

The Oxford Academy

2015 - 2016



Key Stage Two Guide for Parents

General School
Rules & Regulations



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ESG Key Stage Two Parents Guide

Dear Parents and Pupils

Welcome to Key Stage Two: Years 3 to 6. Below is the information, you will need to help you in school over the next few years. Please take the time to read this information. It is very important that you know what the expectations of the children will be when they are at school.

Attendance

Children need to come to school on time, every day. Each hour the children miss is an hour that puts their education and progress behind. Children need to arrive at school on time (7.20a.m.). If they are late it doesn't just effect that child's education, it interrupts the teaching that is happening and isn't fair on the rest of the class. It is also important that they are picked up on time (2.20 pm).

It is important that children come to school having had a good night's sleep and a full stomach from their healthy breakfast. If children are tired or hungry it will affect their ability to learn.

Food and Drink

Please send your child to school with a healthy snack for snack time. They also need to have some fruit for their lunch. Chocolate, sweets, cakes, fries, burgers, ketchup and fizzy drinks will not be allowed.

Uniform

Please ensure your child wears the correct uniform to school each day. Please also make sure that the pupils wear PE uniform on days when they have PE only.

Girls are not allowed to wear jewellery, make up or nail varnish. Earrings must be studs. Long hair must be tied back with blue or black plain bobble. No elaborate or sparkly Alice bands, bobbles or 'scrunchy' bands.

Hijabs

Hijabs should be plain black, white or navy with no sparkles, glitter, logos, patterns or adornments.

Timetables

Copies of timetables will be supplied as soon as possible for you to see which days PE is held for each class and also the time available for meetings.



Lines of Communication

Please put anything urgent in the homework diary. We will also contact you via this method so please check these daily. A meeting time has been appointed during school hours for any matters that require further discussion. Please phone school to make an appointment as teachers will not be able to see you without an appointment.

Curriculum

The children will be taught English, Maths and Topic, History, Geography and Science) by the class teacher. They will then be taught Art, PE, ICT, Home Economics, Arabic and Islamic by specialist teachers. In Years 4, 5 and 6 the children will do Kuwait Social Studies with the class teacher.

We are following the New National Curriculum of 2014. Please refer to **Appendix 1**

Please refer to the Curriculum Information Sheet sent home weekly for information about what your child is doing each week.

We can't stress the importance of speaking in English for the pupils. The more experience they get at speaking English, both at home and at school, the better their chances of making progress is.

Children will receive weekly tests in Spelling and/or Maths. Children who are absent without a doctor's note will not be able to re-sit the test and will receive a zero.

Homework – your child's class teacher will set homework according to the following timelines:

Year three = 15 minutes of reading and 25 minutes of other academic areas , 20 minutes of Arabic or Islamic studies per day.

Year four = 15 minutes of reading and 30 minutes of other academic areas , 25 minutes of Arabic or Islamic studies per day.

Year five = 15 minutes of reading and 35 minutes of other academic areas , 30 minutes of Arabic or Islamic studies per day.

Year six = 15 minutes of reading and 60 minutes of other academic areas , 45 minutes of Arabic or Islamic studies per day. This homework will go in your child's homework diary with the deadline for when the homework has to be handed in.

Reading

We will be using the Oxford Reading Tree programme. It is important that you support their child with their reading at home. The pupils should be able to read the ORT books independently. If they get to a word that they don't know it is important to encourage the child to sound out the word using the letter sounds not names. The children may also bring home books that they cannot read independently. These are their free choice books and they are to be read with their older brothers or sisters or parents. As your child gets older they are given more free choice books and less ORT books.



Holiday Absences

If you need to remove your child from school for any reason, please write a letter to the Principal specifying the dates that they will be absent. Please keep in mind that any learning lost through missing school will be detrimental to your child's education.



BEHAVIOURAL MANAGEMENT

Rationale

The Oxford Academy aims to provide a safe, secure and supportive environment that assists each student in developing and maintaining self-respect, appreciating the rights of others and respecting their surroundings. The system for the management of student behaviour is a vital component in ensuring that each student has the best possible opportunity during her time at school to develop self-discipline and independence, and achieve academic success

Purposes

1. To establish a co-operative school community in which each member accepts and respects the rights of all others
2. To establish a school climate in which each student is encouraged to strive to make the most of all her abilities
3. To develop in each student self-discipline and a sense of responsibility toward others
4. To ensure no student is disadvantaged by the behaviour of others
5. To develop in each student a sense of personal responsibility towards her environment

All students and teachers have a right:

- to learn and teach without being disrupted
- to be treated with courtesy and respect
- to work in a safe environment

The intended outcome of the Behaviour Management system is:

- to reduce the incidence and magnitude of disruptive behaviour
- to make the disruptive student responsible for accepting his inappropriate behaviour and modifying it so that it conforms with accepted standards of classroom conduct



Respect Yourself

Respect Others

Respect Property

1. A clear set of simple rules - clearly defined standards

- developed by all staff and therefore owned by all staff
- carefully explained to all students
- observable
- in each student's best interests
- clearly displayed in all classrooms so that they can be read at all times

2. Systematic consequence for breaking the rules

- are agreed upon by all staff and therefore owned by all staff
- immediate
- easily administered with minimal interruption to the flow of a lesson
- systematically and consistently applied
- graduated in order of severity
- inescapable

3. Systematic rewards for positive behaviour

- practicable and easy to apply
- seen as desirable by students