



Moving on: transition at Sullivan Primary School.

“Transition is a process, not an event.” OfstedDear Families,

At Sullivan we plan for every child to have a happy and smooth transition into every next step of their journey at school. This is important to us as we know it supports their wellbeing and being prepared for the next school year. It also helps parents and carers prepare the practicalities of getting ready for a new school year and understand more about the education their child will receive in the next academic year. In the Autumn term we follow this up with class meetings and curriculum meetings that inform parents and carers about what and how children will learn in more detail. We encourage parents to attend these meetings.

How do we get ready to move on?

In the Summer Term:

- Teachers prepare a Pupil Information Pack for the new teacher to ensure a continuity of support and understanding of pupils as they move to a new teacher.
- Children have weekly PHSE lessons with their current teacher to ask questions and share aspirations about the future.
- Children meet their new teacher and class at the Meet Your Teacher morning.
- Children complete an All About Me Passport for the next academic year to share with their new teacher.
- Children with Special Educational Needs have an individualised transition programme to meet their specific needs.
- Parents and Carers receive information about the coming year so they can support their child over the summer and as they start the Autumn Term.

In the Autumn Term:

- Teachers plan a programme of learning to build relationships, routines and expectations so that children settle into class and feel confident and happy.
- PSHE lessons that focus on New Beginnings and Belonging.
- Team games taught in PE.
- Class Meetings to give more information about year group expectations.
- Curriculum Meetings to inform parents on specific areas of the curriculum and how to support this at home.
- In depth teacher assessments and observations
- Individual parents' meetings (October)

Class Information

Class Dojo

We use Class Dojo for all of our communication with parents. You will see photos of daily learning, announcements, important information and newsletters. Teachers can also send you personal messages. You must inform the office if your child is not attending school, has a medical appointment or need information about school lunches, clubs etc.

Curriculum *Our curriculum is organised into a weekly timetable. It includes a balance of the following subjects:*

- English (spoken language, reading, spelling/phonics, writing)
- Maths (mental maths, arithmetic and reasoning)
- Foundation Subjects or Science
- History, Geography, Art, Design Technology, PE, Personal Social Health Education, Music, Computing, Spanish (KS2 only)

Homework

Every Friday children will be given homework to complete over a week. Homework must be posted on Class Dojo by the following Friday.

Reading at home

The school will supply reading books every week suitable for your child's reading level. They will be changed on Fridays. Children must bring in their Book Bag every Friday so that their books can be changed. Parents/carers must record their reading in the Reading Record.

Kit List Children must have:

- A full uniform (see uniform list)
- Book Bag
- A full PE kit (see uniform list)
- Water bottle
- A clear plastic pencil case with writing pencils, rubber, short ruler and pencil sharpener (Year 2 – Year 6).

All uniform and personal items must be clearly named.

Over the last two academic years we have made a number of changes to how the school operates due to the COVID-19 pandemic. In September some of these changes will remain in place as we believe that have benefitted the running of the school and children’s experience at school. However, many of the changes will be removed as we return to school life as we remember it in the past.

Key Information

School and class organisation

From September children will not be “bubbled” in classes or phases. Break times and lunches will be staggered to allow for curriculum timetabling and dining hall rotas. Group/whole school assemblies arrangements will be confirmed in September.

School timings

The school day will start with a “soft-start” Nursery- Year 4. This allows children to start the day in a calm and purposeful manner. Independent learning tasks will begin at 8:50am. Children in Nursery- Year 4 will be collected from the main playground to allow parents and carers to speak to the teachers if necessary.

	AM Drop-off (children arriving after this time must go to the front entrance and will be registered at late)	PM Pick up	Late register (children will be registered and collected from the main entrance)	Drop off location	Pick up location
EYFS	8:50-9:00am	3:20 pm	3:30pm	EYFS gate	EYFS playground
Y 1 & 2	8:50-9:00am	3:20 pm	3:40pm	Gate 1	Playground
Year 3 & 4	8:50-9:00am	3:25 pm	3:40pm	Gate 2	Playground
Year 5 & 6	8:45 am	3:15 pm	3:25pm	Front gate	Front gate

Attendance and Punctuality

Children must attend school unless they are unwell. Children must arrive punctually so that they are ready to learn . Lateness and change in routine causes children to be unsettled. If your child is not well, you must contact the school office. If you want to request an authorised absence you must contact the Headteacher.

Snacks and Lunch

EYFS and KS1 children are provided with a fruit/veg snack daily. Children in KS2 may bring in a small fruit/veg snack to have at morning break if they wish.

School lunches are available and must be ordered a term in advance. Children may bring in healthy packed lunch although we encourage the school lunch option.

Curriculum- At a Glance You will be given detailed information at your class meetings in September/ October. At Sullivan we ensure every child receives a broad, balanced and enriched education. Each year your child will progress through a “diet” of learning goals that are planned for their age and stage of development. Our curriculum has high expectations of all children and follows a rigorous and challenging progression of knowledge, skills and understanding in all subjects. Termly themes and topics make learning enjoyable and motivating. Our teachers, support staff and specialist teachers ensure that our quality of education is consistently of a high standard whilst also ensuring the pastoral care supports the personal and emotional development of every child.

In Nursery and Reception children learn:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- Literacy
- Maths
- Knowledge and understanding of the World
- Creative

In Key Stage One and Two children learn:

- English (spoken language, reading, writing)
- Maths
- Science

Foundation Subjects

- Computing
- History
- Geography
- RE
- PSHE
- PE (twice a week)
- Art and Design
- Design and Technology
- Music- taught by our specialist Music teacher.
- Spanish (KS2).

Wellbeing Our curriculum and timetable is created to support good wellbeing in a holistic and pastoral way. Physical and mental health is important and our commitment to regular, high quality PE lessons taught by our PE coach, and Garden School ensures that every child maintains good health. Our unique Garden School allows children to learn and develop in a nurturing and peaceful environment. Both PE and Garden School are taught twice weekly.

Children have a weekly timetable that includes daily lessons in Maths and English as well as Science or Foundation Subjects. If you have any questions about your child’s learning, please contact your class teacher in the first instance. In addition to the core curriculum, the school arranges several parent events and curriculum enrichment events throughout the year. This includes educational visits and trips, family events, concerts and performances.

Extended Day and Extra- Curricular Activities

Breakfast Club

Children are welcome to attend our Breakfast Club. Breakfast is served with the support of Magic Breakfast between 7:45am and 8:50am. There is a small charge of £2.00

Please let the school office know if you would like to attend Breakfast Club

After school clubs

A range of After School Clubs start in week 3 of the Autumn Term for Year1 to Year 6. After school clubs are open to Reception children in the Spring Term.

Choirs

Music and singing is very important to Sullivan and children are offered the chance to be part of one of our choir. We often enter competitions and perform regularly in school and in our local community.

Musical Instrument Lessons

Children in KS2 are able to learn a musical instrument. Lessons take place in a small group each week and are taught by a peripatetic music teacher. There is a termly charge for these lessons.

House System

Children belong to one of our Houses; North, East, South and West. Siblings are placed in the same House. These Houses (or school teams) collect points for positive behaviour and attitudes and competitions. Each term there is a House Event which encourages the development of our School Values.

School- Home Communication

We use Class Dojo to keep in touch with families. Teachers send photos and information about daily life and learning so that we work in partnership to support every child. We also use Class Dojo to send direct messages to parents, whole school information and class information. Class Dojo can be accessed via the app and a simple registration process. It is free for parents/carers to use at home and children can access and send homework via the app. We also use SchoolComms to communicate with families. This is our online payment system. Please contact the office if you require help to use this app.

Uniform

Children are expected to wear school uniform at all times.

Children who are not wearing the correct uniform: parents will receive a phone call/letter informing them of the school rules and expectations.

Uniform can be ordered online www.stitchdesign.co.uk

The school PTA organises regular sales of good quality, “pre-worn” uniform.

Sullivan School Uniform	PE Kit
<p>Sullivan green sweatshirt or cardigan</p> <p>Sullivan green or white polo shirt</p> <p>Grey school trousers</p> <p>Grey skirt or pinafore dress</p> <p>Plain grey or white socks/tights</p> <p>Plain grey leggings</p> <p>Plain white hijab</p> <p>Black sensible flat school shoes</p> <p>Sullivan fleece and school coats are available for when the weather is colder.</p>	<p>Sullivan white PE t-shirt</p> <p>Black shorts</p> <p>Black track suit bottoms for outdoor sports</p> <p>White or black short socks</p> <p>Trainers or plimsolls</p> <p>Sullivan PE bag</p> <p>Other items</p> <p>Sullivan book bag (essential)</p> <p>Sullivan back pack</p>
<p>Summer uniform</p> <p>Green striped dress</p> <p>Green polo shirt</p> <p>Green cardigan</p> <p>Grey skirt, pinafore dress or shorts</p> <p>White socks or leggings</p> <p>Black sensible flat school shoes</p>	<p>Reminders:</p> <p>Children may wear a simple watch but all other jewellery is not to be worn to school</p> <p>Children with pierced ears may wear small, plain studs only</p> <p>All hair accessories are to be small, plain and green or black</p> <p>We ask parents not to send children to school with extreme haircuts and styles</p> <p>It is advisable that children wear an appropriate sun hat in the warmer weather.</p>

Getting Ready for Year - July and August

At school

- Today the children have met their teacher.
 - They will bring home a Passport that they have made with their new teacher and to share with you at home. It will have the name of their teacher and class on the Passport.
 - Children will be shown their new classroom and places they will use around the school.
 - Classes will spend time talking about all the things they have achieved this year. They will celebrate individual and team achievements. They will also share their hope and goals for next year.
 - Teachers will answer any questions or worries children might have to reassure them and make sure they are feeling confident as they enter the new year.

At Home

- ✓ Buy and name any new uniform from www.stitchdesign.co.uk
- ✓ We have made a Home Learning Pack for the Summer holidays that will be posted on Class Dojo. In the Autumn term your teacher will give you information about the learning goals for the year.

The pack contains:

- Sullivan Summer Reading Challenge
- Times tables and counting
- Dear Diary... Journal writing challenge to record memories of Summer 2021.

If you would like additional summer work for your child, please contact your current class teacher who will advise you on what areas of the curriculum your child should work on at home.

On the first day of term

We want the first day of term to be a calm and happy day for all children at Sullivan. To help us achieve this, here are some things for you to remember for the first day of term.

Starting the day

Be ready!

After an early night on 5th September, make sure your child has the correct uniform and equipment they need for school. This will help them to feel prepared and confident.

Be punctual!

Make sure you know when and where your child should be dropped off. We know it can be hard to say goodbye, so make sure your child knows what will happen that day and who can help them if they are worried. Teachers will be at the gate to welcome and guide them into school. We have lots of experience of how to settle children and we understand it is a big day for children and families.

End of the day

Your child will be dismissed from a designated area which will be labelled in the playground or the front gate (Year 5 & 6). Children are expected to wait until their teacher calls their name and shakes their hand before they leave the class line. Please wait for the teacher to call their name, shake hands and dismiss each child calmly and safely.

Remember: In order for us to keep everyone safe, we will only dismiss children to parents and adults with permission. We will always check with the office/call you if we are not sure of the arrangements, to ensure the safety of your child.

If you have any questions prior to 6th September, the school office will be open 1st-3rd September. Please call 0207 7365869 or email admin@sullivan.lbhf.sch.uk

Further Information and Questions

- ✓ **Make sure you check your Class Dojo for your Summer Learning Pack.**

 - ✓ **We want to make sure we answer any questions you have so we can help you to understand the expectations, rules and way of life at Sullivan.**

 - ✓ **If you have any questions now, feel free to ask. Please contact us with any question, big or small, and we will be happy to help.**
- Or if you think of something during the holidays, write them down here and you won't forget to ask in September!**