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**Executive Principal: Mrs M E McCarthy MA; Ed.M**

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1<sup>st</sup> September 2021

Dear parent/carer,

Today, all children in Key Stage 2 will have come home with a new Pupil Planner. These are used to aid home-school communication and to enable you to have a greater understanding of how to support with your child's learning at home.

Pages 1-19 contain important information for yourselves including school policies and routines. Within this section are two policies that all parents/carers are asked to sign on pages 6 and 17 and the home school agreement for children to sign on page 7. Please can you ensure that these are read and signed by Monday 6<sup>th</sup> September.

Pages 20-66 are Reading Records. Each day has a space for a comment from the adult that has read with your child to write about the reading session and a box for either the parent (or other adult at home) or member of staff (if your child has read in school) to sign. At the end of the week is an optional box for parents/carers or teachers to write a general comment. Each week the planner will be signed by the class teacher or teaching assistant as well as an adult at home. These reading records continue throughout the school holidays. We have included the school holidays as many families wanted to share the additional reading their children were doing over the holidays.

Pages 70-112 are all to support with home learning in Maths and English and also questions to support with reading at home with your child. These questions are key in developing children's comprehension skills in addition to their word reading skills. Please remember that these planners are relevant to the children across Key Stage 2. It is therefore important to refer to the Curriculum Maps that you will receive at the beginning of each half term and the weekly home learning tasks for guidance on relevant content for your child at that point in the year.

Pages 113-116 contain a section for home-school communication. These are for those quick messages that you may want to get to your child's class teacher or they may want to send to you. This section does not replace the important face to face or phone conversations that already take place but will ensure that key pieces of information are communicated clearly e.g. a change in adult picking up your child etc. These can also be an effective way to arrange a meeting/phone call with your child's teacher if needed. Any information regarding absences or late arrival/early pick up from school will still need to go through the school office.

Children will be expected to have these planners with them in school every day. If a planner gets lost, we would ask for a £3.00 contribution from parents/carers to replace these. We hope that you find these beneficial in supporting with home-school communication and look forward to working with you throughout the year.

Yours sincerely,

Mrs Louise Price  
Key Stage 2 Phase Leader

