



Year 2

# Year 3 Class Teachers



2B Ms Hantar



2B Ms Begum



Support Teacher  
Mrs Hepworth

# Year 3 Support Staff



Ms Khan



Ms Jasmin



# Safeguarding



Ms Millward



Ms Kurup

At Old Palace, we place a great importance on the welfare and safety of our pupils. Our Designated Safeguarding Lead is **Ms. Millward**. The deputy safeguarding lead is **Ms. Kurup**. Schools have a legal duty to safeguard and protect children. Staff have a duty of care so if they have any concerns they are required to report this to **Ms Millward** as part of their legal duties. Ms Millward also works closely with Shelly- the Parent Support Worker and other external agencies in supporting families where needed.

As a school we are fortunate to have a School Social Worker- Shahnaz Choudhury- who is onsite every Wednesday morning. She supports with 'Early Help' interventions that a family/ child may need. It is voluntary and she will be doing a coffee morning soon to introduce herself.

# Drop off's Pick up



## **Drop off**

School gates will open at 8:50am and will close at 9:02am, anyone arriving after 9:02 will be marked as late.

We ask parents drop their children at the gates in the morning and then kindly move along to allow other parents to drop off. If you have an appointment or need to speak to an admin staff please make your way to the school office.

## **Home time (Pick up)**

Gates will open at 3:20 for collection.

Children in year 2 will be collected from the classroom porch area.

## **Bags and School Supplies**

- Please ensure your child brings their PE kit in **Every Monday**, this will return home with them on Friday.
- Children may bring their book bags back and forth to school each day.

# Attendance

It is important that you get your child to school every day and on time:

*Surely 1 or 2 days absent a week doesn't seem much but this is how it is..*

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

*If your child is late 10 minutes a day - surely that won't matter or affect my child..*

Only missing just..	That equals..	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ a year
20 minutes per day	1hour 40minutes per week	Over 2 ½ weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1 ½ years
1 hour per day	1 day per week	8 weeks per year	Over 2 ½ years

# Attendance

It is extremely important to let the school know if your child will be absent that day, by calling the school office on the first day of their absence- stating the name, class and reason why.

If we don't hear from you:

First day calling – the school will attempt to contact parents by telephone on the first day of absence

Home Visits – if the school has been unsuccessful in contacting the parents by telephone, a visit to the child's home will be carried out on the second day of absence.

If there is still no contact, the school's Attendance Welfare Adviser (AWA) will be notified as it will be classed as a safeguarding concern and a Child Missing in Education form will be completed.

# Attendance

## Certain illnesses

Reminder:

vomiting/ diarrhea- can not return until 48hrs after the last episode.

COVID 19- we still recommend a test. If a child tests positive they are to self isolate for 5 days. Other members of the household do not need to self isolate (unless displaying symptoms).



# Attendance

## **Leave During Term Time**

Please inform the office.

An Application for Leave during term time needs to be completed and handed back to the office.

Evidence will be requested alongside your application.

The AWA will be in touch to discuss your application.

A Fixed Penalty Notice can be issued if the leave request is marked as unauthorised. The full cost of a penalty notice is £120 per parent per child, payable within 42 days. The cost is reduced to £60 per parent per child if it is made within 28 days.

The payment is sent to Tower Hamlets, not the school.

# Behaviour

We have updated our schools behaviour policy to support our pupils in understanding and managing their feelings and behaviour. Last year we introduced the zones of regulation with in the classrooms and have built this into supporting our pupils.

## How can you help yourself?

The BLUE zone	The GREEN zone	The YELLOW zone	The RED zone
			
How might you feel?	How might you feel?	How might you feel?	How might you feel?
sad tired bored moving slowly	happy okay focussed ready to learn	nervous confused silly not ready to learn	angry frustrated scared out of control
What might help you?	What might help you?	What might help you?	What might help you?
Talk to someone Stretch Take a brain break Stand Take a walk Close my eyes	The goal of this exercise is to get to the GREEN zone. What can you do to be happy, calm and ready to learn?	Talk to someone Count to 20 Take deep breaths Squeeze something Draw a picture Take a brain break	Stop what I'm doing Make sensible choices Take deep breaths Ask for a break Find a safe space Ask for help

We have updated the language we use when managing behaviour to support pupils to be more reflective.

## Behaviour Chart

I am asking you...

I am reminding you...

1.	<input type="text" value="?"/> Michael
2.	<input type="text" value="?"/> Michael ✓
3.	<input type="text" value="Reset"/>

# Time to Reset

How are/were you feeling?

Why?

The BLUE zone



How might you feel?

sad  
tired  
bored  
moving slowly

The GREEN zone



How might you feel?

happy  
okay  
focussed  
ready to learn

The YELLOW zone



How might you feel?

nervous  
confused  
silly  
not ready to learn

The RED zone



How might you feel?

angry  
frustrated  
scared  
out of control

What will you use to help? Circle or write your own.

Stretch                      fidget box                      count

Take deep breaths      close my eyes

Any other \_\_\_\_\_

How are you now?

I am okay and ready to learn ☐

I need to talk to an adult ☐

# Repair

## Time to Repair

1. What happened?
2. What were you thinking at the time?
3. How are you feeling?
4. Who has been affected and how have they been affected?
5. What should we do to put things right?
6. How can we do things differently in the future?

The BLUE zone	The GREEN zone	The YELLOW zone	The RED zone
<b>How might you feel?</b> sad tired bored moving slowly	<b>How might you feel?</b> happy okay focused ready to learn	<b>How might you feel?</b> nervous confused stuck not ready to learn	<b>How might you feel?</b> angry frustrated scared out of control
<b>What might help you?</b> Talk to someone Stretch Take a brain break Stand Take a walk Close my eyes	<b>What might help you?</b> The goal of this exercise is to get to the GREEN zone. What can you do to be happy, calm and ready to learn?	<b>What might help you?</b> Talk to someone Count to 20 Take deep breaths Squeeze something Draw a picture Take a brain break	<b>What might help you?</b> Stop what I'm doing Make sensible choices Take deep breaths Ask for a break Find a safe space Ask for help



**OLD PALACE PRIMARY SCHOOL**

10, Leonard's Street, Bow, London, E8 4EP Tel: 020 7400 3000  
Email: admin@oldpalaceprimary.co.uk Website: www.oldpalaceprimary.co.uk



To the parent of carer of: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parent/Carer,

We are concerned about how your child behaved in school today and as a result has/will attend a repair session. At the repair session they will have a restorative conversation with a member of staff. The children discuss what has happened, how they are feeling, who has been affected and how and what they can do differently next time.

The repair session was given for:

☐ Vexatious ☐ Verbal ☐ Discrimination ☐ Bullying ☐ Sexual Abuse

☐ Reported on behaviour

☐ Other

Other \_\_\_\_\_

Please talk with your child about what happened and the importance of following our school rules.

Be kind  
Be respectful  
Be a great learner  
Be safe  
Be responsible

So we can be sure that you have received this letter, please sign it and send it back to school tomorrow.

Yours sincerely

Name of child \_\_\_\_\_ Class \_\_\_\_\_

I have spoken to my child about the incident, the choices they made and how they would better manage their emotions and behaviour next time.

Signature: \_\_\_\_\_

Please print your name \_\_\_\_\_ Date: \_\_\_\_\_



Headteacher: Mr G. Palmer BA (Hons)  
School Business Manager: Michele Walsham



# Behaviour

## Parents/Carers

Work in partnership with school to ensure consistent messages are given about expected behaviours

- Support the school's rules and policies (we understand that from time to time, clarification might be required about the application of a particular rule, in such an instance we respectfully ask that you speak to the class teacher or Year Group Leader, as well as your child.)
- Inform school about any issues at home that might affect a child's learning or behaviour

# Uniforms

*\*Please be sure to label your child's school uniform*

<https://oldpalaceprimary.co.uk/parents/uniforms/>

The uniform consists of the following:

- SCARLET jumper, kameez, sweatshirts or cardigans.
- WHITE Shirt or Polo shirt (Fred Perry style)
- BLACK or GREY trousers, skirts, salwar and jilbaab (girls) or the kurta and topi (boys).
- BLACK shoes (NOT TRAINERS)
- PLAIN head scarves white, black, grey or navy.

## PE Kit

When children participate in Physical Education lessons, children must change for all activities. Articles worn indoors must include plimsolls, shorts and a T-shirt. For swimming, a swimming costume and hat are required. Jewellery must be removed before the start of the lesson and head scarves either removed or replaced with a bandana, which will come off easily if it becomes caught. The PE kit should consist of:

- PLAIN T-shirt
- Shorts or tracksuit bottoms
- Plimsolls or trainers



## JEWELLERY

Children can wear small stud earrings but, no dangly earrings to be worn. Children are not permitted to wear chains, bracelets or rings.



# Homework

This week you were sent a text by the school office asking you about your preference for homework.

Access homework via google classroom

Paper copies of the homework

We will go with the most popular choice. But if Google classroom is selected where needed we will print homework for those children who do not have access to IT devices.

Year 2 will receive their homework every Friday.

Each week they are expected to complete the following:

- Weekly spellings
- Grammar
- Maths

They are expected to complete it by the following **Thursday**.

Children will also receive 2 library books bi - weekly on Thursdays, which they take home to read. Please make sure these are returned to school on their library day so that they can receive new books. Teachers will remind pupils the day before book change. Please ensure your child is reading every day.

Homework will start week beginning 19th September.

<https://oldpalaceprimary.co.uk/our-learning/homework/>

# Research Project

Each half term two research projects will get sent home for your child to complete. They will be asked to complete the first research project in the first 3 weeks of the half term, then bring it into school to share with their class.

They will then be asked to complete the second project in the second three weeks Of the half term and bring it into school the last week of the half term to share with their class. .

Awards will be given for best overall research projects and best effort.

These will be sent home this friday along with the Newsletter.

Example projects that may be sent home:

*Design and create a healthy eatwell plate that gives information about each of the different food groups.*



*Cook a healthy meal. Use:*  
<https://www.nhs.uk/change4life/recipes/lunch> for recipe ideas.



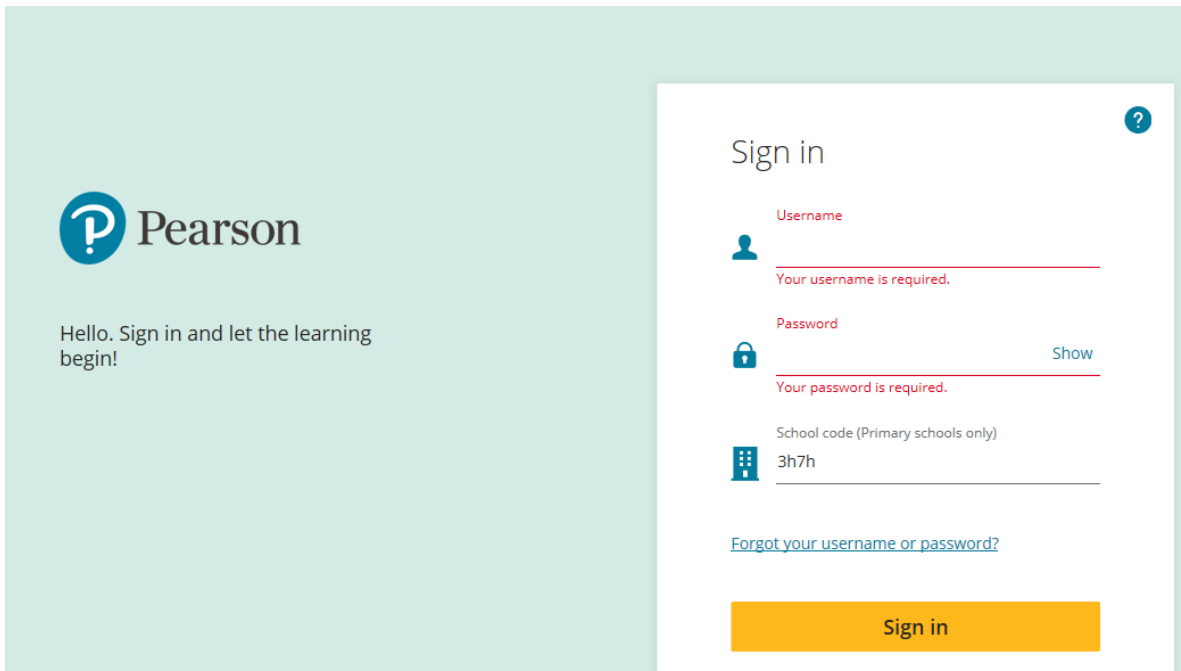
*Baked tomatoes on toast*

# Reading at Home

## Year 1 – Year 4

Pupils have access to Bug Club.

Each half term the school adds the titles to be read, which are appropriate for the child's reading level. Once children have read the book, there will be an opportunity for them to answer questions and complete a quiz. They will collect reward points as they go along which can be used to play games. Teachers will monitor pupil progress and share the information with them.



The screenshot shows the Pearson Bug Club sign-in interface. On the left, the Pearson logo is displayed above the text "Hello. Sign in and let the learning begin!". On the right, a white sign-in card contains the following fields and elements:

- Sign in** header with a help icon (?)
- Username** field with a person icon and a red error message: "Your username is required."
- Password** field with a lock icon, a "Show" link, and a red error message: "Your password is required."
- School code (Primary schools only)** field with a grid icon and the code "3h7h" entered.
- [Forgot your username or password?](#) link
- Sign in** button

## Bug Club

School Code: 3h7h



Welcome

Click My Stuff to get started!



# My Stuff

My  
Home

My  
Stuff

My  
Library

My  
Rewards

Log  
Out

Grown-ups

Close



5 items



Doctor Who: The  
Eleventh Hour

New

39



How to be a  
Detective

New

24



Petronas

New

39



The Queen's Spy

New

36



The Time  
Travelling Cat:  
Egyptian  
Goddess

New

36

# Trips

Information about trip dates, costs and links to their topic will be included in the year group newsletter sent out at the beginning of each half term. Please be sure to read through the newsletter and the teachers will be happy to answer any of your questions!

This half term the children will be visiting some of the local parks to learn more about games they could play and teach their friends to be active!



Next half term the children will be visiting the **Tower of London** to learn more the Stewarts and the **Fire of London**. Taking part in a Fire of London workshop. The cost of the trip is £4

# Text Messages and Parent Pay

Please **DO NOT** download the Teacher2Parent app as it may cause you to miss messages from the school!!

To help do our part to reduce paper waste our main form of communication for sending information is via text message. This can include:

- School Newsletters
- Injuries in school
- Overdue books
- Trips
- Workshops available
- Reminders and Updates

Please make sure the office has your most up to date mobile numbers. Two phone numbers per family can receive text messages.

We are also minimizing the handling of money and so as of the 2021-2022 academic year have moved all school payments onto our parent pay portal. If you are having any difficulties with your parent pay account please contact the admin and they will be happy to assist.



## Clubs

### ***Breakfast club***

From 8:00 onwards £2 per child per day  
Children will be provided with a breakfast and activities

- After school clubs will begin the week beginning 12<sup>th</sup> September. The school will send you a text message asking you to submit your interest for your child to attend an after school club. Please fill in the google form and club spaces will be allocated.
- The letter for clubs will be sent out next week.
- After school clubs run until 4:30pm.
- Our school sports clubs are free.



# Online Safety!

Part of our monitoring also includes online safety. In a recent pupil survey, just over half of pupils had said they were being monitored when using a device at home. We would like to remind carers and parents that children should be monitored when using a device connected to the internet.

Children are using a variety of apps such as Discord and Tik Tok, please see <https://www.net-aware.org.uk/> to find out more information about the age restrictions, how safe the app is and what they are mainly used for.

Should you your child need to report any inappropriate or dangerous behaviour online please ensure they take a screenshot and report it to either [www.ceop.police.uk](http://www.ceop.police.uk), a member of staff or the admin of the app.

For parents wishing to improve their privacy and parental controls on their device, please email admin and request support from our IT technician.

We will be re launching our Online Safety team, which will include parents from Yr groups to share their concerns about online and what the school and community can do to support.

<https://www.nspcc.org.uk/keeping-children-safe/online-safety/#guides>

# KS1 Testing

In year 2 children complete their end of KS1 national tests in Reading, Mathematics, Grammar and Spelling. There are 5 tests overall. Two reading tests, an arithmetic test, a reasoning test and a Grammar/ Spelling Test. These tests take place during the month of May. Children across the country all take the same tests, which are provided to the school to open the day of the test.

We will be supporting the children by doing some practice tests along the year. We will also help support our families by holding some workshops in the Spring term so that you can also help your children at home.

One way to support your child from the Autumn term is to make sure they are completing their homework each week, by having them read every night for about 15 minutes and while they are reading asking them questions about the books they are reading.

You could also support your children by practicing their times tables and number bonds with them at home. They will need to know all of their number bonds to 20 and by the end of year 2 they should know their 2, 5 and 10x tables as well as their 3 and 4 times tables.

**2****Times Table**

$2 \times 1 = 2$   
 $2 \times 2 = 4$   
 $2 \times 3 = 6$   
 $2 \times 4 = 8$   
 $2 \times 5 = 10$   
 $2 \times 6 = 12$   
 $2 \times 7 = 14$   
 $2 \times 8 = 16$   
 $2 \times 9 = 18$   
 $2 \times 10 = 20$   
 $2 \times 11 = 22$   
 $2 \times 12 = 24$

**5****Times Table**

$5 \times 1 = 5$   
 $5 \times 2 = 10$   
 $5 \times 3 = 15$   
 $5 \times 4 = 20$   
 $5 \times 5 = 25$   
 $5 \times 6 = 30$   
 $5 \times 7 = 35$   
 $5 \times 8 = 40$   
 $5 \times 9 = 45$   
 $5 \times 10 = 50$   
 $5 \times 11 = 55$   
 $5 \times 12 = 60$

**10****Times Table**

$10 \times 1 = 10$   
 $10 \times 2 = 20$   
 $10 \times 3 = 30$   
 $10 \times 4 = 40$   
 $10 \times 5 = 50$   
 $10 \times 6 = 60$   
 $10 \times 7 = 70$   
 $10 \times 8 = 80$   
 $10 \times 9 = 90$   
 $10 \times 10 = 100$   
 $10 \times 11 = 110$   
 $10 \times 12 = 120$

**3****Times Table**

$3 \times 1 = 3$   
 $3 \times 2 = 6$   
 $3 \times 3 = 9$   
 $3 \times 4 = 12$   
 $3 \times 5 = 15$   
 $3 \times 6 = 18$   
 $3 \times 7 = 21$   
 $3 \times 8 = 24$   
 $3 \times 9 = 27$   
 $3 \times 10 = 30$   
 $3 \times 11 = 33$   
 $3 \times 12 = 36$

**4****Times Table**

$4 \times 1 = 4$   
 $4 \times 2 = 8$   
 $4 \times 3 = 12$   
 $4 \times 4 = 16$   
 $4 \times 5 = 20$   
 $4 \times 6 = 24$   
 $4 \times 7 = 28$   
 $4 \times 8 = 32$   
 $4 \times 9 = 36$   
 $4 \times 10 = 40$   
 $4 \times 11 = 44$   
 $4 \times 12 = 48$



# Rainbow to 20



$$0 + 20 = 20$$

$$1 + 19 = 20$$

$$2 + 18 = 20$$

$$3 + 17 = 20$$

$$4 + 16 = 20$$

$$5 + 15 = 20$$

$$6 + 14 = 20$$

$$7 + 13 = 20$$

$$8 + 12 = 20$$

$$9 + 11 = 20$$

$$10 + 10 = 20$$

$$11 + 9 = 20$$

$$12 + 8 = 20$$

$$13 + 7 = 20$$

$$14 + 6 = 20$$

$$15 + 5 = 20$$

$$16 + 4 = 20$$

$$17 + 3 = 20$$

$$18 + 2 = 20$$

$$19 + 1 = 20$$

## Reading With Your Child

Some questions to ask your child whilst reading together:

1. Look at the front cover. What could the book be about?
2. Who is the author?
3. What is an illustrator? What do they do?
4. What does that word mean? Read the words around it to help you figure it out (context).
5. How can you read an unfamiliar word? Can you sound talk and then blend?
6. Who are the main characters?
7. What do you think will happen next?
8. How do you think that character feels? Why? How would you feel in that situation?
9. Can you predict how the book will end?
10. Who is your favourite character? Why?
11. Is there a hidden message in the story? What is it?
12. Can you retell the story in your own words?
13. Do you like how the story ended? Can you think of another way the book could have ended?

# Parental Engagement!

This year we will be launching our Parent Council.

Coffee morning will now be taking place on Thursday. We will hold a variety of different themed coffee mornings and welcome parent suggestions for coffee mornings they would be interested in. For example we will be running a coffee morning for parents voice.

Forida, one of our parent support workers is currently on Maternity leave.