



Pickhurst Academy
Pickhurst Lane, West Wickham, Kent, BR4 0HL
Tel: 0208 462 5867
office@pickhurst.cetrust.com
www.pickhurst.com

Dear Parents/Carers,

We warmly welcome all our new Year 3 children and families to Pickhurst Junior Academy! We are excited to begin this new school year together and look forward to a fun, engaging, and successful journey ahead.

To help your child transition to the juniors, we have outlined some key information for the year:

The Year 3 Team

Year 3			
			
Miss Powell Head of Year 3 Cherry Class	Miss Galley Cedar Class	Mr Schenck Elm Class	Miss Miles Maple Class

School Start and End Times

To help ensure a calm and safe start to each day, we would like to remind you of the morning drop-off arrangements. The main gates will open at 8:30am, and children can arrive at any time between **8:30am and 8:50am**. You may choose to use the main entrance on Pickhurst Lane and drop your child off at the top driveway gate. From there, your child will walk independently down the pathway to the playground gate, which will be supervised by members of staff.

Alternatively, if you are dropping your child at the back of the school near Year 6, the gates in that area will also open at 8:30am. Once your child has passed through the Year 6 gate, they will make their way independently to their classroom. Staff members will also be present at this gate to supervise and support.

Please note that all gates will close promptly at 8:50am, to ensure that children are in class on time and ready for registration. If you arrive after this time and find the gates closed, you will need to accompany your child to the school office, where they will be signed in by a member of the office team. This ensures we maintain accurate attendance records and keep all children safe throughout the school day.

Executive Headteacher: Mrs A Rampton

Pickhurst Academy is part of Chancery Education Trust

A charitable company limited by guarantee registered in England: Company Number 07671255

Pickhurst Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



We understand that starting a new year, particularly for our Year 3 children, can feel like a big step. For this reason, during the first week of term, you are welcome to escort your child onto the playground if you feel they need the extra support. If you are entering via the main entrance of the school, you may walk with your child to the green barriers, where staff will be waiting to greet them. If you are entering from the back field gate near Year 6, you may walk with your child up the path to the small playground gate where staff will be present to greet them. Please remember that you will not be permitted inside the school building, and we kindly ask that you say your goodbyes at the designated drop-off points as mentioned above.

We want to reassure you that there will be plenty of school staff on hand to guide and support your child in accessing their new classrooms.

From the week beginning 14th September 2026 children will be expected to come into school by themselves

Pick up Times and Arrangements

School finishes at **3:20pm**, and the playground gates will be opened shortly before this time. For the first few weeks, you will see labelled chairs on the playground, clearly marking where each class will be for handover. This is to help everyone know exactly where to go.

Your child's teacher will bring the class out in a line and will dismiss children one at a time. Please wait patiently until the teacher dismisses your child over to you. For the first couple of weeks, we ask that you bear with us as staff learn to recognise you and ensure that each child is safely dismissed. You will need to have your collection password ready, as staff will ask for it before dismissing your child. Once teachers know you, you will not be asked for the password.

If someone else is collecting your child, please make sure they are on your authorised contact list and that they know the password. It is also helpful if you can let the school office know in advance of any changes to the usual collection arrangements, so we can ensure a smooth and safe dismissal.

Please note that children in Year 3 cannot be collected by a sibling in the Junior school or anyone under the age of 16 years old

PE Days and Uniform

Please note that PE now takes place two days per week instead of on the same day. Year 3 PE lessons will take place on **Mondays** and **Wednesdays** and will **start the week beginning 7th September**. Your child should come into school, ready in their PE kit, which they will wear for the day. They will have a PE session run by our sports coach and a PE session led by the class teacher. Please ensure that your child is in the correct uniform for PE.

PE Kit

For reasons of hygiene and safety, your child should be dressed for PE as follows:

- ✓ House colour t-shirt (with or without the school logo).
- ✓ Black shorts.
- ✓ Children should work in bare feet or plimsolls for indoor PE gym and dance (no other footwear).
- ✓ Trainers will be required for all outdoor game's lessons.
- ✓ Black, green or grey sweatshirt or tracksuit top (especially useful for winter months).
- ✓ Black, green or grey tracksuit bottoms (for colder weather).
- ✓ Tracksuit bottoms should not be worn for gymnastics (shorts will be worn, teachers will advise you when gym) lessons will be taking place.
- ✓ Children should remove watches and wristbands before participating in any form of physical activity.
- ✓ Children with stud earrings should remove them before a PE lesson.
- ✓ Long hair should be tied back.
- ✓ Clothing with commercial designer logos is not permitted.

Executive Headteacher: Mrs A Rampton

Pickhurst Academy is part of Chancery Education Trust

A charitable company limited by guarantee registered in England: Company Number 07671255

Pickhurst Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Attendance

Regular attendance and punctual arrival are essential for your child's progress. Please ensure they are in school and ready to learn each day. Holidays are not permitted in term time and any holiday taken will be referred to the EWO (Educational Welfare Officer).

Late Arrivals

Please ensure that your child arrives on time to school, ready to start the day's learning at **08.50am**. Late arrivals are disruptive to both your own child and other's learning.

The gates open at 8.30am and close at 8.50am, ready for your child to attend on time. Please note that a late mark will affect your child's attendance. Late arrivals after **9.10am** will be marked as unauthorised absence. Thank you for your cooperation in this matter.

Absences

If your child is not going to be in school, please report the absence via the **Arbor app** or email attendance@pickhurst.cetrust.com each morning of their absence **as early as possible, but no later than 9.00am**. If we do not hear from you, we will contact you via telephone, in line with our First Day Calling Policy.

Appointments

If your child is attending an appointment within the school day, when notifying attendance@pickhurst.cetrust.com of the appointment, please can you confirm if your child will be returning to school and if they require a school dinner. You will need to provide an appointment letter/clarification mail from the medical practitioner to support the absence.

We operate an Everyday Notification Policy. You must report your child's absence for each day of absence.

Equipment

Your child should come to school with a named water bottle and a healthy snack (**no crisps, chocolate, sweets or fizzy drinks**). Please note that we are a **nut-free** school.

All personal items (including uniform) should be clearly labelled.

All stationery will be provided by the school. Please ensure that your child brings a suitable school bag each day, large enough to carry their packed lunch.

Reading

Your child should read regularly, ideally every night and to an adult at home at least once a week. When reading with an adult, this should be recorded on Boom Reader, our new online reading log. Further information about this will follow.

Behaviour and Attitude

We promote a respectful, responsible, and positive learning environment. We encourage pupils to take pride in their learning, show kindness to others, and demonstrate resilience and independence.



Homework

Subject	Frequency	Expectations for Child	Parent Support/Advice
Maths TTRS (TimesTables Rock Stars) <i>Online</i>	Daily/Weekly	Recommendation is for 10 minutes per day or one hour per week if consolidating.	Encourage independence, support if/when needed.
MyMaths <i>Online</i>	Set weekly (compulsory)	Complete assigned task which is set on a Friday. Complete by following Friday.	Encourage independence, support if/when needed.
Spellings	Set weekly (compulsory)	Daily practice, approx. 10 minutes. Practice spelling words and using them in a sentence.	Encourage, daily practice. Dictate sentences.
Reading <i>"Real Book", keep in school bag</i>	10 minutes a day (compulsory)	Take a book home from school to read for pleasure. Children should read every day either to themselves or an adult.	Please listen to your child read at least once a week and comment in the record book using the comment bank to help (see reading record book or scan the QR code).
Writing	Half termly task (set every half term, compulsory)	Complete writing task in book, approx. 20 minutes.	Encourage independence, support when needed.
Projects for foundation subjects, e.g. history, science, MFL Language Angels	Half termly (optional)	Optional to complete. However, finished projects will be placed on display around the school.	Encourage independence, support when needed.

Core Values



Our Core Values



Proud Take pride in yourself and your learning 	Inquisitive Enjoy learning new things and being curious 	Confident Know that you have done your best 	Kind Treat others how you wish to be treated 	Healthy Look after your mind and your body 	Understanding Consider other people's opinions 	Respectful Everybody is valued and admired 	Successful Strive to be the best version of yourself 	Trustworthy Always tell the truth and be honest 
---	--	--	---	---	---	--	---	--



Pickhurst Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Executive Headteacher: Mrs A Rampton

Pickhurst Academy is part of Chancery Education Trust

A charitable company limited by guarantee registered in England: Company Number 07671255

Pickhurst Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Communication

We use Arbor to send letters, newsletters and reminders, etc. and Arbor for payments, school trips, etc.

Any communications for staff members should be sent directly to the school office email:

office@pickhurst.cetrust.com

Please ensure that the subject line states who the email is for the attention of e.g. FAO: Miss/Mr XXXX and state your child's full name and class.

Emails will be forwarded to the relevant staff members who will respond via the office email, within 5 working days. Please be assured that all emails sent to the office email are confidential are treated as such, by staff.

Mobile Phones

Pupils are not permitted to use mobile phones on school premises during the school day. Where a child requires a mobile phone for journeys to and from school, the device must be switched off and handed to their class teacher immediately upon arrival at school. The phone will be stored securely during the school day and returned to the pupil at dismissal.

Please note that the school cannot accept responsibility for any mobile phone that is not handed in and stored in accordance with this procedure.

8th September "Pop in After School"

Between 3.30pm-4.00pm you are invited to pop into your child's new classroom with your child. It is an informal opportunity to meet the teacher and see your child's learning environment.

Finally...

If you have any questions or concerns, please do not hesitate to contact us via the school office or at the end of the school day at dismissal.

We value strong home-school partnerships and look forward to working with you throughout the year.

Thank you for your support. We are excited to begin this new chapter with your child in Year 3!

Kind regards,

The Year 3 Team