

## THORNDOWN PRIMARY SCHOOL

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Dear Parents/Carers

At Thorndown we are continually looking at ways to enhance the teaching and learning of Literacy. After a discussion at the Parent Forum we have made important changes to ensure consistency is maintained across the school with the home school diaries.

The diary is designed to last throughout an academic year. It is essential for children to take their home school diary to and from school **each day** to enable effective communication.

It is important for children to have the opportunity to read to an adult regularly at home and there is space in the home school diary to record this. It is expected that children will have **four home reading entries** in their home school diary each week. These entries will be acknowledged (TA initials) when the diaries are checked and children will be praised by teachers for reading at home.

At the front of your child's diary there you will find the 'Home School Agreement' and the schools 'Email and Internet Policy'. We would appreciate it if you could share these with your child and sign it to express that you and your child agree to all statements.

There is a section on each page of the home school diary entitled, 'Daily Comments'. This can be used by both teacher and parents for short messages. For example if your child is being collected by somebody different, your child has a dentist appointment, to arrange a meeting with your child's class teacher etc.

In Early Years and KS1 the diaries will be checked on a daily basis should you need to share anything with us.

In KS2 the diaries will be checked once a week. If you have written a note in your child's diary and you would like your child's class teacher to see it on that day please encourage your child to place it in the diary box in their classroom. Class teachers in KS2 will check these boxes daily. If the message is urgent please inform Mrs Cook in the school office and she will pass it on to the relevant teacher. Furthermore, please check them regularly to see if there are any messages from school.

From Early Years to year 2 children are expected to read to an adult twice a week at school. This will be recorded in the children's diaries using the school stamps. In Year 3 & 4 children will read to an adult once a week and sometimes where necessary twice a week. In Year 5 & 6 children will take part in book discussions with their class teacher. In Early Years children change their books twice a week with the teacher's guidance. In KS1 children have the opportunity to change their book daily and class teachers will encourage this. In KS2 children have the opportunity to change their books, before school, during playtimes and lunchtimes or after school. Teachers will give reminders where necessary.

Your child's home school diary also contains helpful literacy and numeracy guides. These can be found at the back of the diary and are useful reminders for the children to access when completing homework.

In six months' time, when we are due to re-order diaries for the next academic year, we will review the use of them with the Parent Forum.

Finally, I would like to thank you for your continued support.

Yours sincerely

Mrs Browne  
Literacy Subject Leader

# HAPPY, HEALTHY, HIGH ACHIEVERS