Welcome to Year 3 and Year 4
2026-2027

Class Teachers:

Year 3: Ms Kingsford (Mon, Tue, Wed) and Mrs Kay AHT (Thu, Fri) – Class 3EK
Mrs Connaughton – Class 3MC
Year 4: Mr Shurlock (Assistant Head for Lower KS2) – Class 4MS
Mrs Warrington (Mon, Tue, Wed, Thu) and Mrs Williams (Fri) – Class 4DW

Information for the parents of children in Year 3 and Year 4

The following information has been designed to hopefully answer any questions you may have before your child starts in their new class in September. Transition and change can be a potentially anxious time for families but by working together we know that this will enable you to feel confident that our priority is to provide a consistent and supportive environment where your child can feel safe and secure and happy.

Communication
Communication between parents/ carers and the school is very important as this is the best way to ensure the right support is in place for your child. We know how busy it can be at the start and end of a day but if you need to speak to the class teacher we are always happy to make time for either a face to face conversation or a phone call. If you need to send an email to school, please consider if a face to face conversation would be more appropriate first.

How to send an email to school

There are three email addresses that all parents must send their email to.

- For emails to class teachers, please email parentinbox@brookburn.manchester.sch.uk
- For emails to members of the school admin team or the Senior Leadership Team, please email admin@brookburn.manchester.sch.uk
- For emails to the SENDCo, please email senco@brookburn.manchester.sch.uk

Alternatively, please ring the school on 0161 881 8880 to arrange an appointment. If you ever require an urgent response, please call the school office and a member of the team will get back to you as soon as possible.

Please note that all our communication will be via Parentmail. Any payments that you need to make are to be made through Parentpay. If you are new to the school, you will receive information on how to log in to these in September. It is vital that you log in to these, please speak to the school office if you have any issues.

Independence and positive behaviours for learning
We work hard in Year 3 and 4 to build upon the previous year's learning to further develop the children's independence. The focus initially this year will be to settle the children into their school routine and establish their rights and expectations through the development of our Class Charter.

In Year 3 and 4, we expect children to respond to clear expectations and encourage them to take responsibility for themselves and for each other e.g. by taking responsibility for their homework etc. Children learn best when they feel that they and their efforts are valued. Praise and encouragement, in many forms, are used to develop and maintain a positive atmosphere.

Uniform:

- Grey or black trousers/ shorts, skirts/ pinafore dresses
- White polo shirt or shirt
- Red school sweatshirt/jumper, cardigan
- Red checked summer dresses (when the weather is warm)
- Red, black or grey tights
- Black, sensible shoes (no added colours or heels, open-toed shoes or sandals)

Please note: No jewellery, no tags or key chains on books bags or school bags.

Branded uniform can be purchased at Little Angels on Wilbraham Road or online at Your School Uniform. Alternatively, individual badges can be purchased at the school office.
Second hand uniform is available via PTA volunteers.

Please ensure all items of uniform are clearly labelled/marked with your child's name.

PE: On PE days, your child will come to school already in their PE kit. This consists of a white polo or t-shirt, black shorts or black jogging bottoms/ leggings and trainers. Please can they wear their normal school jumper or cardigan and have an extra layer (black hoodie/ fleece) to put on in cold weather.

Start and end of the day:
The doors to Year 3 and Year 4 will open at 8:50am and close at 9am. There is always a learning activity ready in the class at 8:50am so the earlier the children arrive the better. A member of the team will be in the playground on the first day of term to direct you to the right place if you aren't sure where to go.
School finishes at **3:30pm** and a member of staff will hand over each child to you. Please inform the office if there are any changes to who will be collecting at the end of the day.

Homework:
Homework is an integral part of the children's learning and an opportunity for children to apply what they are learning at school at home. It also hopefully provides you with an insight into the progress that they are making. In Year 3 and 4 we will spend the first few weeks of the new school year getting to know your child and then will let you know how homework will be structured for each year group.

Reading books:
Reading is at the heart of our curriculum and it is always our priority to send a book home for your child to read with you as soon as we can. It is important that the books that we send home are at the right level for your child so that they feel confident and successful- this will hopefully help them to develop a love of reading. Your child's class teacher will let you know when books need to be in school to be changed.

Healthy Snacks
Most children require a snack at morning break to keep them going throughout the day. We encourage children to bring in healthy snacks full of vitamins and minerals containing no added salt, fat or sugar. Many of these will help contribute to their 5 daily portions of fruit and vegetables, keep them alert and help them to concentrate. It can be hard during the week to think of suitable items for them to bring into school, especially when they say that all their friends bring in a particular snack, but we are aiming, with the help of the children, to not only support them in making healthy choices regarding snacks, but to also reduce food packaging and waste.
Providing snacks in a small, named, recyclable container is ideal.
We need the children to stay hydrated so please ensure they bring a named water bottle into school each day. Squash, flavoured water and fruit juice are not permitted.
We are aiming for a common-sense approach, with the key being to keep it healthy.

Medical Conditions and Allergies
If your child has a medical condition or allergy, it is important that we know about it so that we can support them in school. You can do this by completing a 'Information about a Child's Medical Condition Form' which can be obtained from the school office of downloaded from the school website. If your child needs medication in school (i.e. inhaler, adrenaline injector pen), please speak to the school office. You can find more information on our website:
https://brookburn.manchester.sch.uk/parents-carers/medicines/

Attendance and Punctuality
We all know how important it is that our children are in school so that they can learn, spend time with their friends and feel part of the school community. We understand that there are times when your child may be ill or there might be something happening that might make it harder for them to come to school. Whatever the reason, it is important that you let us know so that we can offer any support that might be needed.
If your child is ill, please call the school so we know why they are absent. If we do not hear from you and your child is absent, a member of the admin team will call to check that everything is ok. This is to ensure that we know that all children are safe. We will always talk to you if we are becoming worried about a child's absences from school.

Mobile Phones:
Parents/carers are encouraged to refrain from using their mobile phones at drop-off and pick-up times in the playground to model Brookburn's phone-free environment.

Issues/Concerns:
If you have any worries about your child then please speak with your child's class teacher or Mrs Deer who is the Assistant Head for Year 3 and 4. We are always here to listen and offer support.

'Meet the team'
We will be holding a 'Meet the team' event on:
Thursday 10th September at 3:45 and again at 5pm for Year 3
Tuesday 15th September at 3:45 and again at 5pm for Year 4
We hope as many of you as possible will be able to come to one of the sessions as this will be an opportunity to meet the team and for us to share everything else you need to know.

Thank you as always for your support. It makes all the difference. It is only working together with you that we can enable each of your children to achieve their very best.

We look forward to working with you.

Mrs Deer, Ms Connaughton, Mr Shurlock and Ms Warrington