Year 3

Year 3 Team

Ms Oliver
3O

Mr Hartigan
3H

Ms Hantar
Assistant Headteacher

Year 3 Support Staff

Ms Jasmine

Ms Hutton

Ms Ahmed

Safeguarding

Mrs Bowley

Mrs Rahman

At Old Palace, we place a great importance on the welfare and safety of our pupils. Our **Designated Safeguarding Lead** is **Mrs Bowley**. The **deputy safeguarding lead** is **Mrs Rahman.** 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 **Mrs Bowley** as part of their legal duties. **Mrs Bowley** 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. Please ensure mobile phones are put away when on the school site, this will help us in safeguarding our pupils. *This includes in the playground during drop off and pick up, during assemblies and when you are visiting the school office.*

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 at 3:30.
Children in year 6 will be collected from the team games zone

Bags and School Supplies

- Please ensure your child brings their PE kit in each week on their PE days, this will be on Mondays and Thursdays
- 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

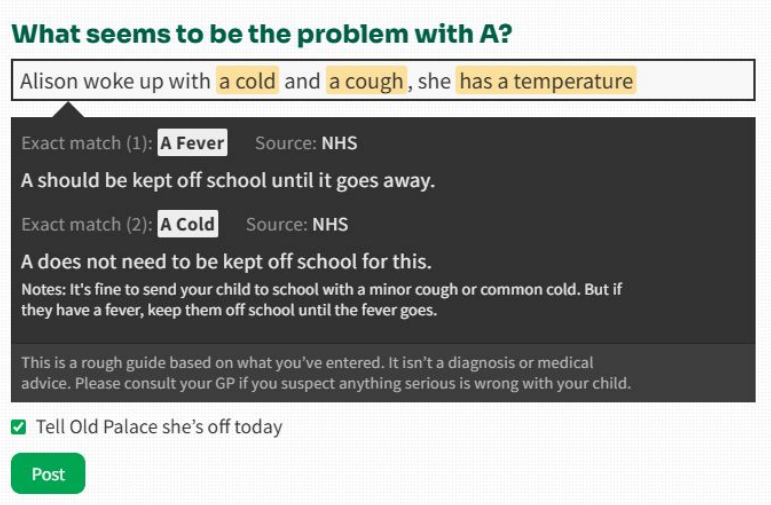
If your child is late 10 minutes a day - surely that won't matter or affect my child..

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

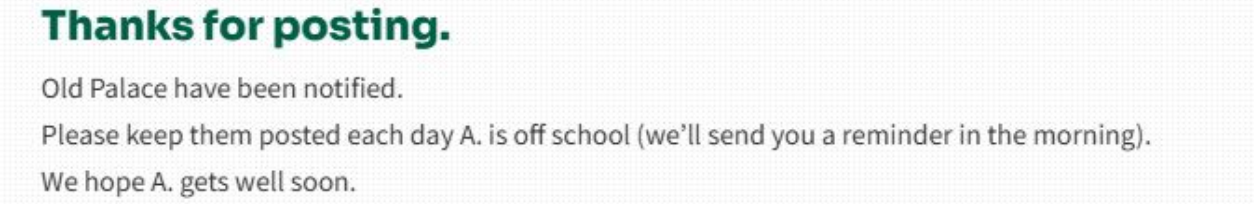
Attendance

It is extremely important to let the school know if your child will be absent that day to do so report pupil absences on the study bugs app.

When you go to post your child's reason for absence, if it is medical related it will provide you with NHS guidance and let you know if your child is still able to attend school.



Once you have posted your child's reason for absence you will get a confirmation message confirm that the school have been notified.



The next day you will receive a follow up message the next day:

Hi Alison,

How's A. feeling today?

Still feeling ill | She's better now

Please select one of the items above or visit the Studybugs app so you can let Old Palace know the latest.

If your child's already at school today, don't worry – you can safely ignore this message.

Best wishes,
The Studybugs team

Studybugs

Ensuring Every Child's Welfare / studybugs.com

Attendance

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

Attendance and Punctuality

If you are having problems with getting your child to school or in on time, please let us know! We are here to help!

If your child's attendance is:

95%-91%- Our **Parent Support Worker (Shelly)** will make contact to offer ways we can support your child in coming into school.

90%- 51%- You will be invited to attend a meeting with **Sonia (Attendance Welfare Advisor)** to discuss any issues and support needed.

50% and below: this is considered a **severe absence.** The family would be required to work with an outside agency (such as **social services**) and the school.

Punctuality:

It is important your child is in on time- between 8:50 am - 9:02 am.
5 lates - Shelly will give the family a courtesy call.
10 lates - a letter will be sent.

Any further lates, could end with a fine.

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 £160 per parent per child, payable within 28 days. The cost is reduced to £80 per parent per child if it is made within 21 days.

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

If further holiday is taken during term time within a 3 year period each parent can be fined again but it will automatically be £160 each.
After that, a parent can be taken to court and prosecuted and fined up to £2000.

Additionally if you have more than 10 unauthorised absences or lates in a 10 week period you could receive a penalty.

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 you 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 **Medical Tracker** our electronic tracking systems which sends an alert to the parents email.
*Please be sure to check your **emails** each day.*

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 Reception & 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

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

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

- We have a Zero tolerance policy on bullying and use of discriminatory language (Race/Religion/Homophobic/Disability). This may result in an internal exclusion. Our curriculum will support the children to celebrate differences rather than use this to be unkind.

Half Termly Year Group Newsletters

Old Palace Year 3 Newsletter Autumn 1

Year Lead: Ms Hantar

Teachers: Mr. Hartigan (3H) and Ms. Oliver (3O)

Support Staff: Ms. Jasmin, Ms. Hutton 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 in 50s and 100s, representing numbers up to 1,000, identifying 100s, 10s, and 1s, using a number line, and comparing and ordering numbers.

Addition and Subtraction - Children will be practising adding and subtracting 3-digit numbers, looking at addition and subtraction patterns, estimating answers to addition and subtraction, using checking strategies and problem solving.

Useful Links: https://www.topmarks.co.uk/maths-games/7-11-years/addition-and-subtraction

Trips

This half term year 3 will be visiting The Natural History Museum to take part in a workshop looking at fossils and learning more about the time of dinosaurs. They will explore fossils and learn how these help us gather information from the past!

Date:

3H -Wednesday 30th September

3O -Thursday, 1st October

PE

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

English

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

School Poems- The unit will begin by developing the children's interest in different types of poems including tongue twisters, rhymes and raps. Children will explore a range of poems relating to school and work towards writing their own school poem.

Adventure Stories- Children will be reading the story Dinosaur Cove, an adventure story about two boys who travel through time to the time of the dinosaurs! They will use this story as inspiration to later write their own adventure story.

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	ultimate	banish	frequent	wither
Week 3	major	global	derelict	prompt
Week 4	minor	dynamic	develop	recite
Week 5	retain	insert	dismal	resolve
Week 6	achieve	reverse	dispearse	restore
Week 7	sturdy	unique	oath	pledge

Other Subjects

Art- Drawing: Wire figures
MFL- French: Bonjour!
Computing- Using Search Engines and spreadsheets
Science – Earth's structure, Rocks, Fossils, and Dinosaurs
RE- What does it mean to be Christian?
PE- Football and Gymnastics
PSHCE- Being Me in My World

Speaking and Listening Targets

This half term Year 3 will be working on the following speaking and listening targets:

Performing - Performs with some confidence, using voice and actions to remain in role when performing

Describing – Using complex sentences to provide a full and detailed description

Key dates

3H Trip: Natural History Museum - Wednesday 30th September

3O Trip: Natural History Museum – Thursday, 1st October

Welcome Meeting

The year 3 welcome meeting was held on Monday 7th September, where all of the key information about year 3, 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: https://oldpalaceprimary.co.uk/wp-content/uploads/2025/09/Year-3-Welcome-Meeting-2025.pptx.pdf

This half terms newsletter will be sent out on Friday 11th September.

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

Homework

Year 3 will receive their homework every Friday.

Each week they are expected to complete the following:

- Weekly spellings
- Grammar
- Maths
- Reading (optional)

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

Children will also receive 2 library books bi - weekly on Fridays, 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.

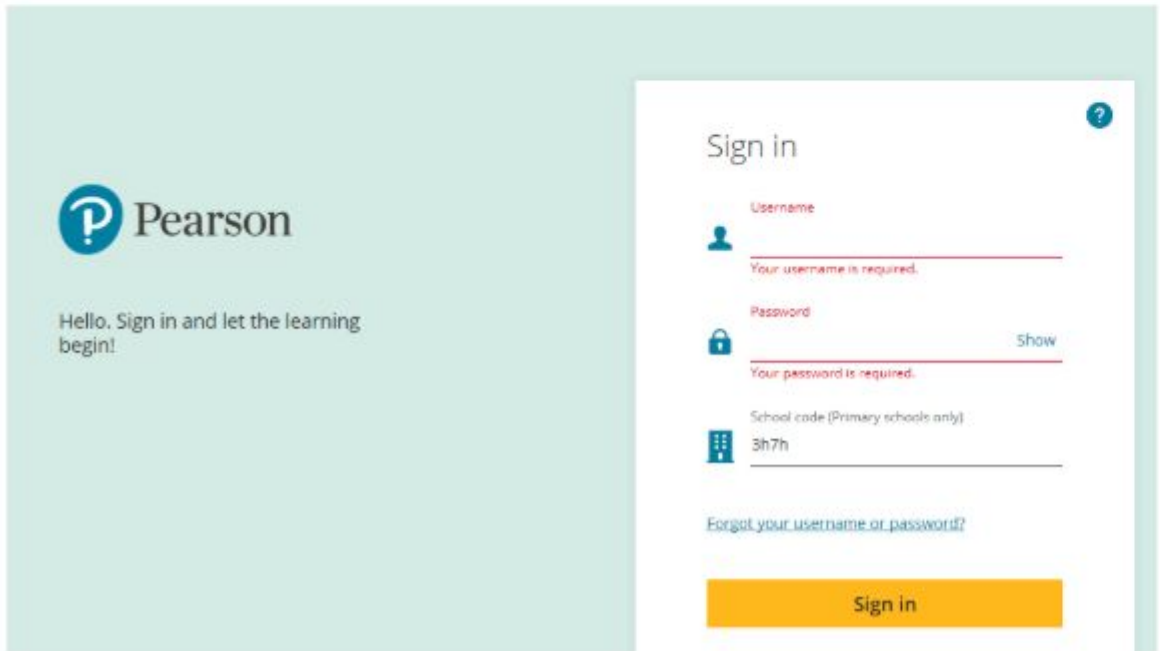
Homework will be sent out at the end of next week.

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.



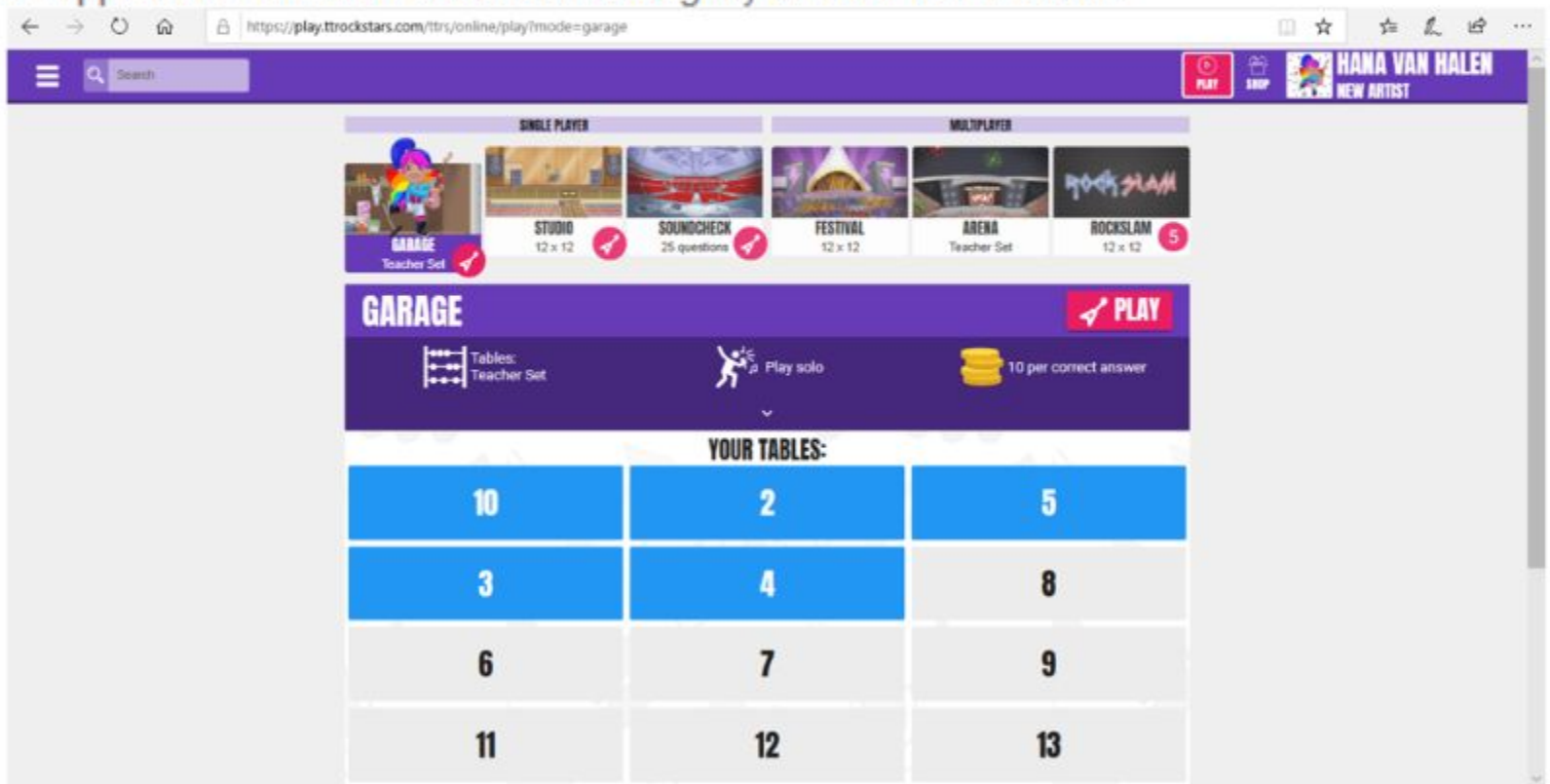
Bug Club

School Code: 3h7h

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.



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

What the school day looks like

8:50-9:05		9:05- 9:30	9:30- 10:25		Break 10:25 - 10:40	10:40-11:40	11:30-12:00	Lunch 12:00 - 1:00	1:00-1:30	1:30-2:00	2:00-2:30	2:30-3:00	3:00-3:25	3:25
Mon	Early morning work	**Music Assembly**	**Maths**			**English**	**Mile Run**		Science		PSHCE		Story Time	Prep for home time
Tuse		**Oracy Assembly**	**Maths**	**Fitness**		**Grammar**	**Guided Reading**		Science			Computing		
Wed		**Maths**		**Whole School Assembly**		**English**	**Guided Reading**		**Times Tables**	PE (Outdoors)	French		Story Time	
Thurs		**Music**	**Maths**			**English**	**Mile Run**		Science		RE		Current affairs	
Fri		**Phase Assembly**	**Maths**			**English**	**Guided Reading**		PE (Indoor)		Art		Story Time	

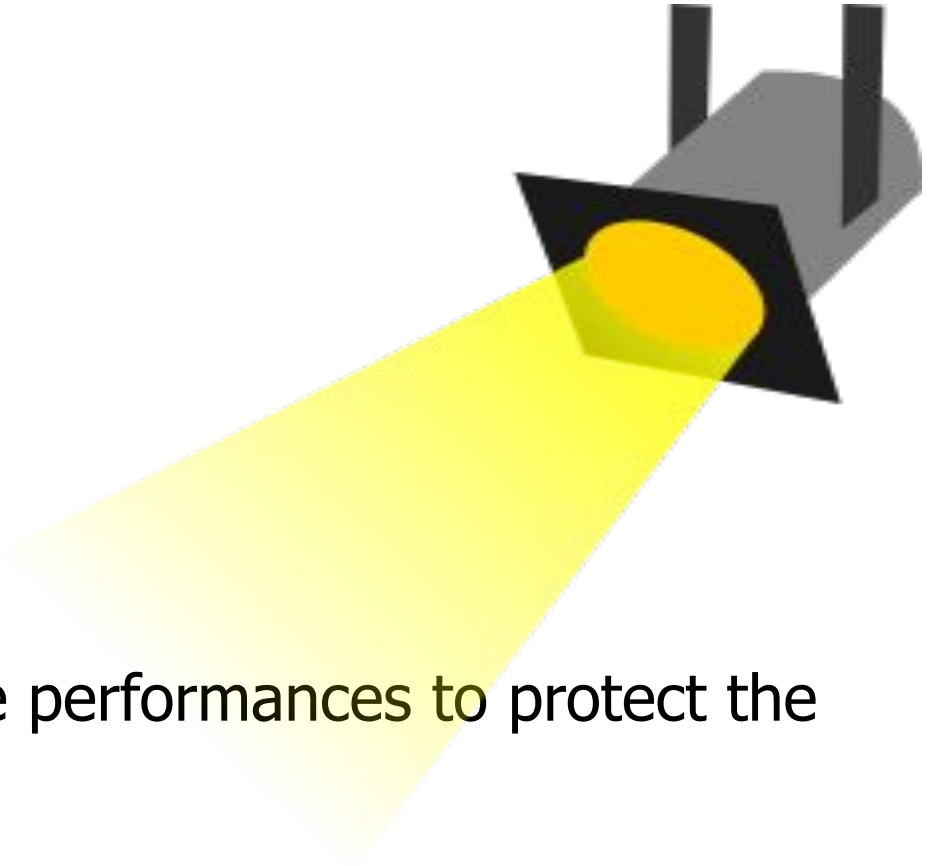
Trips

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 **Natural History Museum** to learn more about dinosaurs and see some dinosaur fossils and replicas.

Next half term the children will be visiting **Gunnersbury Park** to take part in a workshop about Prehistoric Britain to learn more about the Stone Age.

Performances



Each year the following performances take place:
A **class assembly and a festival assembly.**

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 - FREE of Charge

- Has begun and will continue like year year
- Will be between 8am - 8:30 - no prior notice needed, they can just turn up
- Buffet Style healthy breakfast (toast, low fat spread, cereal, milk) please ensure allergy badges are worn for children in Rec - Y3
- Activities include: reading, colouring, drawing, board games etc, and some digital devices will be available, to support home learning.
- Ensure your child is in **by 8:30** as the gate will be closed until 8:50, children from Rec - Y3 will need to be accompanied by the person dropping them off to the Dining Hall.

After school club *(sports clubs)*

- Our after school clubs are due to start in week 3
- Clubs will cost £8 for the half term and will run for 5 weeks.
- Clubs will be **free for our pupil premium children.**

Clubs

Club nights

- We will continue with whole school club nights this year - they will be running for week for **5 weeks in Autumn 2 and summer 2.**
- In Autumn 2 the club night will be on Tuesday and
  Summer 2 the club night will be on Thursday

- Club will run from 3:15pm - 4pm. With collection happening at 4:00 pm.
- Children's lessons would end at 3:10 on club nights.
- We would like all children to attend. If your child is unable to attend the club night you will be able to collect them at 3:30.

Clubs

Wrap around club - *Runs Monday - Thursday*

- Wrap around care will continue to run this year and will cost **£12 per session per child**
- **Or £40 per week, per child if booked as a weekly block** (Monday - Thursday) .
- There are no concessions for absence or early pick up and you would need to book your place the week in advance, however we will be able to provide **emergency care, if you call the day of (£12).**
- At 3:30pm, children attending wrap around club will be escorted to Children's house by a member of school staff.
- They will be provided with an after school snack and get to take part in activities.
- Wrap around care will go **until 5:30**, children can be collected before this time, but early collection does not change the cost per session.
- You will need to collect your child from **Children's House Nursery**

Online Safety: Mental Health

There has been a big i**ncrease on the use of social media and its influence on mental health**, particularly in children.

Viral influencers on platforms like TikTok, Youtube and instagram have been linked to a rise in mental health concerns among young people.

There has also been an **increase in the spread of misinformation, dis-information and conspiracy theories.** This has resulted in an increase in both online and in person incidents of discrimination nationally.

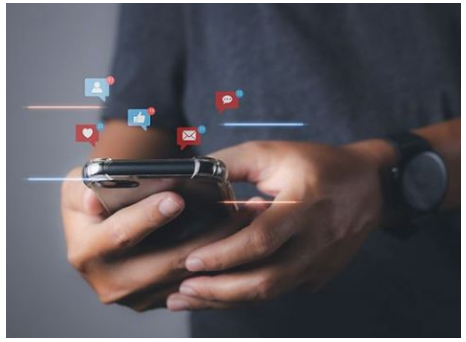
There are age limits on social media platforms for good reason, as according to their age and stage, children are often not emotionally and socially mature enough for social media.

Many children are reluctant to disclose incidents that happen online, such as cyberbullying or exploitation because they fear that they will be banned from using social media or their devices will be taken away.

It is important to ensure that we are monitoring our children at all times when they are on line and having open discussions with children about what they are doing and seeing online.

Online Safety: Mental Health

Recent studies have shown that **often children do not perceive their phones as being online.** They mentally separate online safety from their phone usage, viewing phones as somehow more private and safer.



This is not the case, any device that provides a child access online can put them at risk. Children's concentration and coping strategies can also be affected by the amount of time they spend on digital devices and looking at screens.

Phones have been designed to both capture and hold attention. Teenagers and children are particularly affected by digital distractions, which can disrupt their concentration.

Online Safety: Mental Health

YouTube shorts is just one example of an app that uses these strategies to 'hook in' children.
It has a feature that allows users to create short videos not longer than 60 seconds. Meaning children can get caught in a cycle of endless scrolling with something new to see every 60 seconds.

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

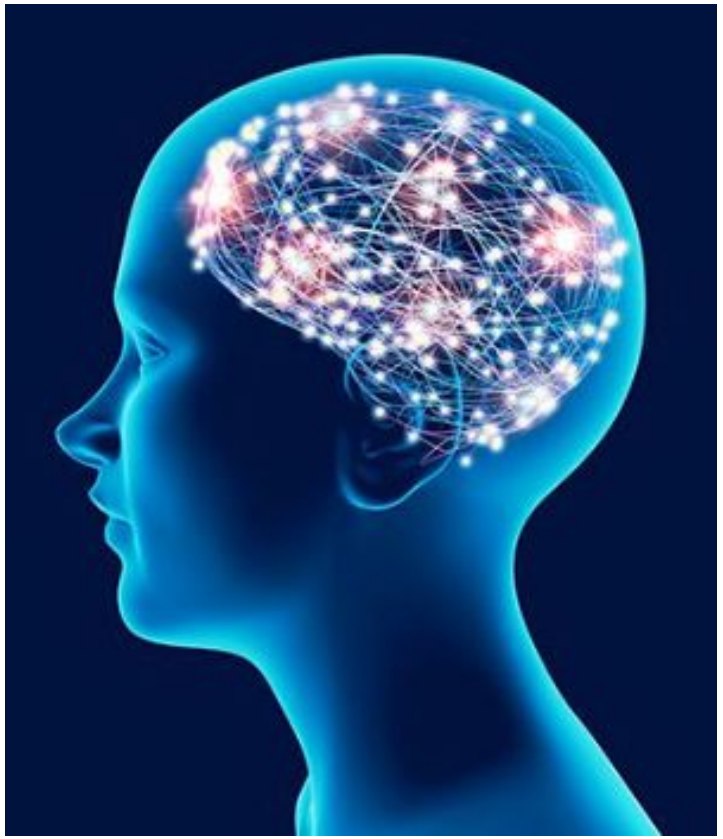
Online Safety: Mental Health

Scrolling on app and in games offers frequent **dopamine hits (A dopamine hit is your brain's way of sending a "feel-good" message, like a reward).**

This causes children to crave device use and withdrawal when they are not able to use their devices.

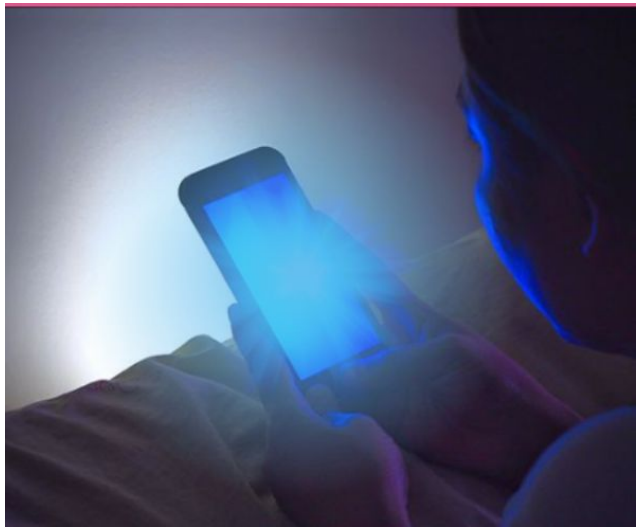
Too much screen time can result in experiencing feelings of irritability, anxiety and a constant sense of restlessness.

One in four young people now shows signs of behavioural addiction to their phones and devices. Especially for those who may lack consistent boundaries and routines around device use.



Sleep is essential for brain development, emotional regulation, memory and emotional wellbeing.
Lack of sleep is known to cause poor concentration, poor academic achievement, mood swings, anxiety and depression.

One key factor that prevents children from falling asleep is the blue light emitted from device screens (phones, tablets, computers etc). Looking at screens in the evening affects the body's internal clock, making it harder to fall asleep. **This is why it is important that children are off all devices at least 1 hour before bed.**



Online Safety: Mental Health

It is suggested that you:
- check their **child's phone, tablets and digital devices**
- talk to your child about online safety regularly
- set up parental controls to protect children from harmful content ie
- limit the amount of time your child spends on digital devices
- store devices in a secure location, not in children's rooms and not accessible to them during the nights
- remove childrens devices at least an hour before bedtime to support their sleep and mental health
- turn off the online router at night if possible
- be aware of the age restrictions for different apps and websites

*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.

Online Safety!

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.

To report any online concerns regarding children in the school **please screenshot** your concerns and bring the screen shot into school.

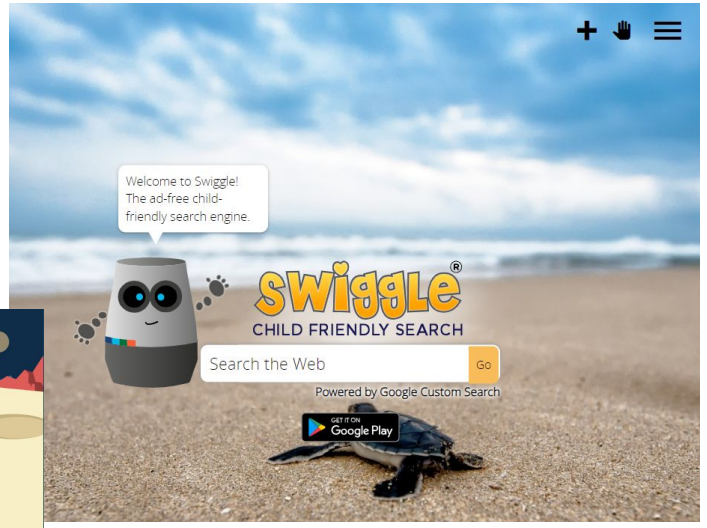
Any additional information, including user names, dates, times and details will also support us in best helping you address these concerns.

Searching Online

When searching it is always good to take extra precaution. Using a child friendly search engine helps to further reduce the potentially harmful content your child could be exposed too. No search engine or app is 100% effective at filtering so do always monitor!

https://swiggle.org.uk/

https://www.kiddle.co/



Social Media

An important part of teaching children how to be safe online is by modelling safe online behaviour. As a school we aim to do this through the use of our school social media accounts.

We continuously review what we are sharing online and have updated our policy to no longer show any front facing, full face images of children.
We do share examples of work or photos from over the shoulder, to show share with parents what's going on in school each week.

Viewing our page together with your child and talking about things that their year group has done is a great way to show how to be safe online and hear more about their day/ week at school.

Social Media

Parents should also be careful what they or their children are posting to social media a simple picture could give away more personal information than you think!

Photos of anyone showing their face can also be taken and used to create fake images of that person using AI.

This looks like a normal picture but look at what you are letting a predator know...

- Your house number
- Your street name
- Your car registration
- What School they go to
- Your child's age
- Your name
- You're married

That's before you put a status on the photo giving their names and more information

Parental Engagement and Communication!

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.

We are changing our online payment system
School Money will be replace by Parent Pay
Payments can be made on Parent Pay from 14th September

The school business manager will be running a drop in session on **TUESDAY 8th SEPTEMBER** from **3:30 – 4:30** to help you set up your account in person.

Scan the QAR Code to access a video guide about setting up Parent Pay

Scan for help online

Ways We Communicate at Old Palace

Multiple channels designed to keep you informed, supported, and involved in our community.

Digital Updates

- **Newsletters:** Regular publications sharing school news, student achievements, and term events.
- **Text Messaging:** Quick service for letters home, urgent event reminders, and fast news updates.
- **Website Calendar:** A live weekly calendar on our website to track term dates and school events.
- **Social Media Page:** An active community space for sharing social updates and celebration posts.

Direct & In-Person

- **Phone & Email:** Direct personal communication channels for parent queries and official notices.
- **Staff on the Gate:** Welcoming presence every morning and at the end of the day for quick touchpoints.
- **Support & Workshops:** Dedicated parent support workers who arrange bespoke meetings and helpful sessions led by internal and external.

Parents Evening: 3 times a year

Parent Voice

- **Parent Council:** A collaborative forum featuring parent representatives to share comments, suggestions, and shape school community feedback.

Coffee Mornings

Walking Group