



KIRKHAM
GRAMMAR SCHOOL

I3 TO J1

Transition Handbook

July 2022

WELCOME TO J1

We are confident that your child is ready for the exciting opportunities, experiences and challenges that await them during the next academic year.

The KGS team and I look forward to welcoming your child back to School on 5 September 2022.

Mrs K O'Donoghue

Headmistress

Junior, Infant & Pre-School

Welcome to J1

We hope that this handbook provides you with the information you need in order to ensure that your child transitions smoothly from I3 to J1.

Your child's current attainment, progress and targets, personal and academic, have been shared with the J1 teachers already. All the KGS staff will, however, continue to work together to ensure that every pupil settles with ease in September.

In the meantime, we would be most grateful if you kept us informed of any changes to your child's circumstances, particularly if you feel that it may impact the start of their J1 learning journey in the Autumn Term.

Changes in Routine

The transition from I3 to J1 is fairly seamless. The main difference is an expectation of greater independence from our pupils. They need to further develop the morning routine of unpacking bags, handing in any homework and any notes from home, in addition to setting themselves up for the day ahead. Your child will, of course, be encouraged every step of the way.

Pupils, with appropriate support, will also be expected to recognise and inform their teachers when their reading book needs changing. In J1 they will access our Accelerated Reader scheme, and upon completion of a book, they will access a short test to analyse their understanding. They will read to an adult on a one-to-one basis at least once per week. Their Class Teacher will hear them read in various other scenarios, such as when they read aloud instructions in relation to a task in DT, or perhaps when they read from primary or secondary sources in History.

During the academic year, your child will start to experience further opportunities and fixtures in a range of sports. They will also have the opportunity to take part in our whole school musical production, held biennially, towards the end of the academic year.

Your child will have a new cloakroom peg assigned to them in the Junior Cloakroom. On arrival at School on the first day back, your child should take all belongings directly to the classroom and their Class Teacher will show the pupils their pegs. Pupils will also have a tray within the classroom to store small belongings. We encourage pupils to look after their own belongings as this is an important life skill.

Uniform & Appearance

We expect KGS pupils to look smart at all times. Jewellery (except a wrist watch) is not permitted. If ears are pierced, one pair of gold/silver studs is permitted. Hair longer than collar length should be fastened back, with all hair accessories being hair-coloured, navy blue or black. (A striped hair scrunchie may be worn to match the Summer Term/Autumn Term 1 dress.)

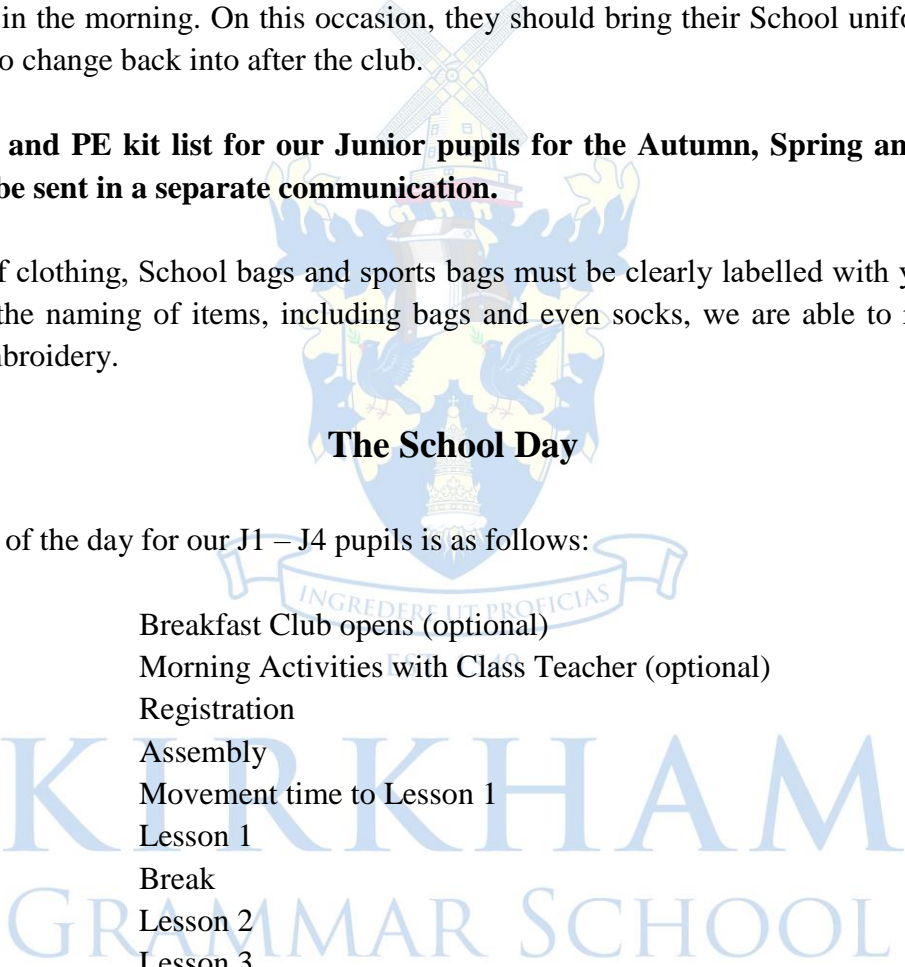
Junior pupils should attend School wearing their uniform each morning; they should bring their PE kit in their sports bag. The exception to this rule is if they attend a co-curricular sports club in the morning. On this occasion, they should bring their School uniform in their sports bag to change back into after the club.

A uniform and PE kit list for our Junior pupils for the Autumn, Spring and Summer Term will be sent in a separate communication.

All items of clothing, School bags and sports bags must be clearly labelled with your child's name. For the naming of items, including bags and even socks, we are able to recommend Lytham Embroidery.

The School Day

The pattern of the day for our J1 – J4 pupils is as follows:



7.30 am	Breakfast Club opens (optional)
8.25 am	Morning Activities with Class Teacher (optional)
8.45 am	Registration
8.50 am	Assembly
9.10 am	Movement time to Lesson 1
9.15 am	Lesson 1
10.20 am	Break
10.35 am	Lesson 2
11.35 am	Lesson 3
12.25 pm	Lunch
1.25 pm	Registration
1.35 pm	Lesson 4
2.25 pm	Break
2.40 pm	Lesson 5
3.30 pm	Reading Time
3.40 pm	Organisation Time
3.50 pm	Late Room opens until 6.00 pm (optional)
4.20 pm	Late Room Registration

Junior Late Room

Junior Late Room takes place in one of the J2 classrooms (accessed via the playground doors – please knock for attention). Pupils have the opportunity to complete their homework, access the KGS core subject apps or read quietly. A sandwich is offered at 4.30 pm.

The Junior Late Room is supervised by a member of KGS staff; at 5.00 pm the Late Room moves to the School Hall, where pupils may continue with their studies, or they may choose to take part in a range of activities. Parents collecting their child between 5.00 pm and 6.00 pm should ring the external bell situated at the School Office entrance.

Drop-off & Collection

Good attendance and a punctual start to the KGS day are vital for your child to feel settled and well prepared for learning; this is particularly important during the first few weeks in J1. Although not essential, you may find that dropping them off with at least 10 minutes to spare before Registration (8.45 am) assists them with their organisational skills.

As in I3, they may enter School via the Playground Entrance or the School Office Entrance. A member of KGS staff will greet your child at both entrance points from 8.25 am until 8.45 am. At this time, should you wish to speak with your child's Class Teacher about any immediate concerns, please visit the School Office where this will be arranged. Alternatively please send in a note, contact us via email, or telephone the School Office to book an appointment.

At 3.50 pm, your child's Class Teacher will dismiss your child to you via the Rear Playground exit point. This will also give you the opportunity to speak with your child's Class Teacher, should you need to. If you are running late, please do not worry, as your child will be taken care of in Late Room. A formal register is taken at 4.20 pm.

Alternatively, your child may of course move to a co-curricular club at this time.

Co-Curricular Clubs

A wide range of clubs play an important and stimulating role in the life of the Junior School, and add a tremendous amount to the pupils' all round education. To this end, pupils are encouraged to belong to a variety of clubs such as Instrumental Ensemble, Young Engineers or Chess for example, and a wide variety of sports clubs.

Pupils will be informed of the activities on offer at the start of each term, and parents will receive a letter which will allow them to enrol their child in the clubs of their child's choice via Google Classroom.

Clubs will take place before the School day, at lunchtime and at 4.50 pm. Some activities are provided by outside specialist providers and are invoiced directly to parents; these are charged for termly in advance.

Curriculum Overview

Your child will receive a Curriculum Forecast in the first few weeks in September. This will detail the units of study that they will cover during the first term. We appreciate that many of our KGS families like to supplement their child's education by visiting museums, organising theatre trips or arranging excursions in the outdoors. We do hope that this, therefore, proves a useful document to refer to.

We support our pupils in taking a curious and determined approach to their learning. They are also encouraged to enjoy the creative elements of our curriculum, alongside their independent thinking being enhanced. Enquiry and problem solving is also promoted to ensure that our pupils are stimulated and challenged to fulfil their potential.

The teaching of English, Mathematics and Science is at the heart of our curriculum offering. Our curriculum is additionally enhanced by the study of PSHE, RSE, History, Geography, Computing, RE and Art and DT. Spanish, Music and PE are taught by specialist teachers too.

Our J1 pupils will have three PE/Games lessons a week. During these lessons, over the course of the year, every pupil will study: dance, football, tennis, swimming, hockey and cricket. In addition they will be taught, and their skills enhanced in: rugby, netball, athletics and cross-country.

Sport in the Junior Department

Independence in getting changed is encouraged as your child begins J1; we therefore recommend practising tying shoelaces and fastening top buttons prior to the start of term. We do recommend that you provide your child with Velcro trainers to begin with, unless they are very confident and quick at fastening their laces.

All pupils are members of one of the four Houses. These Houses will be known as Fylde, Kirkham, Preston and School from September 2022; this will ensure ease of transition as they move to First Year at KGS Senior School. They will each take part in a wide variety of Inter-House Sport throughout the course of the year. The emphasis is upon participation, having fun, creating bonds through shared experiences, and every pupil is involved.

Homework

Homework complements classroom learning, and provides important opportunities for parents to share in their child's education. It encourages a pupil's self-discipline, and develops important strategies for them to manage studying at home.

Teachers will set relevant and meaningful tasks that are related to classroom learning. The work set may reinforce, consolidate prior learning, or it may be designed to prepare for future lessons.

Homework should never be onerous, nor should it create stress for you as a family. Please do monitor and support your child as required. If you have any queries or feedback in relation to homework tasks, please contact your child's Class Teacher.

Google Classroom will continue to be used to communicate your child's homework.

Additional Information:

J1 & J2: Homework will be formally set twice a week throughout the School week, with a focus on English and mathematics. There will be a continued aim to develop key skills or to consolidate topics taught in class; it may also be used as a pre-learning task. Additionally, pupils will receive spellings which they will learn for a test, as well as daily reading and number work. Homework should take around 20 minutes. Pupils should aim to read for an additional 10 minutes each evening.

J3 & J4: Homework will be formally set three times a week throughout the School week, with a focus on English and mathematics. The aim will continue to be to develop skills, consolidate knowledge or it may be used as a pre-learning task. Additionally, pupils will receive spellings which they will learn for a test, as well as daily reading. Homework should take around 30 minutes. Pupils should aim to read for an additional 10 minutes each evening.

Classroom Equipment & Junior School Bags

You will have already ordered and received your child's J1 bag during the latter end of the Summer Term 2022. As a reminder, your child will require personalised KGS bags, purchased from the School Shop. Bags required are as follows: KGS rucksack, KGS sports bag and KGS swimming bag. Please do contact the School Shop should you require any additional items.

Pupils should also bring their own pencil case containing the following named items: HB pencils, a rubber, a 30 cm ruler, a pencil sharpener (with a compartment for shavings), a selection of felt tip pens and pencil crayons.

A fountain pen with blue ink will also be needed at some point in J1. We would be grateful if no ink erasers are sent into School.

Please encourage your child to check their pencil case each week to ensure that they have everything they need, and that everything is in good working order.

School Meals & Snack Time

We expect a high standard of table manners from our pupils, and these will be politely reinforced by the Welfare Assistants and Teaching Staff. All pupils are asked to wash their hands prior to entering the School Hall for lunch. There is also hand sanitizer available.

As in I3, pupils may bring fruit or a healthy snack, along with a bottle of still water or sugar-free cordial, to have during morning and afternoon breaks.

KGS Contact Details

Junior, Infant & Pre-School Office

01772 673222

info@kirkhamgrammarjnr.co.uk

School Shop

01772 688118

<https://kirkhamgrammar.simplybook.it/v2/#book>

Headmistress's PA – Miss Joanne Stewart

j.stewart@kirkhamgrammarjnr.co.uk

Headmistress – Mrs K O'Donoghue

k.odonoghue@kirkhamgrammar.co.uk

Deputy Head (Academic) – Mrs K Aldeen

k.aldeen@kirkhamgrammarjnr.co.uk

Deputy Head (Pastoral) – Mr S Lewis

s.lewis@kirkhamgrammarjnr.co.uk

Assistant Head (English) – Mrs L Wilson

[lj.wilson@kirkhamgrammarjnr.co.uk](mailto:l.j.wilson@kirkhamgrammarjnr.co.uk)

Assistant Head (Mathematics) – Mrs N Rowlands

n.rowlands@kirkhamgrammarjnr.co.uk

**We look forward to welcoming you back to Kirkham Grammar School on
Monday, 5 September 2022.**