



South Borough  
PRIMARY SCHOOL

# **Welcome to South Borough Primary School**



# School Staff



**Mr Currie**  
Headteacher



**Mr Clarke**  
Deputy Headteacher



**Mrs Hunt**  
Assistant Headteacher  
Early Years and Y1  
Phase Leader



**Mrs Fulcher**  
Assistant Headteacher  
SENCO



**Miss Walter**  
Y2 Leader



**Mrs Watts**  
Y3 and Y4  
Phase Leader



**Mr Smith**  
Y5 and Y6  
Phase Leader



**Mrs Higham**  
Family Liaison Officer



**Mrs Best**  
Office Manager



**Mrs Jensen**  
School Secretary



# Early Years Teaching Team

## Reception Year (Year R) - September 2026



Mrs Hunt



Mrs Kelly



Mrs Gurung

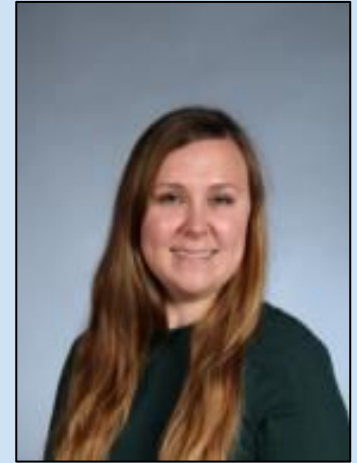


# Early Years Teaching Team

## Nursery places available now

**15 hours & 30 hours (if eligible) per week free.**

**8.40 a.m - 11.40 a.m**  
**12.30 p.m - 3.30 p.m**



Mrs Cluett

### **Lunch session options: 11.40am-12.30pm**

Option 1: Collect your child at 11:40am and bring them back at 12:30pm.

Option 2: Lunch — £5.00 per session (bring own packed lunch).

Option 3: Lunch — £5.00 per session (A hot meal provided by Norish).



# School Values

We use our school values as guides for the way we behave, perform and interact with each other. The school values are displayed clearly around the school.





# Expected Behaviours

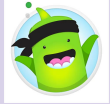
Expected behaviours are represented by the colour [purple](#).

Respect	Kindness	Determination
<ul style="list-style-type: none"><li>● We say 'thank you' to others.</li><li>● We greet people by saying 'Good morning' or 'Good afternoon'.</li><li>● We hold doors open for other people.</li><li>● We walk calmly and silently around school.</li><li>● We keep our school tidy and clear away the mess.</li><li>● We look after our own and other people's belongings.</li><li>● We keep ourselves smart and look after our school uniform.</li><li>● We celebrate people's differences.</li><li>● We listen carefully to the views and opinions of others.</li></ul>	<ul style="list-style-type: none"><li>● We keep our hands and our feet to ourself.</li><li>● We use kind words and think before we speak.</li><li>● We share and take turns with others.</li><li>● We let others join in our games and groups.</li><li>● We congratulate and encourage each other.</li><li>● We own up when you have done something wrong.</li></ul>	<ul style="list-style-type: none"><li>● We try hard in everything we do.</li><li>● We don't give up - we ask for help if we need it.</li><li>● We learn from any mistakes we make.</li><li>● We aim to be the best we can be in everything we do.</li><li>● We take risks with our learning.</li><li>● We reflect and always strive to improve.</li></ul> 



# Behaviour Rewards

Children can work towards these rewards by showing expected behaviours.



## Individual Dojos

Awarded in lessons for special effort. Prize for achieving target: 30

## Class Dojos

All Dojos are added to the class total. Class Dojos can be awarded for the class working together. Class decides on reward. 1,500 Dojos = reward



## Power of Purple Award

Awarded to 1 or 2 children per class per week who have consistently shown expected behaviours.

### Children will:

- Be invited to a celebration Disco.
- Have the 'best seats in the house' in assembly.
- Be awarded a certificate and badge in the Friday assembly.

## Top Banana

End of each day, teachers will nominate one child in their class to be 'Top Banana'. Sticker given and parents told.

## Reading Awards

Children will receive awards for reading at home. These range from badges to special treats and prize in school.



# Unexpected Behaviours

Unexpected behaviours are represented by the colour orange.

## Think

An **orange card** is shown, followed by the word **'think'**.  
When the child shows expected behaviours, a **Purple card** is shown.

## Stop

If your child continues to show unexpected behaviours, an **orange card** is shown, followed by the word **'stop'**. A verbal reminder of our expectations is also given.

## Regulate

Your child will be asked to move to the in class **'Regulation Station'**. This is time at the dedicated place in the classroom to regulate their emotions before rejoining the class.

## Parking Ticket

Your child will be asked to move to a different class or area of the school. They will complete a **reflection sheet** and have a meeting to discuss their behaviour. Parents will be told if their child receives a **parking ticket**.



# Restorative Approach

Restorative language is a calm, fair and respectful way of communicating which allows each person to express their thoughts and feelings. It helps maintain positive relationships within the school.

If there has been conflict, it focuses on the harm that has been caused and ways to repair the harm and repair the relationship.

## **What happened? Thoughts and feelings**

Can you tell me what happened? What were you thinking at the time? Do you know how you were feeling? What are you thinking/feeling now?

## **Harm and Affect**

Who has been affected or harmed by what happened? How?

## **Needs**

What needs to happen to make it right or for you to feel better?

Is there anything you could do to repair the harm?

## **Agreement/negotiation**

If the same thing happened again, what could be done differently?



# Safeguarding



The team at South Borough Primary School are committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil. We aim to provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of each individual child and strive to make sure that every pupil in the school feels safe, secure, well cared for, and able to reach their full potential.



The **Designated Safeguarding Lead** at our school is **Mathew Currie**.

The **Deputy DSLs** are Mrs Higham, Mr Clarke, Mrs Fulcher, Mr Smith and Mrs Hunt.



Please visit the Safeguarding section of the school website for further information regarding Safeguarding.





## Medical Information

The school will administer any medication your child may need. You will need to complete an online Google form giving permission for staff to administer medication, specify the dose and frequency. This is available on the school website under '**Student Life - Medication**'.

Please speak to **Mrs Higham, our family Liaison Officer (FLO)**, if you have any queries about this.





# Special Educational Needs & Disabilities (SEND)

The Early Years team will ensure that all children's needs are met. Most children's needs can be met easily through the Early Years curriculum. However some children may need a little extra help during their time at school. You may already know that your child has an additional educational need. If this is the case, please inform the Early Years team when you have your video call home.

During their time at school, the Early Years team might identify an area where your child needs some extra support. They will speak with you about this and put a plan in place to support them. This will be regularly reviewed and you will be kept informed about the progress. Your child's class teacher will always be the first point of contact for discussion about your child's needs and progress. On some occasions, **the school's SENDCo, Mrs Fulcher**, may also become involved to support the class teacher.



## THE SCHOOL DAY & REPORTING ABSENCE



### 8:40 AM – Gates Open

Pupils should arrive between 8:40 and 8:50 AM to be ready for morning registration.



### 8:50 AM – Morning Registers

Arrival after this time is recorded as Late (L).  
 After 9:30 AM, it is recorded as an Unauthorised Absence (U).



### Reporting an Absence by 9:00 AM

Notify the office on each day of absence by calling 01622 752161 or emailing sbps\_office@swale.at.



### The 90% Perception Gap

# 90%

90% attendance is not "good"—it is the equivalent of missing 19 school days and approximately 95 lessons per year.

## THE IMPACT OF LATENESS



**5**  
MIN  
LATE

**5 Minutes Late = 3 Days Lost**



Being just 5 minutes late every day results in **3 full days of learning lost** over the school year.



**15**  
MIN  
LATE

**15 Minutes Late = 10 Days Lost**



A 15-minute daily delay adds up to **two full weeks of missed education** annually.



**30**  
MIN  
LATE

**30 Minutes Late = 19 Days Lost**



Arriving 30 minutes late every day is equivalent to **missing nearly a month of school**.

## STAGES OF SUPPORT AND INTERVENTION



### Stage 1: Preventative (Declining Attendance)

Parents receive a phone call or letter highlighting the decline and offering initial support.

#### Absence Trigger Points:

Term 1: 4 Days	Term 4: 7 Days
Term 2: 3 Days	Term 5: 8 Days
Term 3: 6 Days	Term 6: 9 Days



### Stage 2: Emerging Risk (Clinic Invite)

Parents are invited to an Attendance Clinic; future absences may require medical evidence to be authorised.

#### Absence Trigger Points:

Term 1: 7 Days	Term 2: 8 Days
Term 2: 8 Days	Term 4: 10 Days
Term 3: 9 Days	Term 5: 11 Days
Term 4: 10 Days	Term 6: 12 Days



### Stage 3: Vulnerable (Attendance Contract)

A formal meeting with the Senior Attendance Champion to create a personalized improvement plan and "Notice to Improve."

#### Absence Trigger Points:

Term 1: 10 Days	Term 4: 16 Days
Term 2: 16 Days	Term 4: 10 Days
Term 3: 17 Days	Term 5: 19 Days
Term 4: 18 Days	Term 6: 20 Days



### Stage 4: Legal Intervention (Referral)

If no improvement is seen, the case is referred to the Local Authority, which can lead to fines or prosecution.

#### Absence Trigger Points:

Term 1: 23 Days	Term 2: 24 Days
Term 2: 24 Days	Term 2: 26 Days
Term 4: 26 Days	Term 5: 27 Days
Term 6: 27 Days	Term 6: 28 Days

## HOLIDAYS AND LEAVE REQUESTS



### Exceptional Circumstances Only

Headteachers will not grant leave for family holidays; requests are only considered for unique, non-recreational events.



### 4-Week Notice Period

All "Withdrawal from Learning" requests must be submitted via the school's Google Form at least 4 weeks in advance.



### Penalty Notice Fines

Unauthorised leave can result in a **£80 fine** per parent, per child, rising to **£160** if not paid within 21 days.



Absence for birthdays, shopping, day trips, or inadequate uniform will not be authorised.



# Breakfast/After School Club

**Breakfast Club**

**7:30am until start of day**

**£4**

**Please book via Parent Pay at least 48 hours before. Any bookings after this time will incur a late fee.**

**After School Club, run by our partners, Teamtheme**

**Stay 'n' Play**

**3.15 to 4.30pm**

**£6**

**Stay 'n' Play**

**3.15 to 6.00pm**

**£12**

From healthy and wholesome menus, to engaging and exciting activity timetables expertly delivered in a dedicated on-site setting by our friendly and enthusiastic staff, our Ofsted registered after school care programme is developed with every child in mind. For more information, scan the QR code on your sheet.



# School Uniform Guide

The uniform list is on our website:

[South Borough Primary School - Uniform list](#)

Where to Buy Your Uniform:

- **From MAPAC (Our Supplier):**  
Branded items only - including **sweatshirts with logos** (from £9.50) and **cardigans with logos** (from £10.90).
- **From Supermarkets:** All other items (trousers, skirts, shirts, etc) can be bought from any supermarket or retailer of your choice to help save on costs.

Link to **MAPAC:**

[South Borough Primary School - MAPAC](#)

To assist families with costs, we offer a free delivery service directly to the school. These deliveries are scheduled for the 2nd and 4th Thursday of each month.

Parents are encouraged to order their uniform during Term 6. We will manage the communication and let you know when your order is available.

For your convenience, a collection window is also available on September 1st (staff development day) from 10 am until 2 pm.

For any queries or support, please contact our office team, Mrs Jensen or Mrs Best.





# Admission Arrangements Sept 2026

Children will experience a staggered start to school here at South Borough.

Children will be allocated into **Group A** or **Group B** initially and not classes.

All adults will work across both groups throughout Term 1.

At the end of Term 1, your child will be allocated to a class and a teacher. This is to allow the Early Years team time to get to know the children and their needs.

	<b><u>June / July 2026 Virtual Calls Home</u></b>	<b><u>July 2026 Play and Explore Sessions</u></b>	<b><u>Week 1 Mornings</u></b>	<b><u>Week 2 Mornings and Lunch (RBA)</u></b>	<b><u>Week 3 Full time</u></b>
Dates	Tuesday 30th June and Thursday 2nd July '26	Wednesday 8th July and Thursday 16th July '26	Thursday 3rd and Friday 4th September '26	Monday 7th, Tuesday 8th, Wednesday 9th, Thursday 10th, and Friday 11th September '26	Monday 14th September '26 Children are in full time.
Timings	8:30am - 4:00pm	<b>(Grp A)</b> 9:30 - 11:00 <b>(Grp B)</b> 1:00 - 2:30	8:45am - 11:45am	8:45am - 12:45pm	8:45am - 3:15pm



# Baseline Assessments

As part of the statutory assessment for Reception children, we will be carrying out the Reception Baseline Assessment (RBA). To avoid this having an impact on your child when they start school full time, we will be conducting these assessments in the week commencing Monday 7th September '26

Your child will need to stay all day on one day during this week.

**Check your information sheet for which day this is.**

## **Information on Reception Baseline Assessment**

The purpose of the assessment is to provide the starting point for a new measure that will help parents understand how well schools support their pupils to progress between reception and year 6. The RBA is a short, interactive and practical assessment of your child's early literacy, communication, language and mathematics skills when they begin school, using materials that most children of your child's age will be familiar with.

**Scan the QR code on your information sheet for more information about Reception Baseline Assessment.**



# Dropping off and picking up

**Your child's first day at school will be Thursday 3rd September '26.**

**Our school day starts at 8:45am.**

Staff will open the gate at 8:40am. Parents/Carers are asked to drop their child off at the EYFS Gate 1 and are not permitted to enter the building. Staff will be on hand to provide any necessary support, should they find separation tricky.

**Our school day finishes at 3:15pm.**

At the end of the day the teachers will bring your child to gate 1. Children will be dismissed out of the gate as they see their familiar adult. No child is allowed to leave their teachers until the authorised adult who is collecting them has been seen.





# Lunch Times

Children in Year R will begin to stay for lunch from Monday 7th September '26 onwards.

Children in Year R will eat their lunch in the dining hall with other children from the Early Years. Children can either bring in a packed lunch or you can order them a hot lunch using your ParentPay account. All children in Year R are eligible for a free lunch.

Please avoid including sweets and chocolate in your child's packed lunch. May we respectfully ask parents not to pack cans or glass bottles in lunch boxes. In addition, please avoid packing products with nuts, peanuts or traces of peanut in as we have children with severe allergies.

Milk is available every day. It is free for children under five years of age, but has to be paid for as soon as your child reaches five. **Scan the QR code on your information sheet to find out more.**

We operate a cashless online system for all payments required to be taken at school. School lunches, trips, swimming and other school related activities should be paid using Parent Pay. **Each parent will receive their UNIQUE CODE so you are able to set up your account.**




# Lunch Provider

## Nourish

Children in Yr R will eat their lunch in the dining hall with other children from the Early Years. You can order your child a hot lunch using your **ParentPay** account. All children in Yr R are eligible for a free lunch.

APRIL TO OCTOBER 2025



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK ONE</b>	21 <sup>st</sup> APRIL 12 <sup>th</sup> MAY 30 <sup>th</sup> JUNE 10 <sup>th</sup> JULY 17 <sup>th</sup> AUGUST 22 <sup>nd</sup> SEPTEMBER 13 <sup>th</sup> OCTOBER	1 <sup>st</sup> APRIL 15 <sup>th</sup> MAY 29 <sup>th</sup> JUNE 13 <sup>th</sup> JULY 27 <sup>th</sup> AUGUST 10 <sup>th</sup> SEPTEMBER 24 <sup>th</sup> OCTOBER	5 <sup>th</sup> APRIL 19 <sup>th</sup> MAY 3 <sup>rd</sup> JUNE 17 <sup>th</sup> JULY 31 <sup>st</sup> AUGUST 14 <sup>th</sup> SEPTEMBER 28 <sup>th</sup> OCTOBER	11 <sup>th</sup> APRIL 25 <sup>th</sup> MAY 9 <sup>th</sup> JUNE 23 <sup>rd</sup> JULY 6 <sup>th</sup> AUGUST 20 <sup>th</sup> SEPTEMBER 3 <sup>rd</sup> OCTOBER	18 <sup>th</sup> APRIL 1 <sup>st</sup> MAY 15 <sup>th</sup> JUNE 29 <sup>th</sup> JULY 12 <sup>th</sup> AUGUST 26 <sup>th</sup> SEPTEMBER 9 <sup>th</sup> OCTOBER
<b>WEEK TWO</b>	28 <sup>th</sup> APRIL 12 <sup>th</sup> MAY 26 <sup>th</sup> JUNE 10 <sup>th</sup> JULY 24 <sup>th</sup> AUGUST 7 <sup>th</sup> SEPTEMBER 21 <sup>st</sup> OCTOBER	5 <sup>th</sup> APRIL 19 <sup>th</sup> MAY 3 <sup>rd</sup> JUNE 17 <sup>th</sup> JULY 31 <sup>st</sup> AUGUST 14 <sup>th</sup> SEPTEMBER 28 <sup>th</sup> OCTOBER	11 <sup>th</sup> APRIL 25 <sup>th</sup> MAY 9 <sup>th</sup> JUNE 23 <sup>rd</sup> JULY 6 <sup>th</sup> AUGUST 20 <sup>th</sup> SEPTEMBER 3 <sup>rd</sup> OCTOBER	18 <sup>th</sup> APRIL 1 <sup>st</sup> MAY 15 <sup>th</sup> JUNE 29 <sup>th</sup> JULY 12 <sup>th</sup> AUGUST 26 <sup>th</sup> SEPTEMBER 9 <sup>th</sup> OCTOBER	25 <sup>th</sup> APRIL 8 <sup>th</sup> MAY 22 <sup>nd</sup> JUNE 6 <sup>th</sup> JULY 20 <sup>th</sup> AUGUST 3 <sup>rd</sup> SEPTEMBER 17 <sup>th</sup> OCTOBER
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**AVAILABLE** 1 Wheat 2 Cereals 3 Sides 4 Mustard 5 Sesame 6 Salty/Savoury 7 Milk 8 Fish 9 Egg  
**DAILY** 10 Ironing 11 Maltice 12 Cereal 13 Nuts 14 Lenses 15 Out Glens 16 Baking Glens 18 Veg 19 Vegetarian  
 \*Selection of Salads 9. Homemade Bread 1.3. Some of our schools may use pre prepared potatoes or vegetables on occasions. These may contain sulphites and calories. Please discuss with your manager.

**WE ♥ VEGGIES**



**NOURISH WELCOME**



LEARN MORE

Nourish menus have been prepared in compliance with the government's School Food Standards



## WELCOME TO NOURISH

Nourish is your school's chosen caterer. We can't wait to welcome your child for their school lunches.

**TO NEED, TO NURTURE, TO NOURISH**

Nourish is a friendly family-led school caterer with bags of initiative and a love of good food.

We believe every child needs a satisfying meal at lunchtime, fuelling them for the afternoon ahead. Nurturing the importance of a healthy and balanced diet, we provide a nutritious meal every day to nourish from within.

Our menus are attractive, informative, nutritionally balanced and updated twice a year.

**MEET MR NOURISH**

Mr Nourish is our company mascot. He is a big hit with the pupils, guiding them through menus and attending food presentations and theme days at Nourish schools. Mr Nourish has recently made some new friends, Chief Nourish and Gardener Nourish who have also visited many of our schools meeting the pupils during lunch and assemblies.

Mr Nourish is looking forward to visiting your school soon!

## AWARD-WINNING CATERING SERVICES






### MORE ABOUT NOURISH

**FOOD FIRST**

Ensuring every child can access a healthy, nutritional meal each and every day.

**ALLERGEN AWARE**

We have a robust allergens policy in place. All of our team members are trained and allergen-aware.

**MENU**

We offer a 3-week revolving menu with a variety of foods to suit all tastes. Check your school's website for the current menu.

**RESPONSIBLE**

Taking care of the world around us, local sourcing, environmentally friendly, Re-Nourish.

**WELCOME TO NOURISH CONTRACT CATERING**

CONTACT US    E: [office@nourish.co.uk](mailto:office@nourish.co.uk)    [www.nourishcontractcatering.co.uk](http://www.nourishcontractcatering.co.uk)    T: 020 8778 1111

We operate a cashless online system for all payments, this includes School lunches, which should be paid using **Parent Pay**.

Each parent/carer will receive their **UNIQUE CODE** so you are able to set up your account.



# OPAL

## Parents Play Afternoon:

**Thursday 9th July '26**  
**2:30 PM - 4:15 PM**

We'd love for you to join us in the school grounds for an afternoon of play with your child or children!

We'll be making dens, dressing up, playing with water, and lots more exciting activities.



## PARENTS PLAY AFTERNOON

Thursday 9th July 2026  
2:30 - 4:15pm

Join us afterschool to play with your children and explore our amazing OPAL play offer!  
For all year groups Nursery to Year 6 - other younger siblings welcome

2:30pm  
Meet at Nursery drop off/pick up (double white doors near office)

3:15pm  
Collect children from playground.

3:15 - 4:15pm  
Stay and play session afterschool.





# Communicating with Parents

## **Whole School Communication**

- Class Dojo
- School website - letters and general information
- South Borough News

## **Speaking to teachers**

- By phone.
- Message via Class Dojo
- Email to the school office
- Parent/Carer consultations and drop in sessions throughout the year.
- Face to face meetings. If you wish to have a face to face meeting with your child's teacher, please contact them via Class Dojo. Please avoid speaking to staff at drop off as this can be a busy time and teachers must commit their time to ensuring all children safely enter school.



# Class Dojo

We use Class Dojo to communicate with parents and keep you informed about what has been happening in school.

Parents will have access to the following features of Class Dojo:



- Dojos - you can see how many Dojo Points your child has earned and why.
- Messages - messages allow teachers and parents to message each other, without needing to share phone numbers or contact details.
- Stories - Class Stories gives you information about what your child is getting up to in their class. School Stories gives you whole school information.

Please read the Class Dojo letter carefully, which outlines protocols around sending messages.

**Parents need to sign up to Class Dojo by scanning the QR code on your Information Sheet.**



# FOSB



Friends of South Borough is a committee who raise funds and organise fun events for the school. They work hard to give the children that little bit extra.

They are currently fundraising to fund school development projects including the OPAL Field Development Project, tumble bars and IT equipment.

This can only happen with the good will of volunteers from the school community. All parents/carers are able to join FOSB.



## **Friday 26th June '26 - FOSB Summer Fete**

During the day, pupils will attend the fete with their class. 3:30pm - 5pm, the fete will be open to all children and parents and any family or friends! There will be different stalls and activities, including the FOSB raffle!



# Teaching your child to read - Read Write Inc

At South Borough we follow a programme called Read Write Inc, which is a proven synthetic phonics programme which promotes early success in reading, writing and spelling. Research shows that children who learn to read quickly go on to succeed in school and in life.

## Simple Speed Sounds

**Consonant sounds** - stretchy

f	l	m	n	r	s	v	z	sh	th	ng	nk
---	---	---	---	---	---	---	---	----	----	----	----

**Consonant sounds** - bouncy

b	c	d	g	h	j	p	qu	t	w	x	y	ch
	k											

**Vowel sounds** - bouncy

a	e	i	o	u
---	---	---	---	---

**Vowel sounds** - stretchy

ay	ee	igh	ow
----	----	-----	----

**Vowel sounds** - stretchy

oo	oo	ar	or	air	ir	ou	oy
----	----	----	----	-----	----	----	----

## Pure Sounds

We teach using pure sounds.

We pronounce the sounds clearly, using pure sounds ('m' not 'muh', 's' not 'suh', etc.) so that your child will be able to blend the sounds together to make words more easily.



# Teaching your child to read - Read Write Inc

## Sounds + Blending = Reading

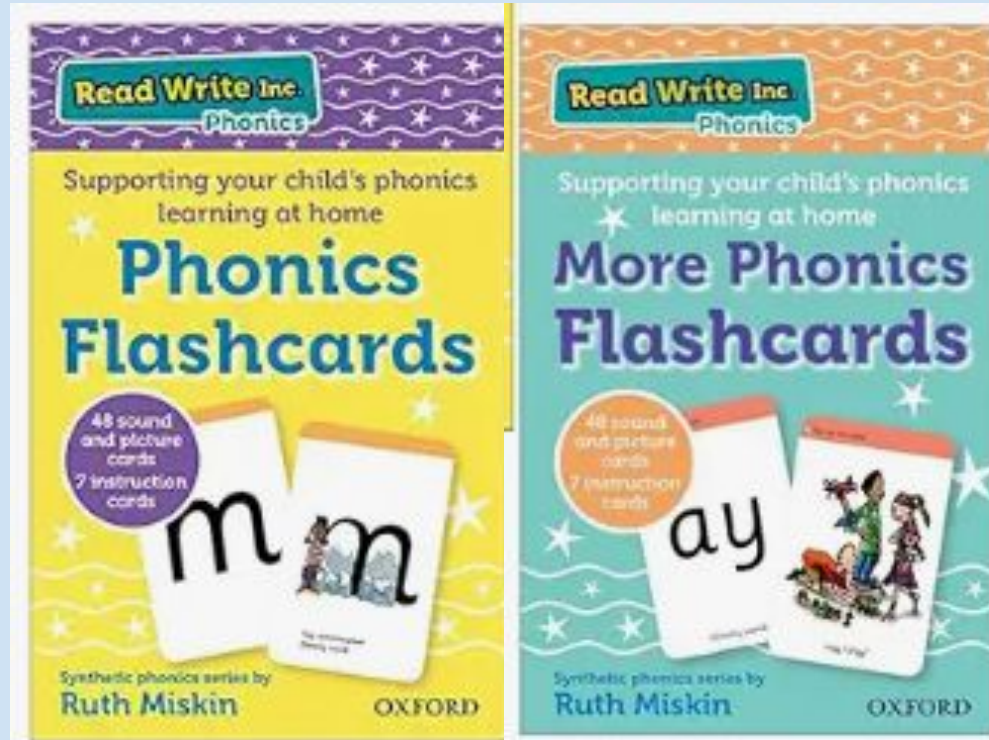
Alongside teaching children sounds, we teach them to blend sounds to read words e.g. s-a-t, sat. We use 'Fred Talk' to help children read.





# Read Write Inc Resources

You can purchase RWI phonics flash cards. We recommend;





# Teaching your child to read - Read Write Inc

## What can you do at home?

1. Practise reading the sounds with your child.
2. Use pure sounds, not letter names.
3. Use 'Fred Talk' to read and spell words.
4. Listen to your child read their storybook every day.
5. Read stories to your child every day.

