

SELE FIRST ROUTINES AND PROCEDURES IN YEAR TWO

Dear Parents/ Carers

September 2026

At the start of a new academic year, here is some guidance on the things that may be new or different for the children in Y2.

2A Spot 15

2W Spot 16

2S Spot 17

Arrival at School

School is open from 8:40am. Children will be greeted at their entry door (East Door) by a member of staff who will direct them down their corridor and to their classroom. Class teachers will be in their classrooms to meet the children as they arrive. Children have a morning task set out on their desks. The East Door will remain open until 8:45am when the register will be taken. After this time, children should enter by the main foyer.

The start of the day is a busy time. We ask adults to move off the yard quickly to avoid any congestion.

If you need to speak to a teacher, this is to be done by sending a message via SchoolComms or by ringing the school office who will pass on a message or arrange for the teacher to ring back if needed. If you have made arrangements for your child to be picked up by someone else at the end of the day, please inform the office.

Communication from school to home will be done via the school website, social media and the weekly bulletin. The preferred method of payment is via SchoolComms. Paper copies of letters and any money should be placed in the post box or your child's bookbag.

Fire Alarm

Should a fire alarm sound, please leave the building immediately by the nearest exit.

If you still have your child with you, keep them with you and leave the yard. If you have left your child with their teacher, please leave the premises. Do not attempt to re-enter the building. Keep clear of all exits immediately. Keep clear of the lane in front of school – this is needed for emergency services access. Please do not get in the way of staff/children. It is essential we are able to check registers and keep children together and safe.

Y2 Morning Break 10:45-11:00am

Playtime equipment will already be set up on the yard. We ask that children do not bring balls from home as we have carefully planned zones on the yard to give us a balance of activities and to make the best use of the available space.

Children drink their milk in the classroom. Milk can be purchased via SchoolComms. Free fruit is available in class as part of the National Fruit Scheme. We would like to encourage children to take advantage of this snack time, in order to give them a boost of energy mid-morning.

As a 'Healthy School' we know the children benefit from physical exercise at playtime. We therefore aim to go outside for playtime even when the weather may be damp / cold. Please ensure your child has a coat in school **every** day.

KS1 Lunchtime Break 12:05-13:05pm

Children go straight to the canteen at their allocated time, **12:05pm**. Play time is after this. Children are encouraged to settle for at least 20 minutes to eat lunch.

The government introduced free school meals for all children from Reception to Y2 from September 2014. The offer means that all children from Reception to Y2 will have a nutritious balanced hot meal each day. A copy of the menu that will be operational from September is available on our website and SchoolComms.

Home Time

Teaching time finishes at **3.15pm**. Children collect their belongings and leave in an orderly way, accompanied by their class teacher.

Children tell the teacher when they see their parent/carer. Going home arrangements for individual children are kept in the classroom and brought out onto the yard with the adult supervising the class. If your child is going home with someone not on your normal pick up list, please ring the school office and they will complete a form to give to the class teacher.

Assemblies

An Act of Collective Worship takes place each day. Key phase assemblies take place on Monday, Wednesday and Friday in the Hall. Children take part in a class assembly during the year.

Homework

Weekly Maths homework will be focusing on Numbots and later in the year, Times Tables Rock Stars. We would encourage children to do two short sessions a week. Our homework menu will be shared via Seesaw and on the website half termly. Children are encouraged to select an activity each week to complete and respond to. This can be shared via Seesaw or brought into school to present. If you require a homework book to complete the tasks, please speak to your class teacher.

Spellings have been posted on SeeSaw and a paper copy has been sent home. These are to be worked on at home across the half term and in school daily. Lists are based on the National Curriculum statutory Common Exception Words, these can be found near the middle of the Home School Reading Records.

Reading

Reading books can only be allowed home if carried in a suitable, named, waterproof cover, e.g. book bag. Reading book bags and home school reading records should be brought into school **every day**. Children's books are matched to their phonic ability. They receive up to three books each week known as 'To ME' (a book to be read to them by an adult), 'By ME' (a book they have already read in school which should demonstrate the expected fluency and pace) and 'With ME' (an unseen book linked to the phonics sounds covered that week). Additional books read at home and recorded in the reading record can be added to the 'My Reading Books' 1 to 60 book list.

Children's phonics books will be sent home on a **Friday**. All phonics books are to be returned on the following **Thursday** so that they can be changed. A new reading book will only be issued when the previous book has been returned.

Please could parents regularly check reading records, and comment or initial each time they hear their child read or discuss a book with their child. Top tips and example questions you could ask when reading with your child are available in the centre of the Home School

Reading Record. **Please remember that children must have their reading records signed by an adult before they can change their reading book.**

At this stage many children are becoming more independent in their reading; it is important for their development that they continue to **read daily**. They need to have the opportunity to sometimes read aloud to an adult and be questioned about the content of their books. Please sign or initial your child's Home School Reading Record.

A charge will be made for lost or damaged book. This charge is currently £8.00.

Presentation and Handwriting

Children will practise handwriting during whole class handwriting sessions to reinforce the use of correct posture and letter formation, in preparation for joined writing. We aim to develop fluency, speed and stamina in order to produce work in all subjects with a high standard of presentation.

Physical Education

Y2 will have PE twice weekly. Days will be announced on SeeSaw shortly. PE kits need to be in school from the first day of term and will remain in school. Plans may change and PE might happen on different days during the week. Please have all kit ready every day if possible.

We will be doing PE both indoors and outdoors.

Children will require:

- navy tracksuit or jogging bottoms
- navy sweatshirt or hoody
- red t-shirt
- additional socks and **underwear** (other than school socks)
- shorts
- trainers are necessary for outdoor PE

All children's clothes, PE kit, coats, gloves, sweatshirts, jumpers etc. have name tags sewn in or names written on labels in permanent pen. This ensures lost property is returned quickly to its owner.

Dress, Jewellery, Haircuts and Nails

A reminder that no jewellery other than watches and items of religious significance should be worn in school. If you are considering ear piercing for your child, please do this at the start of the summer holidays so that studs can be removed in time for school. Parents/carers will be contacted to remove any piercing jewellery.

Long hair should be tied back. Please ensure children tie their hair back with a plain bobble and clips for school. Children must not wear hair accessories such as large bows and bands. We respectfully request that extreme haircuts are avoided for example close shaved or sculptured hair, patterns and logos and dyed hair.

No nail varnish or fake nails are appropriate for school. School uniform should be worn at all times. Guidelines are on our website.

Lunch Boxes

Please ensure lunch boxes are **clearly labelled** with name and class. We ask that sweets, fizzy drinks and crisps are not included in packed lunches. We appreciate your cooperation and support in keeping lunch boxes healthy. Please respect that **we are a nut free school**.

Curriculum Maps

All lessons are planned jointly within the year group team of teachers, allowing each teacher to contribute in their area of expertise and ensure all the children follow the same curriculum. A copy of the curriculum maps will be added to the school website half termly. These will help you know what your child is learning about each half term.

During the course of the year, we would appreciate the loan of any artefacts and pictures related to any of the units of work studied.

If you have any other queries regarding procedures and routines in Y2, please let us know.

Need to Speak to the Teacher?

A prompt start to the school day is essential. At school pick up teachers will prioritise the handover of children to parents and carers. Please refrain from engaging in conversations that will put safeguarding procedures at risk. Parents who wish to see teachers should telephone the school to make an appointment. In case of emergency, please ring the school between 8.30-8.45am. Messages – e.g. going home arrangements – can be emailed to the school office.

If you have any other queries regarding procedures and routines in Y2, please let us know.

Miss Strachan, Mr Armstrong & Mr Watson

Year Two Staff