



Year 2

# Year 2 Class Teachers



Ms McClelland  
Year Lead



Mr Hartigan 2H



Ms Begum 2B

# Year 2 Support Staff



Ms Selina



Ms Uddin



Ms Ahmed



# 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 and 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 year 2 will be collected from the year 2 porch area in the KS1 playground.

## **Bags and School Supplies**

- Please ensure your child brings their PE kit in each week on their PE days, this will be on Tuesdays and Wednesdays.
- 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:

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.



# 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.

# 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 needs to be kept in school
- Original packaging needed, 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 paediatric 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 please for health and safety.

Children in Yr & 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. <https://oldpalaceprimary.co.uk/wp-content/uploads/2022/11/Healthy-Eating-Policy-2022-23.pdf>

The school menus is available on the school website. <https://oldpalaceprimary.co.uk/parents/school-dinners/> 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 or dried food, like raisins, no chocolates please. If sending in something please ensure there is enough for all 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

## 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

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
<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**

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[admin@oldpalaceprimary.co.uk](mailto:admin@oldpalaceprimary.co.uk) [www.oldpalaceprimary.co.uk](http://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:

☐ Vandal ☐ Vandalism ☐ Discrimination ☐ Bullying ☐ Sexual Abuse

☐ Spoken to carer/teacher ☐ 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: 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 Newsletters

## Half termly

**Old Palace Year 2 Newsletter Autumn 1**  
 Year Lead: Ms McClelland Teachers: Mr Hartigan (2H) and Ms Begum (2B)  
 Support Staff: Ms Selina and Ms Uddin and Ms Ahmed

### Maths

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

- Place Value-** Children will be practicing counting and representing objects to 100, looking at tens and ones using a place value chart, comparing and ordering numbers as well as counting in 2s, 3s, 5s and 10s.
- Addition and Subtraction** - Children will be looking at related addition and subtract facts, checking and comparing number sentences, knowing their bonds to 100, finding 10 more or less, as well as adding and subtracting 2-digit and 1-digit numbers

**Useful Links:** <https://www.topmarks.co.uk/maths-games/5-7-years/counting>

### Trips

This half term the children will be visiting the local parks to learn more about games they could play and teach their friends to be active! Toward the end of the half term, parents will be invited to join us at the park so that the children can share what they have learnt and teach their parents so fun games they can play together. We hope you will be able to join us! More information will be given closer to the date.

**Date:** Subject to change due to weather  
Thursday October 19<sup>th</sup> 2023

### English

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

- Traditional Tales-** The unit will begin by reading and exploring the story of 'Little Red Riding Hood' and the alternative version 'The Wolf's Story'. Children will use ideas from the stories to write their own version.
- Poetry-** Children will be reading and exploring the poem 'The magic box'. They will look at the different features of a poem and have the chance to write their own poems.
- Instructions-** Children will practise writing a set of instructions using imperative verbs.

### PE

The children need to bring in their PE bag each day when they have PE. Year 3 have PE on a **Monday and Wednesday afternoon** please ensure they have the appropriate kit and footwear. Children will need to have trainers to take part in PE.

### Other Subjects

**Art-** Keith Haring & Narrative Art  
**Music** – Exploring Pitch  
**Computing-** Purple Mash – making leaflets  
**Science** – Healthy living  
**RE-** What does it mean to be Hindu in Britain today?  
**PE-** Catch, Hit, Run and Gymnastics  
**PSHE-** Being Me in My World

### 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	complex	ridiculous	nifty	seize
Week 3	granted	shrink	frantic	hasty
Week 4	expert	sly	lopsided	flexible
Week 5	abandon	sow	forbidden	reject
Week 6	detect	suggest	musty	alter
Week 7	absurd	vast	adorable	recover

### Key dates

Thursday October 19<sup>th</sup> 2:30pm – Children's make it real presentation to parents

### Welcome Meeting

The year 2 welcome meeting was held on Thursday 14<sup>th</sup> September, where all of the key information about year 2, school routines and important updates were shared. Thank you to all of the parents who were able to attend! If you were not able to attend, you can find the PowerPoint from the meeting here:

Please do keep an eye out for any future workshops! If you have any questions, the class teachers and year lead would be happy to answer these at collection time.

[www.twitter.com](https://www.twitter.com/oldpalacepri)
[@oldpalacepri](https://twitter.com/oldpalacepri)

This half terms newsletter will be sent out on Friday 15<sup>th</sup> September.

Please read it with your child to find out about what they will be learning this half term!



# Homework

In year 2 we will send paper copies of the homework home.

Year 2 will receive their homework every Friday.

Each week they are expected to complete the following:

- Weekly spellings and handwriting
- Grammar
- Maths

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

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

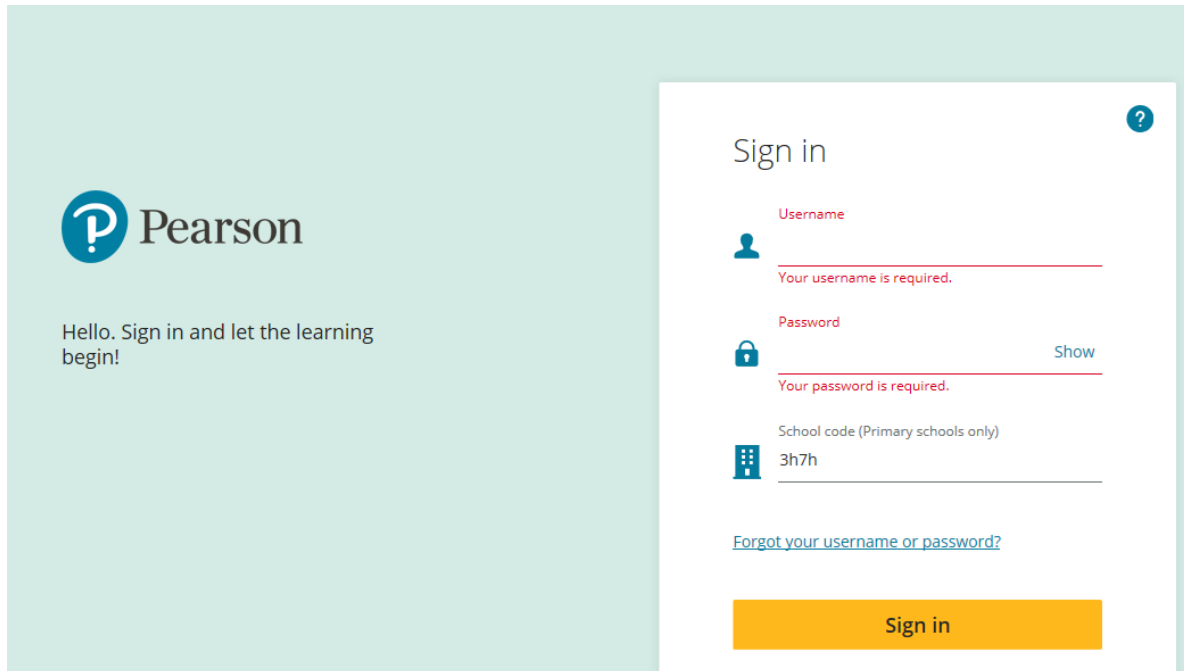
Homework will be sent out on the 14th September

# 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 box contains the following fields and elements:

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

## Bug Club

School Code: 3h7h

# What the school day looks like

	8.50 - 9.00	9.00 – 9.30	9:30 -10:00	10:00 - 10:25	B R E A K  1 0 : 2 5 – 1 0 : 4 0	10:40 -11:00	11:00 - 11:30	11:30 - 12:00	L U N C H  1 2 : 0 0 – 1 : 0 0	1:00-1:55	1:55 – 2:10	B R E A K  2 : 1 0 – 2 : 2 5	2:25 - 3:10	3:10 - 3:25	3:25 - 3:30
M o n	R e g i s t e r :  E a r l y  M o r n i n g  W o r k	KS1 Assembly	Maths			Guided Reading	English			PE Outdoors	Story Time		Topic		P r e p  f o r  H o m e t i m e
T u e s		Phonics	Maths			Guided Reading	English			Music 1:00 - 1:25	PSHE 1:25 - 2:10		RE 2:25 - 3:10	Circle Time	
W e d		Phonics	Maths	Whole School Assembly		Guided Reading	English			Topic	Story Time		PE Indoors		
T h u r s		Phonics	Maths			English		Spelling and Handwriting		Computing	Picture News		Topic		
F r i		Phonics	Maths			KS1 Assembly	Grammar			Topic	Story Time		Art		

# 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

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

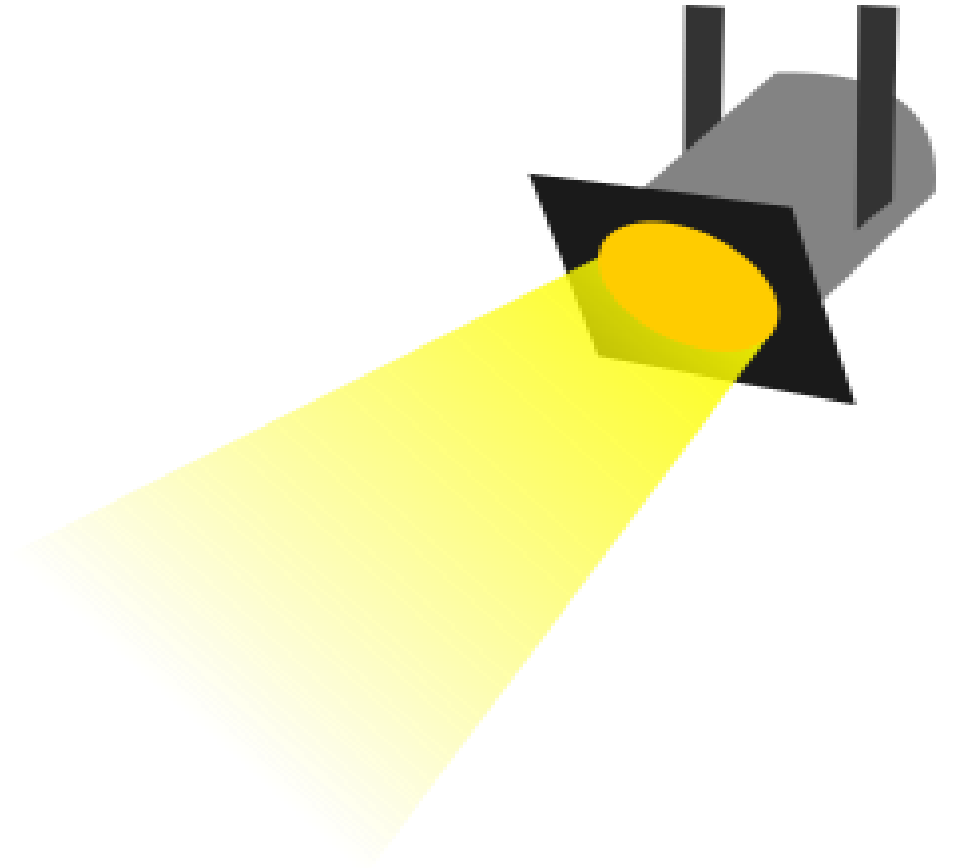
Each year the following performances take place:

- 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.

More information about after school clubs will be provided in the coming weeks.

# 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](http://www.ceop.police.uk), a member of staff or the admin of the app.

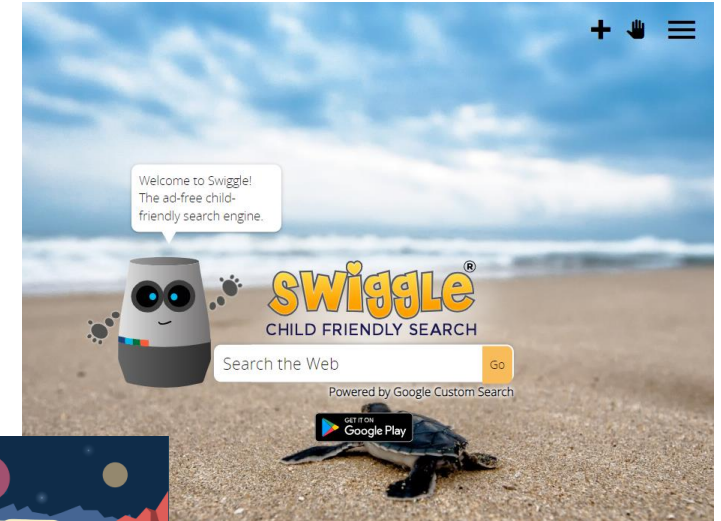
We will be re launching our Online Safety team, which will include parents from Yr groups to share their concerns about online and what the school and community can do to support.

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

# Searching Online

These are the search engines we will be using in school. They are search engines designed for children and young people and help with the filtering of content.

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



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



# Online Safety Youtube

## 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

Home

Shorts

Subscriptions

Library

History

Watch later

Liked videos

Explore

Trending

Music

Live

Gaming

News

Sports

Learning

Fashion & Beauty

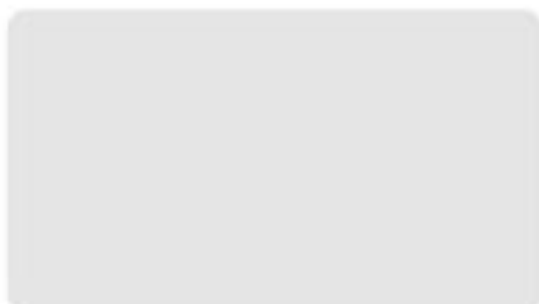
All

Music

Gaming

Dinosaurs

S



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

Ad · Shopify

Free trial



The Boundaries Song - "That's a Boundary."

Hopscotch

75,000 views · 1 week ago



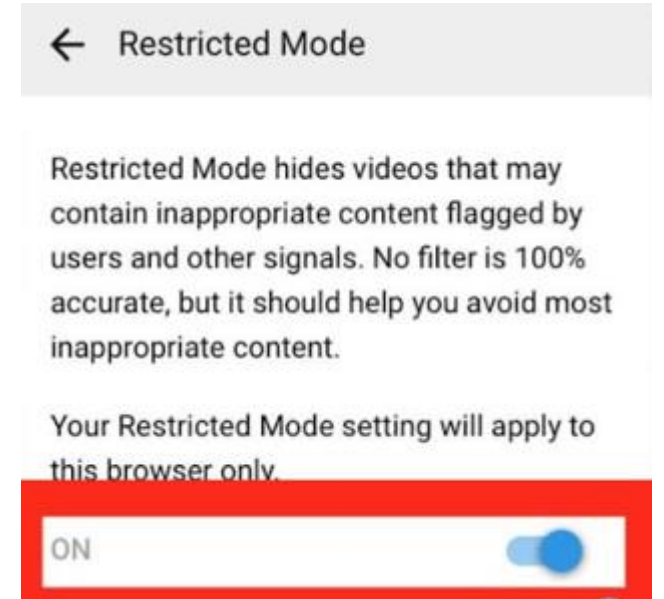
# Recommend

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

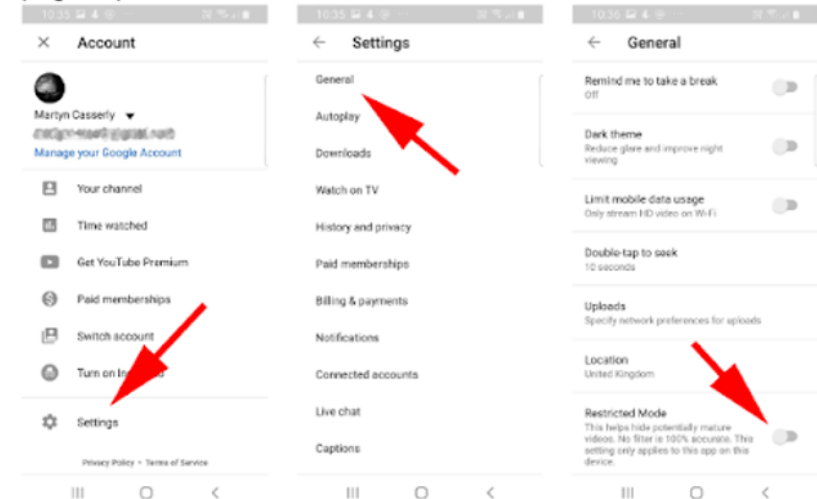
Restricted mode

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>



‘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.

# 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.

# 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.