



Year 4

Year 4 Class Teachers



Mr Heighington
Assistant Headteacher



5T Mr Tomson



4D Ms Din



French Teacher
Mrs Hepworth



Support Teacher
Mrs Diaz Patel

Year 4 Support Staff



Mr Hatto



Ms Begum

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 4 will be collected from Porch area closest to the central pillars. The children will be lined up behind their teacher and parents will ask the teacher to dismiss their child.

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:

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.

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 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

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	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 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 ☐

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



Old Palace Year 4 Newsletter Summer 2
Deputy Head – Mr Manalo Teachers – Mr Thomson (4T) Ms. Din (4D) Support Staff – Ms. Begum, Ms. Khatun, Ms. Rahela

Key dates

Eid closure: Wednesday 28th June or Thursday 29th June
Sports Morning: Tuesday 4th July
Island Gardens Picnic/Riverboat trip: Tuesday 11th July
Summer Fete: Friday 14th July
Parent Consultations: Tuesday 18th July
Last Day of school: Thursday 20th July 2pm finish

Funding Cuts

Tower Hamlets faces the worst cuts in the country. As a result, Old Palace will need to reduce the number of support staff we employ, directly affecting the amount of support that the children receive.
The NEU and NAHT are campaigning against the cuts. They are holding a public meeting at Malmesbury School at 4.30pm on WEDNESDAY 14th JUNE to discuss how the cuts will effect schools and ways to campaign against them. Then on MONDAY 26th JUNE a march against the cuts will take place from the Town Hall in Whitechapel at 4.30pm. All parents/carers are welcome to attend.

Summer Fete

The annual Summer Fete will be on Friday 14th July. We will be accepting donations to sell at our annual summer fete. We will be accepting food and baked items to sell at our food stalls as well as other items, (like books and toys) to sell as well. Please do not send any electrical items or items of clothing. Parents will be invited to join us at our Summer Fete from 3:40pm. Admission is £1 per adult.

Parent voice

The next Parent Voice will take place on Tuesday 27th June at 9am until 9:30am in the community room. The topic is 'Safety and Wellbeing'. Miss Millward will be talking about how the school teaches the children about safety in and outside of school and ways to support their wellbeing. Parents can share what is going well and 'even better if's'.

Eid

Eid al-Adha is due to begin on 28th June. The school will be closed for Eid. This could be on Wednesday 28th or Thursday 29th June. Further details and confirmation of the date will be sent nearer to the time. Eid parties will take place on either the 29th or 30th June once the closure has been confirmed.

Sports Morning

Our annual sports morning will be held on:
LKS2: Tuesday 4th July at Three Mills
Time: 9:30 – 11:30am

In order to prepare for the day, we ask that you ensure your child wears a T-shirt with shorts or tracksuit bottoms, trainers (no plimsolls) and a water bottle, which is clearly labelled. In the warm weather, we also ask that they wear a hat and apply sunscreen before they come to school.

A letter will be sent out to inform you of what colour your child's team is in, and therefore ask they come in with the coloured t-shirt of their team.

Children will be taking part in a variety of activities such as relay race, football dribbling, javelin throwing and the classic egg and spoon race.
Parents are welcome to join us during these events. At the end of the activities, there will be an opportunity for parents and staff to get involved in the fun and friendly competition!

Summer Uniform

With hotter weather on the way, please click [HERE](#) for a reminder about our Summer School Uniform. Please also remember to apply sunblock in the morning and consider sending in a sun hat to keep your child protected on the sunniest days.

Extended Leave/Travelling during term time.

As we are approaching the school summer holidays, some families might be thinking of travelling just before school closes. Parents/carers should not remove their child from school during term time without having first requested an extended leave form from the office or downloaded from the link here <https://oldpalaceprimary.co.uk/wp-content/uploads/2020/12/Extended-Leave-Request-Form-2018.pdf>

A meeting will then be arranged with the Attendance Welfare Adviser. In all, but exceptional cases, requests for leave during term time will not be authorised by the school. If permission is not granted, but the child is still absent, the absence is classed as unauthorised and parents/carers may be issued with a **Fixed Penalty Notice**. We have a duty of care to know where a child is, therefore Parents/Carers **must** provide contact details and a return date. If not, it will be deemed as a safeguarding issue.



Trips

River Boat Cruise Trip

The children will be travelling to the Westminster Pier to catch a boat which will take them along the river Thames and get off at Greenwich and walk to Island Gardens Park for a picnic. Parents are welcome to join us at the park and further details will be sent via a separate letter, nearer to the time.

Cost of the trip: £4

Maths

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

- Position & Direction** – Describing a position on a grid, drawing and reasoning on a grid, describing a movement on a grid.
- Place Value** – Identify tens, hundreds thousands, adding and subtracting two 4 digit numbers, multiplying & dividing using the written method, Finding and simplifying fractions

Useful Links:

<https://www.topmarks.co.uk/maths-games/7-11-years/shape-position-and-movement>
<https://www.topmarks.co.uk/maths-games/7-11-years/multiplication-and-division>

Multiplication Tables Check

During the week beginning 5th June, the children will be tested on their timetables. Further information can be found [here](#). Their results will be included in their end of year report.

You can help in the home by ensuring they practise at home using resources such as:
Timetable rockstars, or accessing the mock timetable check on google classroom.

Other Subjects

Art- Abstract Art
Computing- Google Drawing
History/Geography- WW2/Migration & Impact
PE – Athletics & Swimming
PSHCE- Relationships
MFL – Instructions
RE – Why do some people think life is a journey?
<https://oldpalaceprimary.co.uk/wp-content/uploads/2022/09/Y4-Long-Term-Curriculum-Map.pdf>

PE

The children need to bring in their Swimming bag every **Monday** and take it home on a **Friday**. Year 4 have PE on a **Tuesday afternoon** please ensure they have the appropriate kit.

Careers Fair

Year 5 will be holding their Careers fair on Thursday 6th July. Each year we invite volunteers to teach the children about their jobs. We are always happy to welcome new volunteers, if you are interested in taking part please email admin@oldpalace.towerhamlets.sch.uk with your

Parent Consultation

Parent consultations will take place on Tuesday 18th July after school between 3:30 and 6:00pm. Parents will be allocated a 5-minute slot to meet with the teacher to collect the end of year report. If a longer discussion is needed, parents are welcome to make a follow up appointment. Please ensure you attend at your given time or rearrange with the class teacher in

Swimming

The final swimming lesson will take place on:

Monday 17th July 2023

We would like to remind the children and parents, that for hygiene and safety reasons jewellery such as earrings **must not** be worn.

In addition it is important that the children also remember to bring their swimming hats.

English

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

- Fantasy Story** – The children will be writing a story set in a fantasy location – *The Chronicles of Narnia* – **C.S. Lewis**
- Poetry** – **Range of forms** - the children will be reading and performing a range of poems e.g. Haiku, Tanka and Cinquains – *Jabberwocky* – **Lewis Carroll**

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!

precise	conserve	vigorously	uniform
pursue	consist	pompous	incentive
exposed	constant	phenomenal	fatal
decline	consume	exhilarating	troubulent
modify	contribute	obnoxious	submit
source	adjust	diligently	migrate



Homework

Year 4 will receive their homework every Friday.

Each week they are expected to complete the following:

- Weekly spellings
- Grammar
- Maths/x's tables

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** so that they can receive new books. Teachers will remind pupils the day before book change. Please ensure your child is reading every day. Children will also receive their home reader books each term to read each week before their English lesson

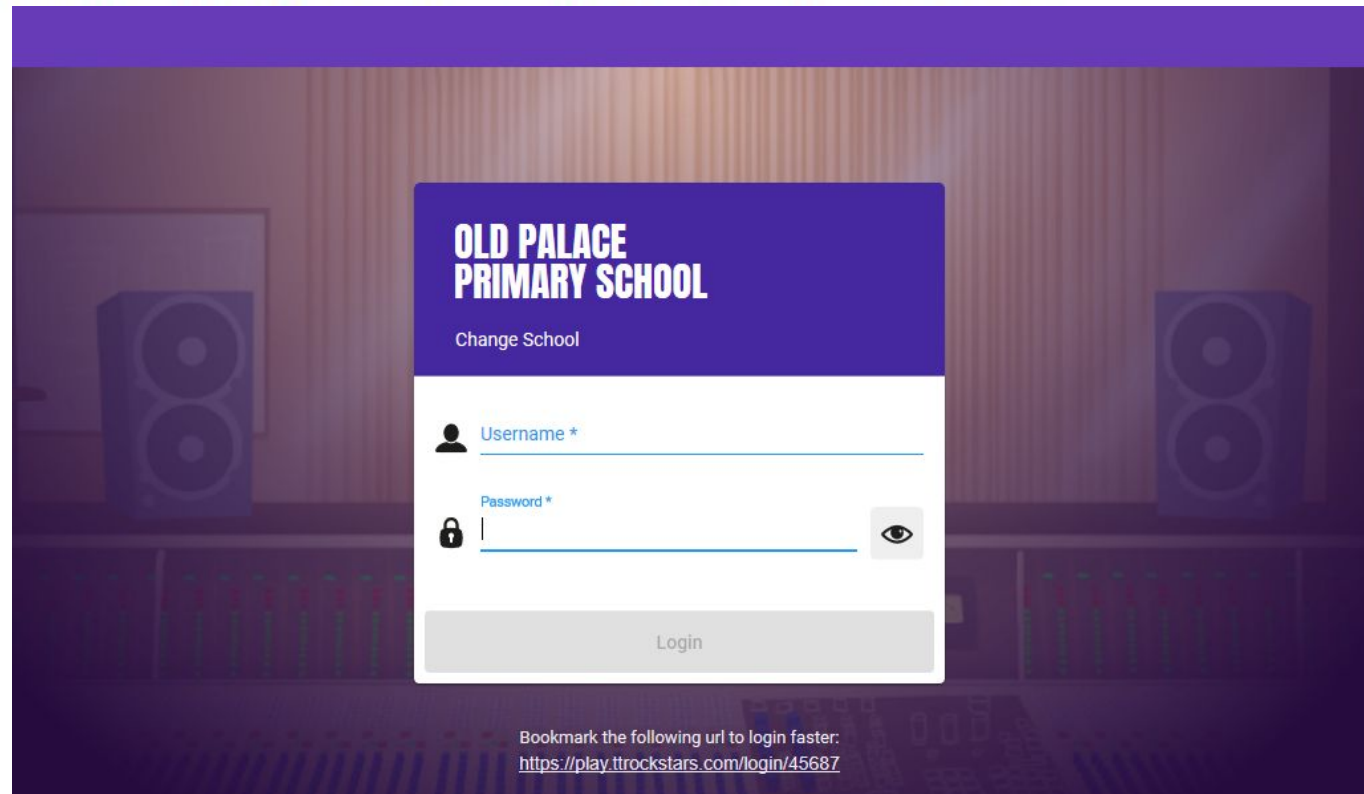
Homework will be sent out on the 15th September

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

Number Facts and Times Tables

Years 3 – Year 6

In KS2 pupils are expected to practice their focus times table and division facts of the week. All children have access to Times Tables Rock Stars to support this. Children are tested fortnightly on their times tables.

The image shows a login interface for 'Old Palace Primary School' on the Times Tables Rock Stars platform. The background is a dark purple illustration of a music studio with speakers and a mixing console. The login form is a white card with a purple header. The header contains the school name 'OLD PALACE PRIMARY SCHOOL' and a 'Change School' link. Below the header are two input fields: 'Username *' with a person icon and 'Password *' with a lock icon and a toggle eye icon. A 'Login' button is at the bottom of the form. At the bottom of the screen, there is a text prompt to bookmark a URL for faster login.

**OLD PALACE
PRIMARY SCHOOL**

[Change School](#)

Username *

Password *

Login

Bookmark the following url to login faster:
<https://play.ttrockstars.com/login/45687>

<https://play.ttrockstars.com/auth/school/student/45687>

What the School Day Looks Like

4D Timetable Autumn 1

	8.50 – 9.00 (10 mins)	9.00 – 9.30	9.30 – 10.25 (55 mins)		10.40 – 11.45 (1hr 5 mins)	11.45 – 12.00 (15 mins)		1.00 – 2.00 (1 hr)	2.00 – 3.00 (1hr)	3.00 – 3.30 (30 mins)
Monday	Registration	KS2 Assembly	Maths	B R E A K	English	<u>Timestables</u>	L U N C H	Geography	PE (Indoor)	Bug Club
Tuesday		Music Assembly/Progress Meet (from 8:30)	Maths	1 0 : 2 5 –	English	Daily Mile 11:45 - 12:00	1 2 : 0 0 –	PE (Outdoor)	RE	Reading Explorers
Wednesday		Performance Assembly	Maths	1 0 : 4 0 –	English	Daily Mile 11:30 - 11:45	1 : 0 0 –	French	Music	Reading for Enjoyment/Library
Thursday		Class Assembly (Reciprocal Reading)	Maths		English	<u>Timestables</u>		Geography	PSHCE	Throwback Thursday
Friday		Fitness Session 9:10 - 9:30	Maths		Phase Assembly 10:10 - 10:30	English		Geography	Computing	<u>Timestables</u>

4T Timetable Autumn 1

	8.50 – 9.00 (10 mins)	9.00 – 9.30	9.30 – 10.25 (55 mins)		10.40 – 11.45 (1hr 5 mins)	11.45 – 12.00 (15 mins)		1.00 – 2.00 (1 hr)	2.00 – 3.00 (1hr)	3.00 – 3.30 (30 mins)
Monday	Registration	KS2 Assembly	Maths	B R E A K	English	<u>Timestables</u>	L U N C H	PE (Indoor)	Geography	Bug Club
Tuesday		Music Assembly/Progress Meet (from 8:30)	Maths	1 0 : 2 5 –	English	Daily Mile 11:45 - 12:00	1 2 : 0 0 –	RE	PE (Outdoor)	Reading Explorers
Wednesday		Performance Assembly	Maths	1 0 : 4 0 –	English	Daily Mile 11:30 - 11:45	1 : 0 0 –	Music	French	Reading for Enjoyment/Library
Thursday		Class Assembly (Reciprocal Reading)	Maths		English	<u>Timestables</u>		PSHCE	Geography	Throwback Thursday
Friday		Fitness Session 9:10 - 9:30	Maths		Phase Assembly 10:10 - 10:30	English		Computing	Geography	<u>Timestables</u>

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 the **Tate Modern** to learn more about European art. The children will get to experience different art from across different European countries in an artists treasure hunt created by their teachers!



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.

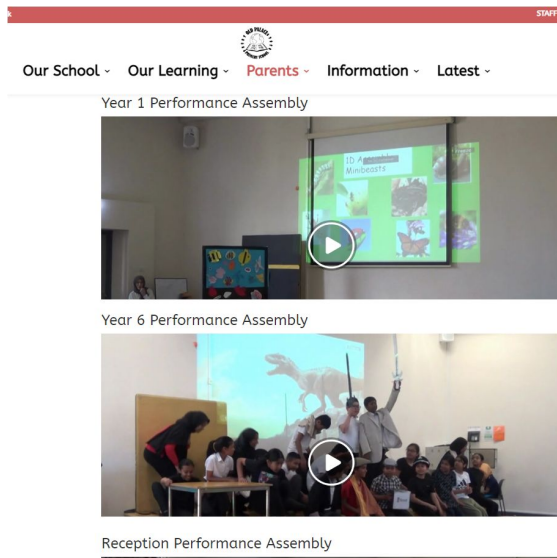
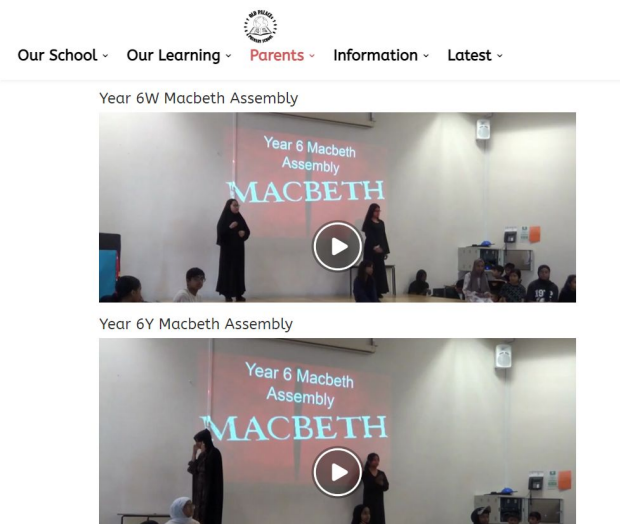
REMINDER we have moved all school payments onto our parent pay portal. If you are having any difficulties with your parent pay account please contact the admin and they will be happy to assist admin@oldpalace.towerhamlets.sch.uk

Performances

Class Performance and Festival assemblies will be held on Wednesdays. Parents are welcome to come and watch the performances.

REMINDER

We kindly ask that parents do not film or take photos of the performances. We will record all performances and upload these onto the schools [podcast page for you to view on our school website: <https://oldpalaceprimary.co.uk/podcast/>



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 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, 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>

‘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 will now be taking place on 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