



# Meet the Teaching Team

## Year 4

2025 – 2026

# Teaching Teams:

Class 4K – Miss Williams

Class 4W- Mrs Burrows (Mon-Thurs) Mrs Nottingham (Friday)



Teaching Assistants – Miss Jenkinson, Mr McGlincy and Miss White



# Daily Entry and Exit Points



Enter school via door 3 4K, 2 4W from 8:45am – 8:55am

Exit via door 3 4K, 2 4W at 3:15pm

All children should be brought to and collected from school by an adult (over 16)

If your child is being collected by somebody who has not collected before, please let us know. A responsible adult, age 16 or over, can collect. A password to be used on collection is recommended.

Please support us by ensuring your child is brought to school on time and collected on time.

# Equipment Required

- School bag
- Reading Book / Record
- Water Bottle
- Healthy snack
- Packed lunch (if not on school dinners)
- Coat
- Mobile phones are not permitted in school

# Lunch Time Arrangements

**The children have lunchtime between 12pm-  
12:45pm**

**Children will go outside and play at 10:40am-  
11am**

**Children having packed lunch should bring a  
healthy, balanced lunch each day (no sweets,  
chocolate, fizzy drinks or nuts)**

The National Curriculum forms the basis of the curriculum at Kew Woods Primary School identifying what pupils are expected to know and understand.

However, our additional school curriculum provides our pupils with wider knowledge, skills and understanding unique to our school.

# Basic Principles

1. Learning is a change to **long-term** memory.
2. Our aims are to ensure that our pupils experience a wide breadth of study and have, by the end of each key stage, **long-term memory** of an ambitious body of **knowledge**.

# Curriculum Design

Based on evidence from cognitive science, learning has not taken place until it is in the long-term memory.

Within our curriculum, retrieval of previously learned content is frequent and regular, which increases both storage and retrieval strength.

Retrieval practice of previous knowledge is built in to promote learning.

# Curriculum Overview

- English and Mathematics are taught daily
- Spellings are taught weekly and referred to throughout the week.
- Weekly lessons of Handwriting, Computing, Science, Religious Education, Personal, Social, Health Education, Relationship and Health Education, Music and French are taught
- Physical Education lessons take place twice per week plus we encourage Daily Mile
- Other foundation subjects such as: Art, Design and Technology, History and Geography are taught half termly

# Forest School

Year 4 Forest School will take place in summer term 2. It will be a full week of afternoons rather than an afternoon per week for a full half term.

4K – 29th June - 3rd July

4W – 6th July – 10th July

Please make sure your child comes to school in an old change of clothes, plus spares.

Long sleeve top, pants, outdoor shoes and waterproof coat.

Your child will come home muddy!



# Relationship, Health and Sex Education

We want all of our pupils to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain.

Primary age children are taught Relationships, Health and Sex Education (in age-appropriate ways). These lessons are often taught alongside other areas of the curriculum such as science.

# RSE Focus:

- Families and people who care for me
- Caring friendships
- Respectful relationships
- Online relationships
- Being Safe

**Kew Key Driver** - being healthy, happy and safe

# RSE focus:

- Mental Well Being
- Internet safety and harms
- Physical health and fitness
- Healthy eating
- Facts and risks associated with drugs, alcohol and tobacco
- Health prevention
- First aid
- Changing adolescent body

# RSE

- Appropriate touch
- Feelings and emotions (jealousy, anger)
- Online safety
- Keeping safe (water safety, First Aid)
- Relationships

Information about the RSE curriculum can be found on our website.

# Educational Visits

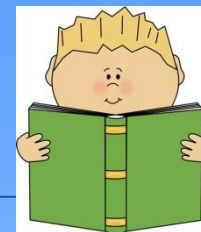
Autumn 1 – Liverpool Museum

Spring term – TBC

Summer term – Vikings Day



# Reading



- We expect children to read every night at home and for **parents to record this in the yellow reading diaries.**
- We encourage parents to visit the local library and share other books at home.
- If your child has their reading record signed 3 times in a week (Mon-Mon), they will receive a raffle ticket.
- **Kew Key Driver** - developing a love of reading.
- Whole class reading lessons will take place 3 times per week.
- Books can be changed whenever children have finished reading them.
- Books need to be in school every day.

# Spelling

- Tests will take place every Friday and new spellings given out too.
- Spelling rules will be taught on a bi-weekly basis.



# Mathematics



- The calculation policy is available to parents on the school website.
- Children should use the stages appropriate for them.
- You can also support your child by learning the multiplication tables: **up to 12x12**
- Year 2 onwards - children can achieve times tables badges when they can rapidly and accurately recall multiplication tables.



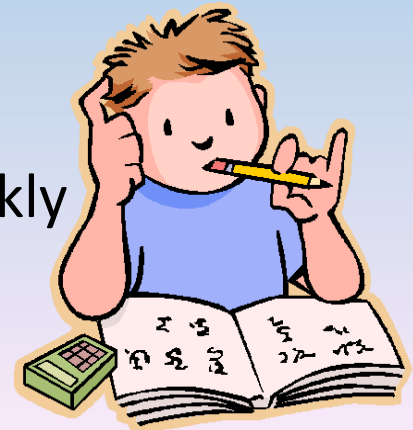
# Homework

Children are expected to read daily, practice spellings set and work on developing mathematical fluency.

Spellings and fluency questions are set on Friday then tested the following Friday.

Additional tasks will be set half termly linked to learning across the curriculum.

**KS2** - Bedrock Vocabulary 2 x per week minimum  
Times Tables Rockstars 2 x per week minimum  
The Oracy big question can be found on the weekly newsletter and should be discussed at home.



# Physical Education



- PE days

**K** – Tuesday & Friday

**W** - Thursday & Friday

Pupils to come to school in their PE kit on their class PE days (shorts, t shirt, school jumper, trainers or pumps)

Pupils can wear a navy blue tracksuit on top of their kit if they wish / Kew tracksuit

Pupils attending a sport based after school club can change at the start of the club

# Physical Education

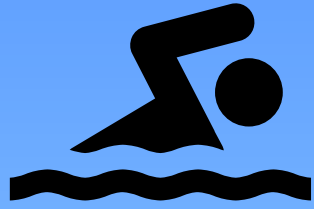


Please note:

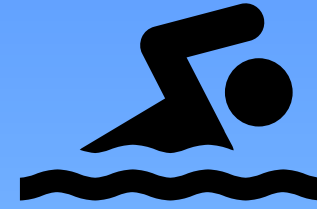
Following recommended safety advice, no jewellery or watches should be worn for PE, including earrings.

Earrings should be removed before the lesson by the child or not worn on PE days.

Thank you for your cooperation with this.



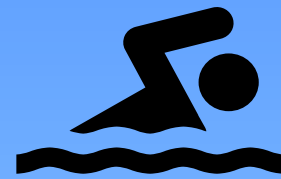
# Swimming



- This year, all of our KS2 swimming will take place on site with a pool at school.
- Children will complete their 5 sessions during a week, swimming daily to build up confidence and skills.
- All sessions will be led by a qualified swim teacher with school staff to support.
- Children will need to bring a towel, swimming cap and their swimming costume - girls 1 piece costume - boys shorts or trunks (no baggy beach shorts please). Goggles are optional.



# Swimming Timetable



**Week beg. 13th October 2025**

3K - 3W - 4K - 6K top up swimmers

**Week beg. 20th October 2025**

4W - 5K - 5W - 6W top up swimmers

# Testing

- Year 4 multiplication check
- Teacher assessments / NFER tests take place throughout the year

# Attendance and Punctuality

- Pupils are expected to have attendance over 95% and we aim for good attendance at 97% and above.
- Medical appointments should be made outside of the school day, where possible, as appointments in school time are marked as an absence.
- For safeguarding reasons, all absences must be reported on the first morning of absence (please call the office).
- First Response: if no contact has been made regarding absence, a text will be sent asking parents to contact school urgently. If parents do not respond, a call will be made.
- Parents should update the office regularly if pupils continue to be absent.
- If a child's attendance is under 95%, no absence will be authorised.
- 10 sessions (equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period will be referred to Sefton LA for a fixed penalty notice.
- Holidays can no longer be authorised by the Headteacher. If holidays are taken, a fixed term penalty notice will be issued.

# Behaviour



The school Relationship Policy is available on the website.

A school Code of Conduct has been written in consultation with the children and they are expected to follow it.

Classes will use the 'Class Dojo' reward system.

Parents will be able to follow their own child.

The 'contact the teacher' feature is not used by school as a method of communication.



# Whole school routines at Kew Woods – high expectations



| Attendance & Punctuality   | Arriving at the start of the day   | Uniform   | Ready to learn  |
|--|--|---|---|
| <p>Attend school every day. Arrive at school on time every day. Appreciate that attending school on time every day is important so that you don't miss important learning.</p> | <p>Enter calmly into our classrooms. Teacher greets on the door. Greet each other politely. Hang their coat up/ put in locker. Put lunchboxes and water bottles away. Know that once they have entered the classroom, they do not leave unless they have permission. Sit down in their seat as soon as they have entered the classroom and begin the morning task set out to complete.</p> | <p>Wear full uniform correctly - shirts tucked in, laces tied. Remove outdoor clothing (coat, hats, gloves, scarves etc.) Wear a watch and no other jewellery. Wear a PE kit to school on the correct days. Understand that mobile phones are only permitted in Y6 and they are to be handed to class teacher on entry.</p> | <p>Follow the Hand signal stopping strategy: Stop what you are doing. Everything out of your hands and put your hand up. Magnet eyes on the front/eye contact with adult. Quickly and quietly. Have good sitting posture: Ensure feet on the floor Tummy Near Table (TNT) Bottoms in the Back of their Chair (BBC) Keep workspaces /resources tidy. Be ready for the lesson e.g., had a drink, toilet break etc. Walk to the line sensibly. Line up in the order our teacher has given. Place the chair under the table when leaving seat. Walk in a quiet, calm manner around the classroom. Treat equipment appropriately and with respect.</p> |

# Whole school routines at Kew Woods – high expectations

| <b>Contributing during lessons</b>   | <b>Completing work</b>  | <b>Being in the classroom</b>  | <b>Transition points in the classroom</b>  |
|--|---|--|--|
| <p>Follow the discussion guidelines created by the class.</p> <p>Put hand up so the teacher knows they want to contribute during whole class discussions. Share answers/contributions in a clear voice so everyone can hear. Build on what others have said. Take part in paired or group work following the structure the teacher has set eg; partner A first, then partner B. (oracy framework)</p> <p>Non verbal instructions from staff – my turn your turn.</p> | <p>How to set out work in books. Presentation policy followed across the school. To take pride in all books, not causing damage or doodling. Access to independent support aids e.g. knowledge organisers, writing frames. Staff induction for this.</p>  | <p>Not to leave their seat during a lesson unless asked to do so (unless continuous provision time). As often as possible, use the toilet at break and lunchtime so as not to interrupt learning time. To not have any objects on the table that distract me from my learning. Take responsibility to ensure that the classroom is kept tidy. Listen and follow instructions. Remain in the classroom and not leave without permission.</p>                    | <p>Walk sensibly to and from the carpet/table places. When leaving the desk, tuck chair under to keep the environment tidy and allow for smooth transition. Complete transition in a quiet and calm manner. Follow all instructions of the adult.</p>  |
| <b>Moving around school</b>  | <b>Environment</b>  | <b>Good manners</b>  | <b>Assembly / Productions</b>  |
| <p>Follow the Line leader chosen by adult</p> <p>Pause at points to ensure everyone is together along the way. “Fantastic walking”. Walk on the left hand side one behind each other.</p>  | <p>Take care of displays when lining up by not leaning on them. Place all litter in a bin, do not walk past. Walk around school in a quiet, sensible manner to be respectful whilst other pupils are learning. Take responsibility for own belongings in the locker. Put equipment in locker and close locker door.</p> | <p>Always say ‘please’ when you are asking for something. Always say ‘thank you’ when you receive something or someone does something nice for you. Be kind. Let anyone waiting through a doorway before walking through. Say ‘Good morning/afternoon’ to others. Know that it is important to show gratitude to others by thanking people for what they have done. Know that if you respect someone, you have a good opinion of their character or ideas.</p> | <p>Enter/exit in silence and we walk into/out of the hall. Ensure uniform is worn correctly (tuck shirt in etc.) on entry and exit. Know the expectations for sitting, sit cross-legged. Face the assembly leader and face forwards with eyes on the speaker. Use silent hands-up to contribute. Participate actively – singing etc.</p> |

# Whole school routines at Kew Woods – high expectations

| Break time  | Lunchtime - Preparing   | Lunchtime -Dining Table   | Lunchtime - Leaving   |
|---|---|---|---|
| <p>Walk from the classroom to the playground sensibly. Take coats and snacks needed with you. To not return to class unless asked to by an adult. Play safely with 'kind' hands. Follow the school values of connect, kind and believe. Know that someone who is kind behaves in a gentle, caring, and helpful way towards other people. Listen and follow any instructions given by an adult. Know that, when whistle is blown to filter back to class sensibly at the end of break.</p> | <p>Walk in the dining room calmly. Line up sensibly and patiently for dinner – one behind the other, quietly. Know that we say please and thank you. Carry trays sensibly to the table. Take trays back sensibly. If have play equipment from class bag put it back when finished playing with.</p>   | <p>Use a quiet voice and talk to the children on their table. Know that when eating, to stay in seats facing their food. Know how to use a knife and fork appropriately (this is explicitly taught in EYFS / KS1). Know that it is polite to chew with mouths closed and not talk with food in their mouths. Put their hand up for adult attention. If rubbish falls on the floor pick it up and place in the bin (KS2) or notify an adult if EYFS/KS1.</p>   | <p>Know that if they have eaten a school dinner, they scrape their plates into the bin and place the cutlery into the wash bowl (KS2). Know that if they have eaten a packed lunch, they take wrappers home. Clear away their table space, cutlery, plate, cup and leave it tidy. To leave table for break when the lead member of staff informs them. Walk from the dining room calmly with all of their belongings.</p>   |
| Library spaces / Technology resources   | End of the day  | School Trips / representation at events   | Outside school  |
| <p>Remain calm and quiet in these areas. Treat all books with respect. Keep the area tidy and organised, including putting books I read, back in the correct place.</p> <p>Follow adult instructions of when to log on and off equipment. Remember online safety rules. Handle ipads with care.</p>   | <p>Know that when the teacher signals they should collect their things for home and either sit on the carpet or at the table. Make sure their workspace is tidy and ready for learning the next day. Ensure all of their equipment is ready for learning the next day. Pick up any equipment from the floor. Put chair under table before they leave.</p> | <p>Understand that external school events can only be joined if they have demonstrated how sensible and hardworking they have been. Ensure they have everything they need for their trip with the help from an adult at home. Be on time for the trip so they do not miss it. Uphold our school values throughout the trip. Represent the school in a positive way. Listen and follow instructions very carefully. Remain with the group and adult supervision at all times. Know that any unsafe or unkind behaviour in school, may result on being withdrawn from the trip.</p> | <p>Understand that when you are wearing our school uniform you are representing the school community and must always behave responsibly and respectfully. Be considerate of other people arriving and leaving school. Understand that being considerate means thinking about other people's needs, wishes and feelings. Know that examples of being considerate on the way home include walking not running, giving people plenty of space, using a quiet voice not shouting. Be aware of how to stay safe online and use technology sensibly and safely. Know who to go to for help and support.</p> |

# Our Code of Conduct

The 'Kew Woods Way' means that I am expected:-

- ✓ To do my best
- ✓ To be caring, kind and respectful
- ✓ To listen and work together



CONNECT

KINDNESS

BELIEVE

# 4K

## Learning Relationship Agreement

### Child Expectation

- To attend school on time everyday
- To complete all tasks to the best of my ability
- To behave sensibly and be kind to others
- To listen to the teacher and the adults in school
- To follow the code of conduct
- To sit correctly in my seat
- To be patient
- To follow instructions
- To take pride in my work and work neatly
- To complete homework and have the correct equipment in school everyday
- To wear my uniform with pride



### Adult Expectation

- To listen to me
- To help me with my work
- To be able to ask questions and be approachable
- To make lessons fun and engaging
- To provide a calm learning environment
- To encourage mistakes so we can learn more
- Build positive relationships
- Help me grow and overcome problems



### Our Code of Conduct

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- ✓ To be caring, kind and respectful
- ✓ To listen and work together



CONNECT KINDNESS BELIEVE



Parent Signature \_\_\_\_\_

Child Signature \_\_\_\_\_

Teacher Signature \_\_\_\_\_

### Rewards



- Verbal praise and recognition
- Green Dojos
- Stickers / certificates
- Positive comments to parents (verbally, in reading diaries, in homework books, call home)
- Celebration Assembly nomination
- Name in Hogwarts Book
- Recognition as sent to Head / deputy to share good news / work

### Consequences

- Redirection
- Reminder
- Verbal warning
- Red dojo
- Loss of break
- Phase Leader
- Think Tank
- Recording Restorative follow up meeting
- Report
- Exclusions

# 4W

## Learning Relationship Agreement

### Child Expectation

- To attend school on time every day.
- To show pride in my uniform and work.
- To always try my best.
- To be caring and kind and respectful.
- To embrace who I am and embrace other's for who they are.
- To read at home.
- To engage with my work.
- To listen to my peers and teachers.
- To follow the instructions of adults.
- To be positive.



### Adult Expectation

- To plan and deliver engaging lessons.
- To provide a happy and safe classroom.
- To be approachable.
- To provide a calm environment.
- To provide tools for a growth mindset.
- To be positive.
- To support with problems pupils may face.
- To mediate with any conflict should it arise.
- To provide exciting opportunities for prior and new learning.



### Our Code of Conduct

The 'Kew Woods Way' means that I am expected:-

- ✓ To do my best
- ✓ To be caring, kind and respectful
- ✓ To listen and work together



CONNECT KINDNESS BELIEVE



Parent Signature \_\_\_\_\_

Child Signature \_\_\_\_\_

Teacher Signature: E Burrows

### Rewards

- Verbal praise and recognition
- Green Dojos
- Stickers / certificates
- Positive comments to parents (verbally, in reading diaries, in homework books, call home)
- Celebration Assembly nomination
- Name in Hogwarts Book
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### Consequences

- Redirection
- Reminder
- Verbal warning
- Red dojo
- Loss of break
- Phase Leader
- Think Tank
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# Medical Issues

- A form needs to be filled in **before** medicine can be administered in school. Forms are available through the school office. All medicines should be handed to the school office, not the class teacher or teaching assistant.
- Only medicines prescribed by a doctor can be administered. The first dose of medicine must be given by the parents. Cough sweets should not be in school.
- Ensure all inhalers are available in school and are in date.

# Pupil Premium

Pupils may be able to receive financial support from school in various ways if your child is eligible for free school meals or has in the past six years.

Please email or telephone the School Office for further details.





# Bike Permits



- Parents are required to complete a Bike Permit if their child is riding a bike to school.
- Children are requested not to ride their bike or scooter on the school grounds premises.
- Bikes / scooters should be stored at the front/side of the school in the allocated areas.
- A lock should be used to secure them.
- Permits are available from the school office (call or email to request one).

# Uniform

- Full uniform list available on website.
- School shoes should be black **no trainers**. Children will be asked to wear pumps if they do not have their school shoes,
- No jewellery (apart from **small stud** earrings or a watch).
- Nail varnish should not be worn.
- Please ensure all uniform is labelled.
- Long hair should be tied back at all times with **suitable** hair bands.
- Please ensure haircuts are appropriate for school.

LOST PROPERTY -found under the shelter on the playground.

# School Dinners

Please ensure, if your child has school dinners, that parents order dinners online <https://orders.lunchhound.co.uk> Please discuss the menu choices with your child. Payments are also to be made online (£2.68 per day).

Please note, pupils in Reception, Year 1 and 2 are entitled to universal free school meals.

Packed lunches should be healthy.



Snacks may be brought for break time but should also be healthy (no crisps, sweets or chocolate).

Only water should be brought into school (not juices).

# Wrap Around Care

Breakfast Club system to book online available

Takes place from 7:50am in the hall daily £2.54 per day

KEW Kids After School Club - complete an expression of interest form and email to [kewkids@kewwoods.com](mailto:kewkids@kewwoods.com)

Sessions take place in the old nursery room in school

Bookings must be made in advance



# Communication



- To speak to a member of staff, telephone or email the office and a member of staff will get back to you
- All appointments with staff need to be pre booked via the office
- Anything urgent, send in a note or call the office
- Quick messages can be sent via the teaching assistants / teachers on the door in the morning
- Please ensure the school office has the most current address and telephone number for contacts
- Newsletters are available weekly on our website
- Ensure you have accessed Arbor to access emails and information from school

We use Arbor to communicate with parents. It is important we have your up to date email address and phone number.

Please ensure school are provided with at least 2 emergency contacts.

Please contact the office if you need to make any changes.

# Website



Key school policies are on the website.

Curriculum information and well-being support can also be found here.

School newsletters can be found on here every Friday.

If you would like a copy of the newsletter emailed weekly, please advise the Office.