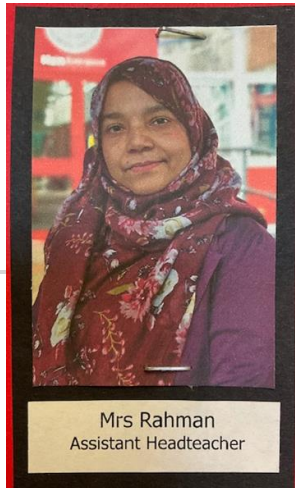




Reception

Reception Class Teachers



Mrs Rahman



Ms Dawson
RD



Ms Duong
RD



Ms Patel
RP

Reception Support Staff



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 and Forida our Parent Support Workers and other external agencies in supporting families where needed. A copy of our Safeguarding policy can be found on the school website: <https://oldpalaceprimary.co.uk/our-school/safeguarding/>

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



Mobile Phones

The use of mobile phones is not permitted on the school site

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 Reception will be dismissed by the teacher to adults on the collection list. Parents will collect their child from the porch door, please bring your name card for identification.

Parents should exit the school site promptly. Playground equipment should not be used at this time.

It is not permitted for children to ride scooter/ bikes in the playground

Bags and School Supplies

- Children may bring their book bags every Friday - Books will be changed only be changed on this day.

Attendance

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

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.

Reminder:

If your child has vomiting/ diarrhea- they can not return until 48hrs after the last episode to help prevent the spread of viruses

Attendance Extended Leave

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.

Uniform

**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.



Medication

The school is able to administer prescribed medication as long as parents give consent
Please take the medication to the office, where you will be able to sign the form

If your child has a medical condition such as asthma, epilepsy, eczema etc

- Must provide a copy of the Care Plan from your GP
- Medication in school
- Original packaging showing date and dose
- It is the responsibility of parents to ensure that medication is replaced when out of date

Allergies

- If your child has an allergy they should have a Care Plan issued by the GP
- Lanyards and badges are worn in YR-Y3
- Menu is available on the school website. This details the allergens found in each dish

Accidents

It is common for pupils to have bumps and grazes as they play

Each year group has a trained first aider. The school also has two pediatric first aiders

If a child has an accident, they are treated by the first aider. This is recorded on Cpoms which sends an alert to the office. The office will then text parents around 3pm to inform them that their child has had an accident, so they can speak to the teacher if they want further information. If an accident happens between 3-3.30pm, the teacher will report this direct to the parent

In the case of more serious incidents which may require the child to visit A&E or for an ambulance to be called, the parent will be contacted immediately. For this reason it is important that emergency contact details are correct and that someone is able to get to the school quickly if needed.

In the case of these accidents an accident report is completed and a copy of which is also sent to the local authority

The Premises Manager carries out daily health & safety checks.

The Local Authority visits to inspect our site, policies and procedures annually.

Food & Water

We are a water only school - children should bring a clear water bottle to school each day, which they are able to refill no glass bottles.

Children in YrR & KS1 receive a piece of fruit each day

Children in KS2 are allowed to bring in a healthy snack

The school has a Healthy Eating policy in place, which is available on the website. This details what the children may/may not bring in to school to eat, including packed lunches

The school menus is available on the school website. There is no meat option on Mondays and we only serve a dessert on Fridays. On the other days, children can choose fruit or cheese & biscuits

We celebrate each child's birthday by giving them a card made by the class. Sometimes parents also like to send in food - if this is the case please only send fruit/ be dried food - no chocolates please- and ensure there is enough for 30 children

We relax our Food Policy during the parties held for Christmas & Eid. We are also grateful for any food donations sent in by parents. Home cooked items should be labelled with the ingredients.

Behaviour

We use the zones of regulation to support our Behaviour Policy. Children will use these at various points during the day to check in on how they are feeling and to remind them of strategies they can use to help them remain in the Green Zone



A copy of the school's Behaviour Policy can be found on the school website: <https://oldpalaceprimary.co.uk/wp-content/uploads/2022/09/Old-Palace-Behaviour-Policy-2022-.pdf>

We use the following language, 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
How might you feel? sad tired bored moving slowly	How might you feel? happy okay focused ready to learn	How might you feel? nervous confused stuck not ready to learn	How might you feel? angry frustrated scared out of control
What might help you? Talk to someone Stretch Take a brain break Stand Take a walk Close my eyes	What might help you? The goal of this exercise is to get to the GREEN zone. What can you do to be happy, calm and ready to learn?	What might help you? Talk to someone Count to 20 Take deep breaths Squeeze something Draw a picture Take a brain break	What might help you? 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, Old, London, E8 9PQ. Tel: 020 7460 2000
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 for cyberbullying ☐ Physical Abuse

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: Michelle 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

Year Group Newsletter

King Charles III Coronation

To celebrate King Charles III Coronation, Year 1 will be learning all about what a coronation is and what will happen on the day of King Charles'. They will also have the opportunity to take part in activities during the week:

'Design a Stamp' and the winners will be announced in their phase assembly on **Friday 5th May**.

Friday 5th May Picnic- Year 1 parents are invited to Bob's Park to join their child for a picnic from 12:45pm-1:30pm to celebrate.

Trips

Hampton Court Palace Trip

To support the children's learning about Henry VIII, they will be visiting Hampton Court Palace to learn more about how the Tudors lived.

Cost of the trip: £4

10- Friday 12th May 2023

1D- Friday 19th May 2023

Maths

Please see below the order of the topics the children will be focusing on this half term:

1. **Multiplication-** Count in 10s, 5s and 2, make/ add equal groups, make arrays, make doubles, solve word problems
2. **Division-** Make equal groups, share amounts equally, solve word problems.
3. **Fractions-** Find half and a quarter of a shape or object, solve word problems about halves and quarters.

Useful Links:

<https://ictgames.com/mobilePage/arrayDisplay/index.html>

<https://ictgames.com/mobilePage/doggyDivision/index.html>

Other Subjects

Art- Royal Portraits (Painting)

Computing- 2 Paint a Picture app

History- The Two Kings

Music- Exploring Pulse and Rhythm

PE- Send and Return

PSHCE- Relationships

<https://oldpalaceprimary.co.uk/wp-content/uploads/2023/04/Y1-Long-Term-Curriculum-Map-TEMPLATE-apr.pdf>

Key dates

Bank Holiday: Monday 1st May

Research Project 1 due: Friday 5th May

Kings Coronation Bank Holiday: Monday 8th May

10 Assembly: Wednesday 10th May

Research Project 2 due: Monday 22nd May

Phonics Screening

At the beginning of Summer 2, all children in Year 1 will take part in a National Phonics Screening. I (Miss Millward) will be running a parent workshop this half term to update you on what it involves and how you can help at home. A text will be sent out in due course.

English

Please see below the order of topics the children will be focusing on this half term:

1. **Book Reviews-** the children will be writing book reviews on the following books by Julia Donaldson: *Room on the Broom*, *The Snail and the Whale*, *A Squash and a Squeeze*.
2. **Recounts-** the children will be writing recounts about their St George's Day picnic and the Coronation Picnic.

Vocabulary

Word of the day: here are the new vocabulary words we will be introducing to the children this half term.

You may wish to practice these words at home!

Week 2	braid	shearing	waterfall	beak
Week 3	ditch	descending	toolbox	waddle
Week 4	cocoon	disgusting	wildlife	steep
Week 5	silent	amazing	suitcase	Ferris Wheel
Week 6	gigantic	terrifying	seashell	dodge

PE

The children need to bring in their PE bag every **Monday** and take it home on a **Friday**. Year 1 have PE on a **Tuesday and Thursday afternoon** please ensure they have the appropriate kit.



Homework

Reception pupils will receive their homework every Friday.

Each week they are expected to complete the following:

- Key words
- Phonics
- Maths

They are expected to complete it by the following **Friday**

Children will also receive 2 books weekly on Fridays, which they take home to read. Please make sure these are returned to school on book 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 be sent out on the 14th September

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

What the school day looks like

9:00am - Registration

9:10am - Whole class Phonics

9:30am - English

9:45am - Fitness

10:00am - Independent learning - free flow

10:30am - Outdoor play

11:00am - Topic

11:30am - Lunchtime

12:45pm - Registration

12:50pm - Whole class Maths

2:00pm - Independent learning - free flow & Outdoor play

2:45pm - Topic

3:00pm - Storytime

3:30am - Hometime

Phonics

Phonics every day from 9am.

x 2 guided Reading sessions
using decodable books.

They will move onto bench
marking books, once they are
on phase 4 phonics and
secure

Phase 1

- 1) tuning in to sounds
- 2) listening and remembering sounds
- 3) talking about sounds
(so basically being aware that words are made of graphemes and phonemes).
- 4) orally sounding out words to identify and spell them.
- 5) Hearing words that start and end with the same sounds.

Phase 2

Learning which letter makes which sound (one set taught per week):

Set 1: s a t p

Set 2: i n m d

Set 3: g o c k

Set 4: ck e u r

Set 5: h b f, ff l, ll ss

Phase 3

Set 6: j v w x

Set 7: y z, zz qu

ch, sh th ng ai ee igh oa oo ar or ur ow oi ear air ure er

Phase 4

No new graphemes

Practicing all the graphemes and blending them together to make words.

This phase includes learning to read and spell longer words.

Phase 5

New graphemes:

ay (day) ou (out) ie (tie) ea (east) oy (boy) ir (girl) ue (blue) aw (saw)

wh (when) ph (photo) ew (new) oe (toe) au (Paul)

Split digraphs (where the sound is split by another letter)

a-e (make) e-e (these) i-e (like) o-e (home) u-e (rule)

New pronunciations for known letters:

i (fin, find), o (hot, cold), c (cat, cent), g (got, giant), u (but, put (in south of

England), ow (cow, blow), ie (tie, field), ea (eat, bread), er (farmer, her),

a (hat, what), y (yes, by, very), ch (chin, school, chef), ou (out, shoulder, could,

you).

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. A copy of this is also saved on the school website. Please be sure to read through the newsletter and

the teachers will be happy to answer any of your questions!

We don't take cash payments for trips- please use School Money to make payment. If you are having issues, please speak to the office and they can help.

Performances

Each year the following performances take place:

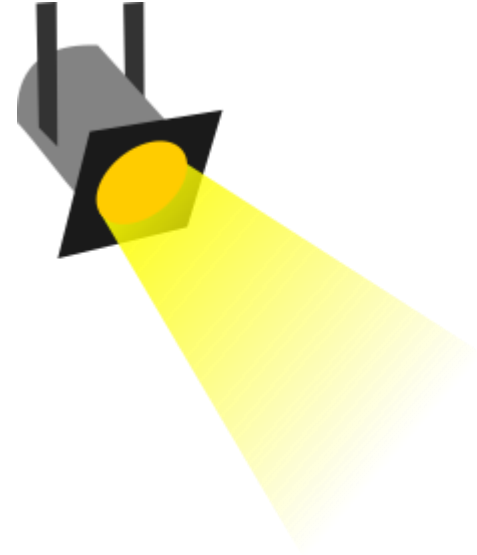
1 class performance each.

1 year group festival performance.

We request no filming or taking pictures during these performances to protect the safety of our children and yourselves.

We record all performances.

You have an opportunity to take pictures at the end with your child.



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 18th 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.

Online Safety!

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 Tik Tok and Youtube- 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, a member of staff or the admin of the app.

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>

Searching Online and using Youtube

<https://swiggle.org.uk/>

<https://www.kiddle.co/>

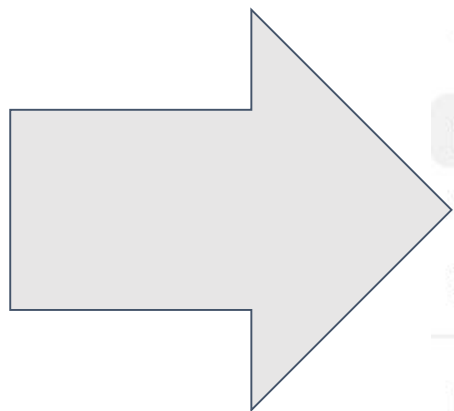
Youtube Shorts...



YouTube shorts app is a feature that allows users to create short videos not longer than 60 seconds on their mobile devices. YouTube shorts have grown over the years, and some common trends of YouTube shorts are exercise tips, dance challenges, pet videos, funny skits, and many more.

One of the dangers of letting your kids watch and upload YouTube Shorts is that there's no privacy whatsoever. If your kid uploads a YouTube Shorts video, anyone can view and use it.

There are several harmful and inappropriate content continually popping up on YouTube Shorts. Although there are several fun videos to be found on YouTube Shorts, you can't control the content that pops up when you're on the feed



YouTube

Home

Shorts

Subscriptions

Library

History

Watch later

Liked videos

Explore

Trending

Music

Live

Gaming

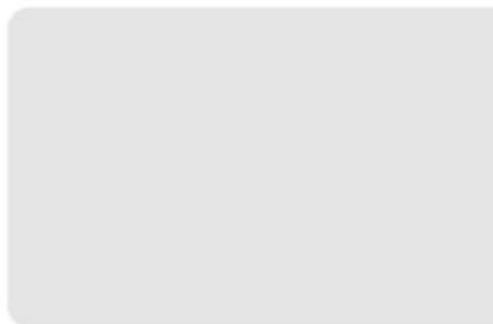
News

All

Music

Gaming

Dinosa



Launch your Shopify store for
£1/month during your trial.

Ad · Shopify

Free trial



♪ That's a Boundary!



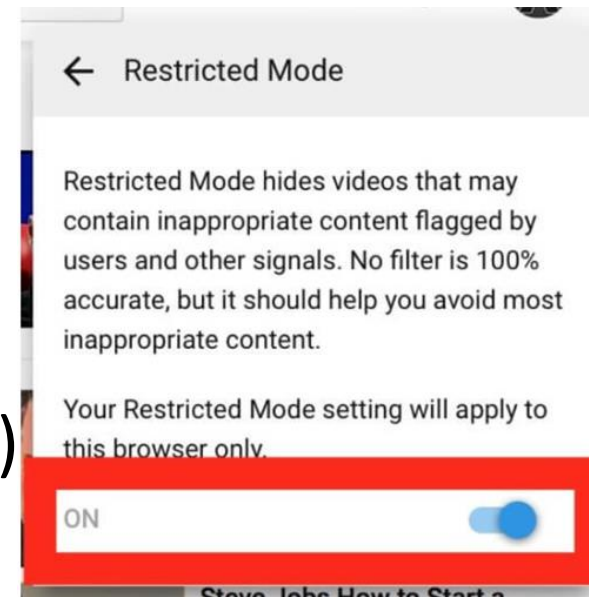
Recommend

Youtube Kids (although still need to be careful of content)

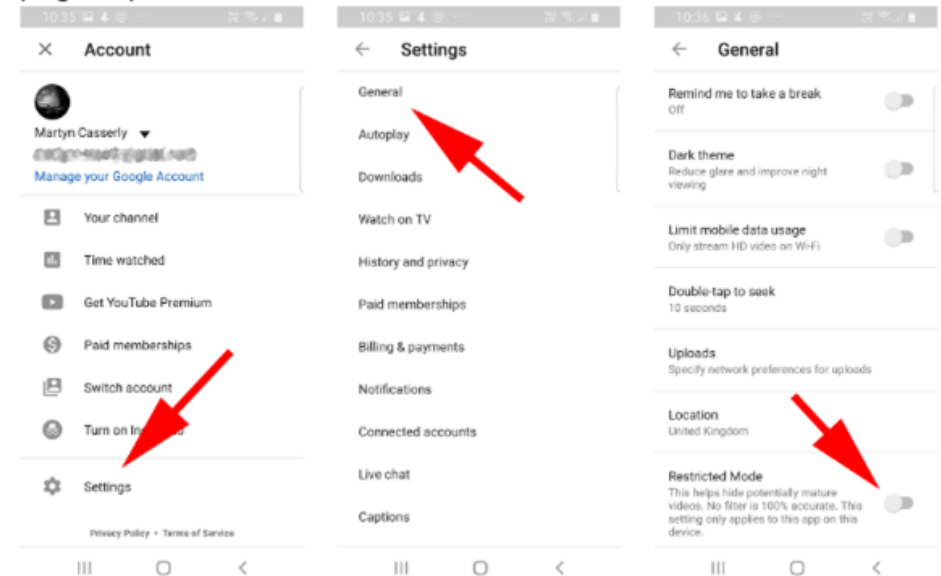
Restricted mode

Parental control apps.

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



- On this page, tap the 'restricted mode' slider.



Useful Youtube Information Links

<https://oldpalaceprimary.co.uk/wp-content/uploads/2023/07/parental-control-youtube-kids-app.pdf>

<https://oldpalaceprimary.co.uk/wp-content/uploads/2023/07/parental-controls-YouTube-restricted-mode.pdf>



Parental Engagement!

Parent Council coming soon!

Coffee morning is on a Thursday. Often these have a guest speaker. Once each half term, we also have a parents' voice event, where parents have the opportunity to provide feedback and suggestions.

The school provides a range of curriculum workshops. These are added to the calendar on the school website and details are also sent out via text.

If you email the school, it can take up to 10 working days for the school to respond. Therefore if the matter is urgent, it is best to telephone the school

Tapestry

Activation email will be sent to 1 parent (usually the parent as the first contact)

Confidential - Online journal is personal to the individual parent

Parents can make comments to any uploads and can also add photos or videos to their child's journal.



London zoo trip

14 Jul 2023 01:34 PM by [Sumaiya Patel](#)

Reception went to the London Zoo. The children had a lot of fun exploring the different animals they got to see. The children linked their topic learning back to the animals they saw. Abdullah: "pe..."

[Sara Hussain](#) [Ayaan Ahmed](#) [Mahrin Ahmed](#) and 24 more... [1](#)

Checkpoint 3-4 CL



Summer Fete

14 Jul 2023 01:28 PM by [Sumaiya Patel](#)

The children in reception had great fun during the Summer Fete. There were many stalls to choose an activity from buy either toys, books, popcorn, candy floss and much more. Some children had face pai...

[Sara Hussain](#) [Ayaan Ahmed](#) [Mahrin Ahmed](#) and 54 more... [3](#)

Checkpoint 3-4 CL Checkpoint 3-4 PSED



Sports day

06 Jul 2023 03:53 PM by [Sumaiya Patel](#)

During sports day the children were very engaged and enthusiastic to complete the activity. The children were part of egg and spoon, sack race, throwing accuracy and over and under races. RP showed...

[Sara Hussain](#) [Rahid Ahmed](#) [Yaseer Ahmed](#) and 20 more... [1](#)

Being willing to 'have a go' Checkpoint 3-4 CL Checkpoint 3-4 PSED Checkpoint 3-4 PD Great progress ★

Positivity 🤗 Helping others 🤗🤗🤗



Potato harvesting and enjoying organic potato salad

05 Jul 2023 03:58 PM by [Sangeeta Naik](#)

In reception children learnt about growth and life cycles in Topic. They also learnt how plants grow and what do seeds need to grow into a healthy plant. In our reception garden we planted potatoes 🥔...

[Sara Hussain](#) [Ayaan Ahmed](#) [Mahrin Ahmed](#) and 53 more... [2](#)

Text Messages

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.

'Twitter'



To help children understand how to use social media safely, and to be able to share our school learning with the parents we have school social media accounts on the platform X (formerly known as Twitter).

The consent forms you filled out previously for your child/children will remain in effect. If you wish to change your consent, please do so by emailing the school office and asking them to update for you.

We never post names of the children or identifying details of them to our social media accounts. If you have not given consent for your child to appear on our social media page, their faces will not be shown in photos.

Few Reminders...



- Spare clothes
- Book bags in only Fridays, books changed - Key words
- Collection List
- Trip payments

