonstrating the Holy Rosary behaviours for learning. Following a second reminder (amber/red card) of these expectations, children will be given a neutral dojo against the behaviour for learning they need to improve. Class teachers will speak to any children who have been given an amber or red reminder about their behaviour for learning within the lesson before break. This will feature on their daily behaviour report to parents.

The dojo system is linked to the rewards and sanctions we use in school. Read the full copy of our [behavior policy](#).

8: Uniform - PE - Jewellery - Equipment

School Dress Code

High standards of presentation are considered to be very important. School uniform is practical, allows for ease of recognition, avoids discrimination and adds to pupils' sense of belonging and self-respect.

The school colours are blue and grey. Please contact the school office for a list of suppliers.

Boys

Blue polo shirt (with school logo)
Blue crew necked sweatshirt (with school logo)
Grey Trousers
Grey socks
Grey Shorts (Summer)
Black sensible school shoes

Girls

Blue polo shirt (with school logo)
Blue crew necked sweatshirt (with school logo)
OR
Blue cardigan (with school logo)
Grey skirt, pinafore or tailored trousers
White or Grey Knee Length Socks
White ankle socks (Summer)
Grey tights
Blue and white check patterned dress (Summer)
Black shoes (no boots)
Blue, black or white plain hair accessories (no large bows)

School Dress Code for PE / Games

The following kit will be required for PE and Games lessons. Please contact the school office for a list of suppliers.

Indoor

Black shorts
Black plimsolls or trainers
Short Sleeved crew-necked t-shirt in team colours
Blue PE bag with "pull string"

Outdoor

Plain tracksuit or black fleece and black jogging bottoms

Trainers

Gum shield and shin pads

Children will be told about appropriate swimming kit before lessons are arranged.

Please mark all items of clothing with your child's name

Care of sports clothing

Children should bring sports clothing to school in their blue pull string PE bag. Kit should be taken home at the end of each half-term to be washed.

Jewellery

Children are allowed to wear a small cross or medal.

Watches may be worn at parents' own risk but must be removed for all sporting activities. Small stud-type earrings may be worn but the school will not accept responsibility where such items become damaged or lost or cause personal injury. Children must be able to take these out for themselves for PE activities (or provide surgical tape to cover them over) for safety reasons.

Please mark all items of clothing with your child's name.

Equipment

We would like you to bring: -

- A small school bag (we do not have room for big ones) to carry your things to school in.
- A drawstring bag to keep your PE kit in. This should be left in school during the week.
- Stationary in a pencil case (KS2).
- A small dictionary may be useful.
- A suitable refillable water bottle.

Remember to put your child's name on all belongings.

9: Homework

Weekly homework will be given out each Tuesday and must be handed in each Monday in all classes. Pupils should complete the relevant section of the homework book in the time allocated, then self-mark their work using the answers at the back of the book. If pupils want to have another go at the question when they realise their mistake, ask them to do it in a different colour. The teacher will then use this information to support them in class.

If your child finds the homework too difficult, ensure they make a proper attempt for the full time allocation. If the child is finding it too easy please speak with the child's class teacher.

A homework club is available for all pupils. It takes place every Friday lunchtime in Mr Heath's classroom. Teachers will speak directly with parents about this homework club for any pupils who need additional support or who aren't completing their work at home.

Early Years

Frequency	Duration	Activity
Daily	5 minutes	Reading
Daily	5 minutes	Phonics and/or letter formation
Weekly	5 minutes	Recognising numbers and counting

Year 1

Frequency	Duration	Activity
Daily	10 minutes	Reading
Daily	5 minutes	Phonics and/or letter formation
Daily	5 minutes	Number bonds

Year 2

Frequency	Duration	Activity
Daily	10 minutes	Reading
Daily	5 minutes	Spelling
Weekly	10 minutes	GPS
Weekly	10 minutes	Maths
Each unit	10 minutes	RE

Years 3 and 4

Frequency	Duration	Activity
Daily	15 minutes	Reading
Daily	5 minutes	Spelling
Weekly	15 minutes	GPS
Weekly	15 minutes	Maths
Each unit	15 minutes	RE

Years 5 and 6

Frequency	Duration	Activity
Daily	20 minutes	Reading
Daily	5 minutes	Spelling
Weekly	20 minutes	GPS
Weekly	20 minutes	Maths
Each unit	20 minutes	RE

Plus any extra that is felt to be appropriate.

Additional homework

Additional homework is not given out by class teachers but parents can encourage their child to use any of the resources below:

Maths

Number Facts

<https://www.topmarks.co.uk/maths-games/hit-the-button>

Times Tables Rockstars (Y2+)

<https://trockstars.com/login>

Reading

Phonics Sounds

<https://www.lesleyclarkesyntheticphonics.co.uk/index.php/parents/125-articulation-of-phonemes>

Bug Club (Y3+)

<https://www.activelearnprimary.co.uk/login?c=0>

Read Theory (Y2+)

<https://readtheory.org/>

Writing

Padlet

<https://padlet.com/mrbrogan1/description>

Pobble 365

<http://www.pobble365.com/>

10: Reading

In EYFS and KS1, we teach a four-part phonics session every day based on Letters and Sounds. We build up pupil fluency through 1:1, group and whole class sessions, before focusing on comprehension and inference skills. We use a range of reading materials to teach reading, including Oxford Reading Tree, Rising Stars, Comics for Phonics, Decodeables, Lions Good News Bibles and internet-sourced texts.

In KS2, we use Pearson's Bug Club comprehension scheme which focuses on 8 key reading skills based on one key text for the whole class. These key skills can be found [here](#). Pupils access the texts in a variety of ways, by reading in independently or with a partner/group, listening to another read or listening to a recording.

Reading at Home

We know that children become better readers if they read to their parents at home. They benefit from the extra practice and from the opportunity to enjoy the uninterrupted time and attention. For home reading to be successful, parents should try to make sure that the reading is enjoyable.

Guidelines to help build confidence in reading

- Choose a time each day when you can be with your child on your own – possibly just before bedtime when you can sit comfortably together on the bed or sofa, making the time special.
- Never allow tension to creep in.
- At the start of each session, and especially at the start of a new book, look through the illustrations together and discuss them. Then, read aloud for a few minutes to capture and stimulate the child's interest and imagination.
- When returning to a story, always retell the story so far.
- Correct mistakes gently.
- Occasionally, read the book aloud at the same time as the child so he/she learns to read with expression and see where and when to pause at punctuation marks, including full stops, commas, question marks etc.

The most important point is to praise at every session.

When your child has read at home, please fill in their log which can be found in their Pupil Home-School Handbook.

11: Letter and Number Formation

Aa Bb Cc Dd Ee Ff Gg Hh Ii
Jj Kk Ll Mm Nn Oo Pp Qq Rr
Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9

Aa Bb Cc Dd Ee Ff Gg Hh
Ii Jj Kk Ll Mm Nn Oo Pp
Qq Rr Ss Tt Uu Vv
Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj
Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt
Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9

Aa Bb Cc Dd Ee Ff Gg Hh Ii
Jj Kk Ll Mm Nn Oo Pp Qq Rr
Ss Tt Uu Vv Ww Xx Yy Zz
1 2 3 4 5 6 7 8 9

12: Spelling Lists

You can support your child's spelling development by helping them learn the spellings below. Use the **look, cover, think, write check** method to rehearse these spellings regularly so that they enter your child's long term memory.

Reception and Year 1

[100 High frequency words](#)

Year 1 and 2

[Next 200 High frequency words](#) **[Common Exception words](#)**

Year 3 and 4

[Common Exception Words - Years 3-4](#)

Year 5 and 6

[Common Exception Words - Year 5 and 6](#)

13: Number Facts - Multiplications

Children need to know their number facts by heart. This will support their Maths fluency as they move through the school. They should use objects, before drawing pictures and finally be able to write them down and know them through rapid recall.

Reception, Year 1 and Year 2 should concentrate on the addition number facts in the table below.

Adding 1		Bonds to 10		Adding 10		Bridging/compensating		Y1 facts			
Adding 2		Adding 0		Doubles		Near doubles		Y2 facts			

+	0	1	2	3	4	5	6	7	8	9	10
0	0+0	0+1	0+2	0+3	0+4	0+5	0+6	0+7	0+8	0+9	0+10
1	1+0	1+1	1+2	1+3	1+4	1+5	1+6	1+7	1+8	1+9	1+10
2	2+0	2+1	2+2	2+3	2+4	2+5	2+6	2+7	2+8	2+9	2+10
3	3+0	3+1	3+2	3+3	3+4	3+5	3+6	3+7	3+8	3+9	3+10
4	4+0	4+1	4+2	4+3	4+4	4+5	4+6	4+7	4+8	4+9	4+10
5	5+0	5+1	5+2	5+3	5+4	5+5	5+6	5+7	5+8	5+9	5+10
6	6+0	6+1	6+2	6+3	6+4	6+5	6+6	6+7	6+8	6+9	6+10
7	7+0	7+1	7+2	7+3	7+4	7+5	7+6	7+7	7+8	7+9	7+10
8	8+0	8+1	8+2	8+3	8+4	8+5	8+6	8+7	8+8	8+9	8+10
9	9+0	9+1	9+2	9+3	9+4	9+5	9+6	9+7	9+8	9+9	9+10
10	10+0	10+1	10+2	10+3	10+4	10+5	10+6	10+7	10+8	10+9	10+10

This year, in our daily arithmetic sessions, we will be sticking to this model as closely as possible.

Autumn Term

Weeks													
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Adding 1	Adding 1	Adding 10	Adding 10	Doubles	Doubles	Bonds to 10	Bonds to 10	Adding 2	Adding 2	Near doubles	Near doubles	Making 10	Making 10

Spring Term

Weeks											
1	2	3	4	5	6	7	8	9	10	11	12
Adding 0	Adding 0	Adding 1	Adding 1	Adding 10	Adding 10	Doubles	Doubles	Bonds to 10	Bonds to 10	Adding 2	Adding 2

Summer Term

Weeks											
1	2	3	4	5	6	7	8	9	10	11	12
Near doubles	Near doubles	Making 10	Making 10	Adding 10	Adding 10	Doubles	Doubles	Bonds to 10	Bonds to 10	Adding 2	Adding 2

Multiplications Grid

Once pupils have a grasp of their number facts, they will move onto multiplying. By year 4, it is expected that pupils are confident to rapidly recall up to 12 x 12

Use this grid to rehearse the times tables so that they enter the long-term memory.


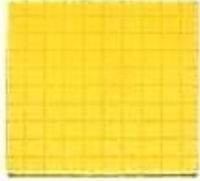


0	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

Remember that pupils from year 2 – year 6 can also use the games on Times Tables Rockstars to practice their multiplications. This is a really engaging way to increase their speed of multiplication recall and help multiplication facts enter their long-term memory. Login either [online](#) or via the [app](#). If you need login details for your child, contact their class teacher.

14: Helpful Facts for Learning

In our decimal number system, the value of a digit depends on its place, or position, in the number. Each place has a value of 10 times the place to its right. A whole number is separated into groups of three digits using commas.

Place Value Chart

			
thousands	hundreds	tens	ones

_____ + _____ + _____ + _____

Length, Volume and Capacity and Weight and Mass

Length		Volume & Capacity		Weight & Mass	
10 mm	= 1 cm	10 ml	= 1 cl	100 mg	= 1 g
1000 mm	= 100 cm	100 cl	= 1 l	1000 g	= 1 kg
100 cm	= 1 m	1000 ml	= 1 l	1000 kg	= 1 t
1000 m	= 1 km				
mm	= millimeter	ml	= milliliter	g	= gram
cm	= centimeter	cl	= centiliter	kg	= kilogram
m	= metre	l	= litre	t	= tonne
km	= kilometre				

Perimeter

The perimeter is the distance all the way round a two-dimensional shape. To work out the perimeter, add up the lengths of all the sides.

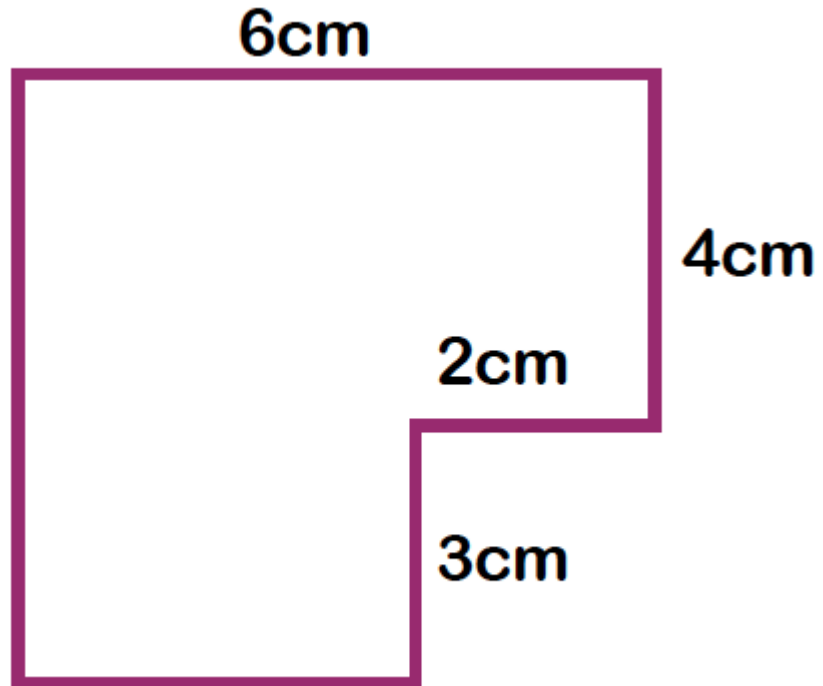
If a side is missing, use the information from the sides you have to work it out.

The perimeter of this shape would be 26 cm because I add up the side that I already know:

$$6\text{cm} + 4\text{cm} + 2\text{cm} + 3\text{cm}$$

And then use the information I already have:

4 cm + 3 cm (for the vertical line) + 4cm (added to the 2 cm along the horizontal line)



This makes my calculation: $6\text{cm} + 4\text{cm} + 2\text{cm} + 3\text{cm} + 4\text{cm} + 3\text{cm} + 4\text{cm} = 26\text{cm}$

Prime Numbers

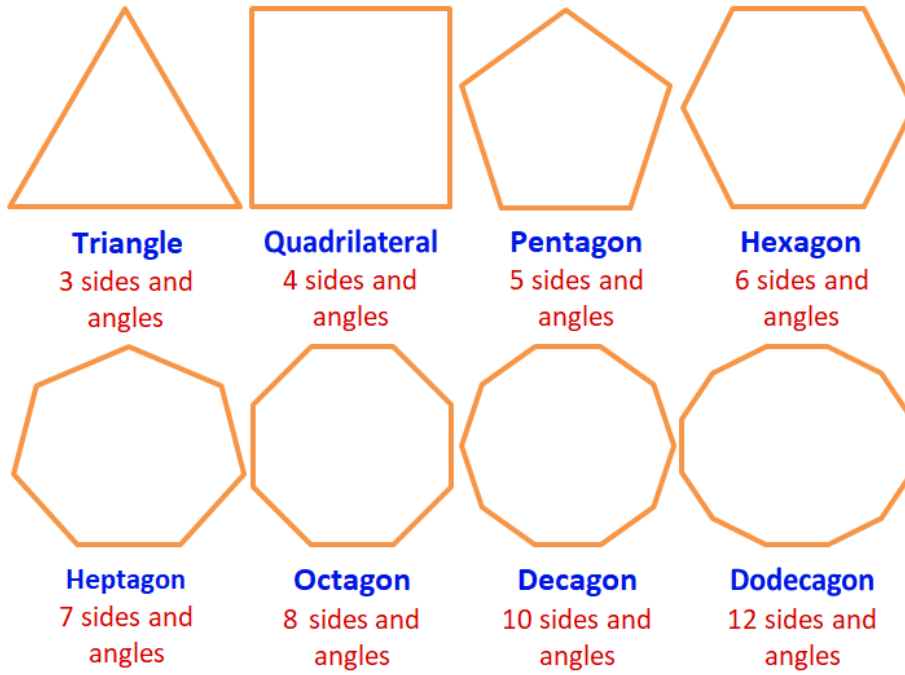
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

A number is prime if it can only be divided by 1 and itself without leaving a remainder.

This table shows the prime numbers between 0 and 100.

Did you know that **2 is the only even prime number?**

Regular Polygons



Quadrilaterals

		
Square	Rectangle	Rhombus
		
Trapezium	Parallelogram	Kite

Word Classes

Word classes are categories that words can be put into. There is a table below to show the different word classes and some examples. You could ask your child to recognise some of the words in the book they are reading and sort them into the correct word class.

Nouns: Words that are people, places or things
School, bag, book, Lucy, ball ...

Pronouns: Words that take the place of a noun
He, she, it, they, them, there, me, him, her ...

Adjectives: Words that describe nouns
Colourful, wonderful, heavy, sad, funny ...

Verbs: Words that are actions
(doing words) Take, sing,
love, talk, laugh, run, eat ...

Adverbs: Words that describe verbs (how you did something)
Loudly, beautifully, sternly, happily, angrily ...
Adverbs usually end in 'ly'.

Prepositions: Words that tell you where or when something
is in relation to something else
After, before, inside, above, near, on ...

Articles: Words that define whether a noun is general or
specific
A, an, the ...

**Coordinating
and
Subordinating
Conjunctions:** Words that join two sentences or clauses
Coordinating: for, and, nor, but, or, yet, so which
can be remembered as the 'fanboys'
Subordinating: when, while, as, if, although, since
Remember that some subordinating conjunctions can also be
prepositions. As a general rule, if the clause includes a verb,
it is being used as a subordinating conjunction.

Some descriptive techniques are:

Simile	Describing by comparing one thing to another using like or as As cold as ice - Like a block of ice.
Metaphor	Describing something as if it were something else. A wave of emotions.
Personification	Applying human feelings and attributes to objects. The kindly tree sheltered him with its branches.
Show, not tell	Show, not tell is a technique to allow the reader to experience the story through action, words, thoughts, senses, and feelings. The reader usually has to infer and deduce what is happening or how a character is feeling. With tears in her eyes , she stood by the lonely willow tree.

Punctuation

Full Stop

This shows the end of a sentence. Sentences can end with a full stop, question mark or exclamation mark.



Exclamation Mark

This ends a sentence, and gives extra emphasis; like anger, excitement, surprise, etc. What a lovely present!



Question Mark

This ends a sentence that is a question. Are we nearly there yet?



Apostrophe

1. To show omission. Replace the letters removed with an apostrophe. Lucy didn't answer her phone. 'Did not' has had the 'o' removed and become didn't.
2. To show possession. The general rule is: Add an apostrophe followed by an 's' to show that something belongs to ONE person/thing. The dog's bones (one dog).



Add an apostrophe after an 's' to show that something belongs to MORE THAN ONE person/thing. The dogs' bones (more than one dog)

HOWEVER there are a few exceptions where a plural does not end in an 's': e.g. The child's books (one child). The children's books (a new word for more than one child)

Comma

1. This can separate items in a list. I ate a cake, an apple, five berries and a pear.
2. This can be used in place of brackets. I ate a cake, which was delicious, and then I realised I'd spilt crumbs on my new skirt.
3. This can join two clauses in a longer sentence. I ate my lunch, and then I went to the park.



Colon

This shows the beginning of a list. At the shop I bought some fruit: apples, bananas and oranges.



Semi-colon

This can be used to separate related sentences. Nathan struggled to eat his dinner; he had eaten a bar of chocolate beforehand.



Brackets

Used to separate information within a sentence. The tree was bending (nearly touching the floor) in the wind.



Speech Marks

These show someone is speaking. "I went to the park today," said Lee.



Ellipse

This can be used to create suspense, or show a pause. Ready ... steady ... go!



15: Holy Rosary PTA

Working together to improve our academy



WHAT IS THE HOLY ROSARY PTA?

The Holy Rosary PTA is a parent and teacher association. It plays a hugely important part of the life of the school and helps to enrich your child's school experience. Our PTA is made up of parents, carers, teachers and the local community with a mission to make all children's learning come alive creating a more memorable experience and enhancing school life. Our fundraising can ensure that the schools hope and dreams can be made into a reality. Providing money to pay for extra sport equipment, art events, trips, special visitors (including Father Christmas) can add so much value to the children's education and therefore enhancing school life.

As well as fundraising, the PTA organises social events where the children can socialise with friends in a safe environment lesson free. We organise the School Disco, School Fete, Chocolate Bingo to name a few with many more planned this year encouraging a real sense of community and fun for everyone.

Every parent and carer is welcome to help and attend our meetings and we love to see new faces. It's a great way to be part of the school family. But we also appreciate every parent/carers is busy so if you still want to be involved in the PTA but can't attend our meetings, we are happy to forward our meeting minutes to keep you up to date with what is happening. Many hands make light work and we welcome any contribution whether it be suggesting new fund raising ideas, volunteering at an event or simply attending an event.

WHAT HAPPENS TO THE MONEY?

We have a treasurer who deals with all the money raised by the PTA and it goes into its own bank account. Holy Rosary then have to fill out a form requesting what they would like the money to be spent on which is then presented at a PTA meeting and approved by the PTA members and Mr Brogan.

WHO ORGANISES THE PTA?

The PTA consists of many volunteers plus 3 key members -

- CHAIR - Karen Everett - Karen has worked at Holy Rosary for many years and all her three children attended the school.
- SECRETARY - Katie Bentley - Katie is a parent and has two sons that attend Holy Rosary in Year 4 and Year 2.
- TREASURER - Lisa Harris - Lisa is a parent and has one son that attends Holy Rosary in Year 4.

We are hugely passionate not only about fundraising but providing the children with special memories. We can't do that without your help. Get in touch today and help to make your children's school experience a magical one!

If you can help in any way, contact: pta@holyrosary.staffs.sch.uk or speak with the office staff who will put you in touch with the right person. Follow the the PTA on Twitter: [@FriendsHrps](https://twitter.com/FriendsHrps)

16: Arty Em's

Arty Em's is a breakfast and after school club on offer to all families who attend Holy Rosary Catholic Academy. The clubs have been set up to enable parents to work and for children to be further enriched within a caring and familiar setting. Emily Barratt-Meldrum, who is an Ofsted registered before and after school club manager, has previously provided a child-minding services for the school community.

Breakfast Club

Breakfast club is open from 7.30am and runs until the start of the school day.

After School Club

After school club is open from 3.30pm until 5.30pm.

If you have any enquiries regarding the club, send them directly to: artyemshr@gmail.com, call Emily on 07977591441 or visit her [website](#).

17: Free School Meals - Pupil Premium

In 2011, the Government launched the Pupil Premium. This money is allocated to schools based pupils in the school who are eligible for Free School Meals. Money is also made available to the school for children who are in care and from the armed forces to further support their education. From 2012, it was expanded to include all children who have been eligible for Free School Meals within the last 6 years. The money is allocated to initiatives to ensure pupils reach their full potential, both academically and socially so it is worth checking whether your child would be eligible.

If your child does not have Free School Meals but may be eligible both in KS1 and 2 because of your family's income level, please speak with [Mrs Wells](#) who will deal with your query in confidence and, if you wish, help you fill in the relevant paperwork. Even if you do not wish your child to have the free meals, the school could still claim Pupil Premium funding that may be used to help your child's education. We assure parents that all matters regarding Pupil Premium are treated with discretion and in confidence.

For more details on the Pupil Premium, [click here](#).

18: GDPR - Consent Pack

We've published a new Data Protection Policy and a range of documents to make it easier for you to find out how we use and protect your information – the most important document for you is our [Privacy Notice](#). We will have one for pupils and one for staff. We won't be changing the ways we use your personal information but the new privacy notices will provide you with additional details such as:

- your increased rights in relation to the information we hold about you
- who we share your information with
- the types of personal information we collect about you and how we use it
- the legal grounds for how we use your information

For more information on how your data is handled at Holy Rosary, visit the [Data Protection page](#) on our website.

Consent Pack

All new parents are asked to complete the consent pack which rolls on from year to year. If a parent wishes to amend or withdraw consent at any point, a copy of the consent pack should be obtained, completed and handed in at the school office.

If you would like to review the consent you have given, please contact the school office who will be happy to help you.

18: Home - School Communication Slips

If you would like to communicate with your child's class teacher, feel free to use one of the communication slips below and send it in with your child. Your child's class teacher will then contact you by returning the slip with a note, through Class Dojo or by speaking to you in person.

Child's name and class	
Question/ Concern/ Request	
Signed	

Child's name and class	
Question/ Concern/ Request	
Signed	

Child's name and class	
Question/ Concern/ Request	
Signed	

Child's name and class	
Question/ Concern/ Request	
Signed	

Child's name and class	
Question/ Concern/ Request	
Signed	

Child's name and class	
Question/ Concern/ Request	
Signed	

Child's name and class	
Question/ Concern/ Request	
Signed	

Child's name and class	
Question/Concern/Request	
Signed	

Child's name and class	
Question/Concern/Request	
Signed	

Child's name and class	
Question/Concern/Request	
Signed	

Child's name and class	
Question/Concern/Request	
Signed	