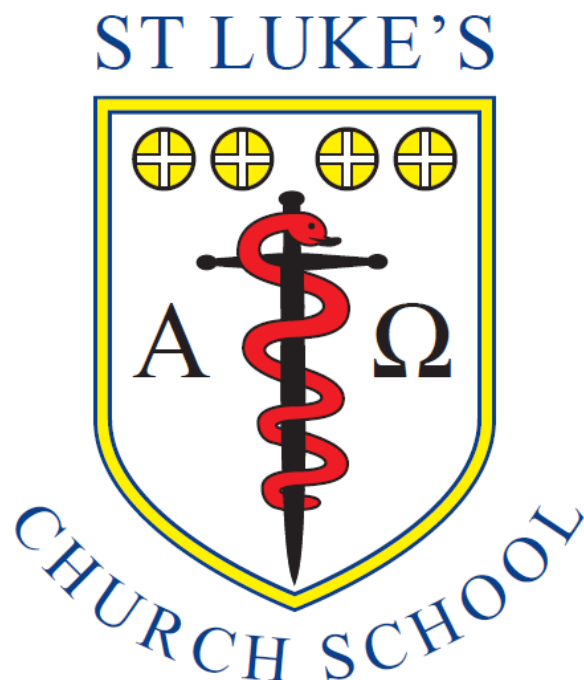


# St Luke's CE Primary School



## Year 3 Class Handbook

# Dear Parents,

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We would like to welcome you all to Year 3 and to take this opportunity to give you some relevant information you may need concerning the forthcoming year and to also answer some questions you may have:

Year 3 will have PE twice weekly therefore please make sure PE kits are in school from Monday to Friday. The children will require full kit of a yellow t-shirt, blue shorts and pumps in order for them to participate. They will also need an outdoor kit which consists of a dark tracksuit and trainers. For safety reasons earrings are not allowed for PE so please take them out on PE days. If your child cannot take their earrings out, they will need to be covered with plasters.

All children will be given a guided reading and library book and will bring them home each night. If you could read with your child at home it would help a great deal with their progress and if you could indicate that you have done so in their reading record books this again would be greatly appreciated. Reading record books will be collected in on Fridays to see if they have been reading frequently. Children should also bring their book bags to school every morning.

Children will be asked to complete homework each week. It will be given out on Monday and collected on Friday.

In September our first topic will be **The Stone Age**.

If you do need to speak to us about matters concerning your child then please contact the main reception to make an appointment.

We look forward to working with you and your child throughout the year. Thank you for your cooperation.

# Message from the Headteacher

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Dear Parents

We realise that you have already played a crucial part in your child's learning before they come to school. Here at St Luke's, we hope to build on that and develop a partnership with you.

Hopefully with parents and teachers working together we can ensure that your child feels happy and secure.

I look forward to meeting you when it is safe to do so.

Mr M Lonsdale  
Head Teacher

# School Staff

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## Senior Leadership Team

Mr Lonsdale	Headteacher
Mrs Dickinson	Deputy Headteacher

## Classroom Staff

### Reception

Miss Ross	Class Teacher
Miss Metcalfe	Senior Teaching Assistant
Miss Kamran	Teaching Assistant
Miss Smith	Teaching Assistant

### Year 1

Miss Campbell	Class Teacher
Mr McDowell	Teaching Assistant
Mrs Abbas	Teaching Assistant

### Year 2

Mrs Ogden	Class Teacher
Miss Khatun	Teaching Assistant

### Year 3

Mrs Connell	Class Teacher
Mrs Cavanagh	Teaching Assistant

### Year 4

Miss Wilson	Class Teacher
Mrs Bolton	Teaching Assistant

### Year 5

Mrs West	Class Teacher
Miss Mellor	Teaching Assistant

### Year 6

Miss Kershaw	Class Teacher
Mrs Trickett	Senior Teaching Assistant

## Support Staff

Mrs Wrigley	Business Manager
Mrs O'Hara	Safeguarding & Pastoral Lead
Mrs Scholefield	School Administrator
Mr Fletcher	Site Manager

## Before & After School Club

Mrs Trickett	Before & After School Club Manager
Mrs Davidson	Before School Club Playworker
Mrs Khanom	Before & After School Club Playworker

## Kitchen Staff

Mrs Austin	Catering Manager
Mrs Begum	Catering Assistant
Mrs Price	Catering Assistant

## Midday Supervisors

Mrs Bardsley	Mrs Begum	Mrs Davidson
Mrs Kenyon	Mrs Khanom	Miss Marsden

# Key Information

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## ARRIVAL AT SCHOOL AND HOME TIME

### **School opens at 8.45 a.m.**

The children come in through the playground to the Year 3 / 4 door, where they will be met by the class teacher.



The doors open for children at 8.50am ready for lessons to begin at 9.00am. It is essential that children are seated in their classroom at this time for a prompt start to the day. Please be punctual and allow your child to come into school independently.

Should there be an occasion when you arrive after 9.00 am please report to the school office via the Main Entrance.

### **School finishes at 3.10 p.m.**

Please be in the playground at 3.05 pm as younger children can get very distressed if parents are not present when the doors are open. In the infants, each child is dismissed individually as we see each parent. Junior children make their own way out to meet parents but are instructed to come back into school immediately if their parents/carer are not there.



Should you be running late for any reason, please telephone to let the school know so that children can be looked after. **From 3.30pm children will be placed in after school club and parents will be charged £7.00 per child payable on collection.** Please refer to our Uncollected Child Policy for further details.

***We do not allow smoking or dogs in the school playground.***

**For safety reasons may we remind parents NOT to park in school grounds or on the restricted areas outside the school gates.**



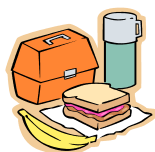
## SCHOOL BAGS

Your child will need a schoolwork bag to take reading books, their own work and school letters home. Please send the bag into school every day. The St Luke's book bags (£3.00) are available online from our uniform suppliers Touchline.



## BREAKTIME

We provide milk and fruit for children in Reception, Year 1 and Year 2 classes at break-times. We also have a 'fruit shop' where children in Years 3, 4, 5 and 6 can buy fruit.



## LUNCH

We would like every child to take advantage of our excellent healthy school meals by having a school dinner. Our school cook provides an extremely extensive menu of very nourishing, well-balanced meals that all our children thoroughly enjoy.

**We are a Healthy Eating School with several certificates and awards for promoting good practices for health and well-being.**

## **PACKED LUNCHES**

If your child chooses to bring a packed lunch to school, can you please ensure that you send them in with a healthy meal. We do not allow children to bring in chocolate bars, fizzy drinks or sweets.

## **DINNER MONEY**

Dinner money needs to be paid in advance as we have no credit facilities. Please be aware that we are unable to accept any cash payments in school. Weekly dinner money of £12.00 must be paid in advance using our school app or through the school website.

## **FREE SCHOOL MEALS**

If you think your child could be entitled to Free School Meals then it is essential that you apply to the Welfare Benefits Department at the Civic Centre, Oldham (0161 770 6688).

## **EXTRA-CURRICULAR ACTIVITIES**

There will be a variety of activities on offer throughout the year.

## **BIRTHDAYS**

We always celebrate your child's special day in class. There is no need to send anything into school for birthdays such as sweets, crisps, etc. as we are a healthy eating school and are unable to give them to the children, which can cause upset.

## **JEWELLERY, MAKEUP & HAIR**

For Health and Safety reasons, children should not wear any jewellery for school, including earrings. We do not allow any children to wear makeup for school. Can we please also ask that any extreme haircuts and hair colouring are left until the school holidays. Any long hair should be tied back away from the face.



## **COATS**

Please send your child with a coat every day as the weather is so changeable. We play outdoors at break time and lunch time, so a coat with a hood is preferable. We have a school waterproof fleece lined school coat available from our uniform suppliers (this is optional).

# SCHOOL UNIFORM

All children in school must wear our uniform. **Please ensure all uniform items are clearly labelled with your child's name**, as we cannot take responsibility for the loss of personal items.

## The uniform items are:

- Royal blue school sweatshirt or cardigan with **school logo**
- Yellow polo shirt with **school logo**
- Grey trousers for boys. Grey skirt or trousers for girls
- Yellow and white gingham summer dress for girls
- Black school shoes
- White/grey socks or grey tights
- Royal blue book bag with **school logo**
- Hair accessories **must be** in school colours (blue, yellow or white)

Please **do not** send your child in coloured/patterned socks or tights.

## PE Kit (which should be worn to school on PE days):

- Yellow round neck T-shirt with **school logo**
- Royal blue school jumper or hoodie with **school logo**
- Navy blue shorts
- Navy blue jogging bottoms
- Black pumps or trainers



## Optional items (with school logo):

- Waterproof fleece lined school coat
- Hooded PE Jacket
- Legionnaires cap
- School cap

All items with the school logo are only available online from Touchline  
<http://www.touchline-embroidery.net/st-lukes-primary-chadderton/>

**Please note that children should come to school in their PE Kits on PE days**

## ABSENCES

Parents need to contact school before 9.30am if your child is unwell and unable to attend school.



The school telephone number is **0161 770 8404**.

If we do not receive notification of absence we may telephone, text or email you to verify the reason for absence.

## HOLIDAYS DURING SCHOOL TIME

Good attendance is key to good progress. Parents **do not** have the legal right to take their child out of school on holiday during term-time and holidays during term-time can have a detrimental impact on your child's educational achievement.

School will NOT authorise any holidays during term time. Please note that a Penalty Notice can be issued when there are at least 5 days unauthorised absence (equivalent to a week's holiday) recorded on your child's register.

If you have any questions about this matter, please do not hesitate to contact Mrs O'Hara in the first instance. A list of the school holidays for 2021/2022 is printed at the back of this handbook and is also available on our website.

## MEDICAL INFORMATION



If your child has any specific medical requirements please inform the school. Should your child feel unwell during the school day we will always contact you if we feel your child needs to go home. Please ensure that you provide an obtainable emergency telephone number, preferably a land line number as we do sometimes have an occasion to send a child to hospital for emergency treatment and need to be able to inform you of your child's condition.

**Should your child experience diarrhoea or vomiting, a minimum of 48 hours away from school is required to avoid the risk of infecting other children.**

## MEDICAL APPOINTMENTS

It is really important that dental and doctor's appointments are made out of school hours. We appreciate that this is not always possible but children do miss vital lessons when they are taken out of school during the school day. You must show an appointment card for any appointment in school time. Failure to do so will result in the absence being recorded as unauthorised.



## BEFORE AND AFTER SCHOOL CLUB

The Breakfast Club runs from 7.45am – 8.50am (£5.00 per session).

The After School Club session runs from 3.15pm – 5.30pm (£7.00 per session).

We are proud to support our parents by accepting childcare vouchers for both breakfast and after school club. **To discuss this further please contact Mrs Trickett in the after school club.**

The entrance to both of these clubs is at the side of the school building and not at the main entrance. Further details and admission forms are available from the school office.

## CELEBRATIONS

We always like to celebrate achievements in our school.



We award team points, stickers and certificates to motivate the children to work co-operatively and behave appropriately.

Children are also encouraged to share the accolades they achieve out of school by bringing in cups, trophies, medals and certificates into school.

## What your child needs for school:-

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- School uniform
- Wellington boots
- Warm Coat
- Hat & Gloves
- Book Bag

**Please can you ensure that all items of clothing have your child's name on them in a permanent marker or are fixed with non-removable name labels.**

### Safeguarding Children

**Parents should be aware that the school would take any reasonable action to ensure the safety of pupils. Where the school is concerned that a child may be the subject of ill treatment, neglect or other forms of abuse, staff must follow Oldham Child Protection Procedures and report their concerns to Oldham Social Services Department.**

## Their Time at School

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- Talk to them about school and share their enthusiasm when telling you about their day
- Read with them on a regular basis
- Help them to listen to others
- Help and encourage them with their homework
- Make sure your child is always wearing their full school uniform
- Make sure they have a good night sleep, as not doing really does affect them
- Make sure they have a breakfast every morning
- Make sure your child arrives on time
- Ensure sure your child is aware of who is collecting them from school each day
- To remember their lunchbox everyday (*if on packed lunches*)

## Your Concerns

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There may be issues that arise once your child has started school. Please feel welcome to contact school to discuss any issues you may have about your child. Your first point of contact should be your child's Class Teacher.

Head Teacher: Mr Lonsdale

Deputy Head Teacher: Mrs Dickinson

Safeguarding & Pastoral Lead: Mrs O'Hara

## Anything Else

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Please feel free to pop in to school and speak to our administration staff for any other help and support that you may need.



# St Luke's C.E. Primary School

Tel: 0161 770 8404

## Holiday List 2021 – 2022

**No holiday during term time will be authorised**

School opens on	School closes on	Number of Days in school
Tuesday 7 <sup>th</sup> September 2021 <i>School opens at 8.45 a.m.</i>	Friday 22 <sup>nd</sup> October 2021	34
<b>Closed Autumn Half term</b>		
Monday 1 <sup>st</sup> November 2021	Tuesday 21 <sup>st</sup> December 2021 <i>Close at 2 pm</i>	37
<b>Closed Christmas Holidays</b>		
Wednesday 5 <sup>th</sup> January 2022	Friday 18 <sup>th</sup> February 2022	33
<b>Closed Spring Half term</b>		
Monday 28 <sup>th</sup> February 2022	Wednesday 13 <sup>th</sup> April 2022 <i>Close at 2 pm</i>	33
<b>Closed Easter Holidays</b>		
Monday 25 <sup>th</sup> April 2022 <b>Closed (May Day) Monday 2<sup>nd</sup> May 2022</b>	Friday 27 <sup>th</sup> May 2022	24
<b>Closed Summer Half term</b>		
Monday 13 <sup>th</sup> June 2022	Wednesday 20 <sup>th</sup> July 2022 <i>Close at 2 pm</i>	28