



St Mary's Church of England Junior School



**St Mary's Church of England  
Junior School**

# **Useful Information**

## **2022-2023**

*Raising aspirations and a love for learning through  
courage, resilience, positive relationships and God's love!*



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# St Mary's Church of England Junior School

## Staffing 2022/23

### *Leadership Team*

|                          |                       |
|--------------------------|-----------------------|
| Executive Head           | Mr Adam Riley         |
| Executive Deputy Head    | Miss Laura Richardson |
| Assistant Principal LKS2 | Miss Sam Laurie       |
| Assistant Principal UKS2 | Miss Holly Dutton     |
| SENDCO                   | Miss Sam Laurie       |

### *Safeguarding Leads*

|                            |                 |
|----------------------------|-----------------|
| Lead DSL                   | Miss Sam Laurie |
| Deputy DSL/Family Pastoral | Tracy Dale      |
| DSL                        | Hannah Maher    |
| DSL                        | Holly Dutton    |

### *Office Team*

|                        |                    |
|------------------------|--------------------|
| School Secretary       | Mrs Andrea Drake   |
| School Support Officer | Miss Rebecca Chase |

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## *Class Structure 2022/23*

| <b>Year group</b>        | <b>Class Name</b>  | <b>Teacher</b>                                      | <b>TA</b>                           |
|--------------------------|--------------------|---|-------------------------------------|
| <b>3 / 4</b>             | <b>Merida</b>      | <b>Mrs Kirman</b>                                   | <b>Miss Maher</b>                   |
| <b>3 / 4</b>             | <b>New Orleans</b> | <b>Miss Laurie</b>                                  | <b>Miss Willcox and Miss Norton</b> |
| <b>3 / 4</b>             | <b>Athens</b>      | <b>Mrs Prentice</b>                                 | <b>Mrs Elvin</b>                    |
| <b>3 / 4</b>             | <b>Rome</b>        | <b>Mr Power</b>                                     | <b>Mrs Partridge</b>                |
| <b>5</b>                 | <b>Mumbai</b>      | <b>Miss Minister</b>                                | <b>Ms Rozee-Johnson</b>             |
| <b>5</b>                 | <b>Beijing</b>     | <b>Mrs Norris and Miss Dutton</b>                   |                                     |
| <b>6</b>                 | <b>Cape Town</b>   | <b>Mr Roberts</b>                                   | <b>Mrs Anderson</b>                 |
| <b>6</b>                 | <b>Casablanca</b>  | <b>Mr Oxbury</b>                                    |                                     |
| <b>After School Club</b> |                    | <b>Mrs Anderson - Leader<br/>Mrs Dale<br/>Ms RJ</b> |                                     |

*Coming into school or communicating with teachers and staff:*

If you wish to come in to speak to teachers, Reception or other staff it is always better to make an appointment, we therefore advise that parents call or email where possible [office@st-marys.norfolk.sch.uk](mailto:office@st-marys.norfolk.sch.uk).

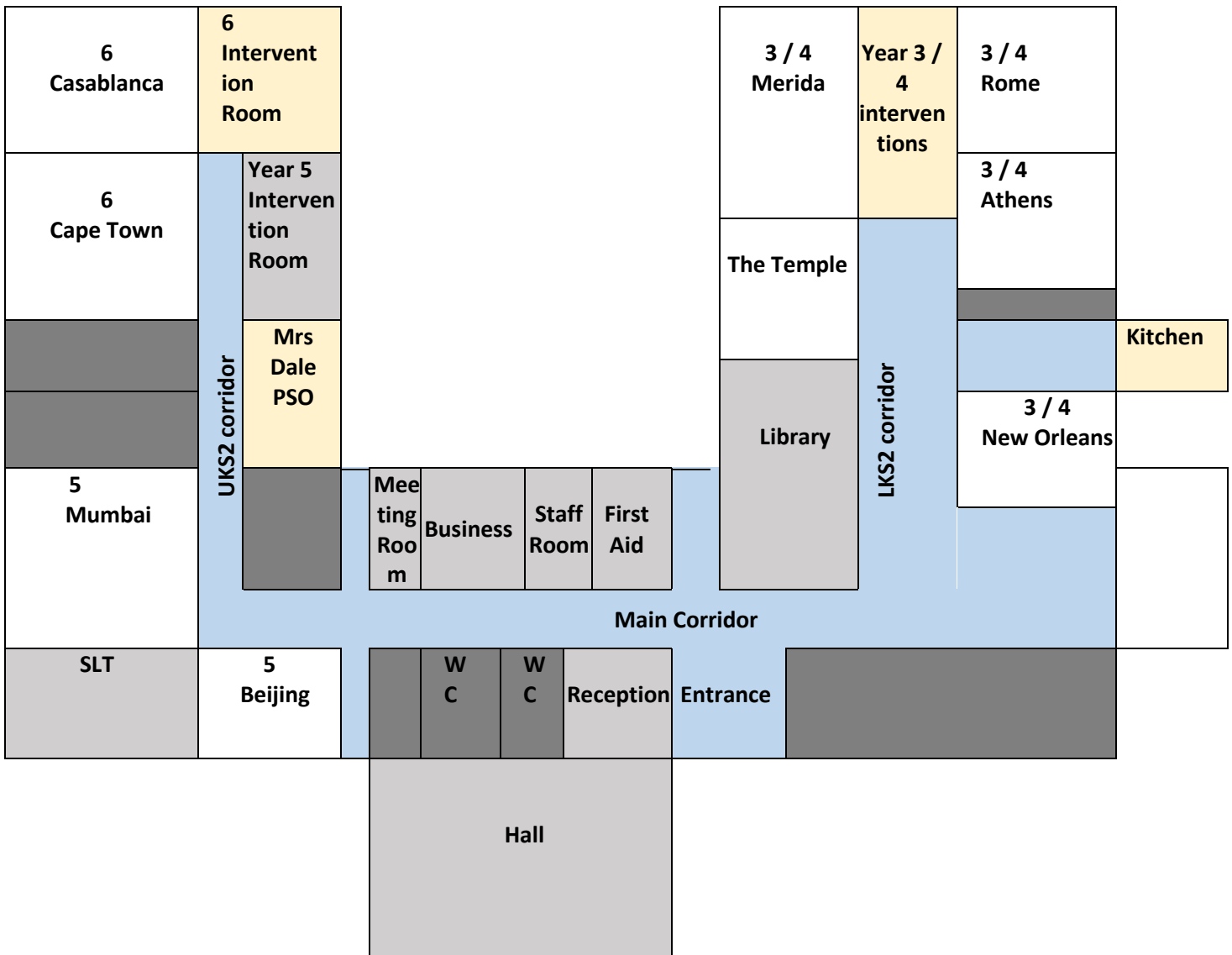
Visit our website for Newsletters and class information, homework or curriculum updates: <https://www.stmaryscoejunior.co.uk>.

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# St Mary's Church of England Junior School

*Map of school classrooms (not to scale)*



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# St Mary's Church of England Junior School

## *Our typical school day...*

| Timetable  |                               |                       |       |                     |       |                         |                  |
|------------|-------------------------------|-----------------------|-------|---------------------|-------|-------------------------|------------------|
| 8:30/8:40  | 9:10                          | 9:30                  | 10:30 | 10:45               | 11:55 | 12:55                   | 3:00/3.10        |
| Early work | Collective Worship / assembly | English lessons begin | Break | Maths lessons begin | Lunch | Afternoon lessons begin | School day ends. |

## *Homework*

In St Mary's we believe that homework is important since it reinforces and extends the teaching and learning that occurs during the day and/ or the week. **Homework is given out on weekly basis, every Friday**, usually via Google Classrooms (please inform your class teacher if you require paper copies). **Homework includes spelling and times tables practice.**

- **Homework expectations:**

- The needs of the individuals are taken into account, whilst ensuring high expectations for all. Homework is set to secure and build on current learning as well as encouraging children to develop long term strategies for their future needs, preparing them for their next phase of education.
- **Homework is given out every Friday and will consist of spelling, times tables practice, daily reading practice and further wider curriculum activities.**
- Homework diaries will be required to move between home and school. This is where your child's homework will be recorded for information, as well as also holding your children's login details for any school accounts.
- Teachers will strive to ensure that parents/carers understand our expectations. Please ask us if you would like some tips and strategies for how you can further help your child at home with their learning.

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# St Mary's Church of England Junior School

## *Parentmail*

Dear Parent

### **Improving School Communications and going Cashless with ParentMail**

Communication with parents is an important part of what we do. This includes making sure you get the correct information about activities and maximising opportunities to access information about events, parents' evenings and school trips. Many parents are already using the benefits of online banking, and going cashless means that payments can be made when it is convenient to parents. Money is paid direct and this method ensures that payments for school trips, lunches and other school activities is efficient and hassle free.

When you join St Mary's we will be asking you to register to use ParentMail, a service used by over 6,000 schools, nurseries and children's clubs to communicate to parents. ParentMail will be beneficial to you because you can:

- Top up dinner money or pay for school trips/items in just a few taps.
- Book parents' evening appointments.
- And much, much more!

Registering with ParentMail is very easy! Before you start at St Mary's you will be sent either an email and/or text message from ParentMail. When you receive this please just follow the instructions in the message.

Please be assured that ParentMail is registered with the Information Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Once registered, if you have an Android or Apple smartphone, we highly recommend you download the ParentMail App for the best user experience. To do this, simply search for "ParentMail" in your App store.

If you need any additional information or assistance, please visit the help site: <https://www.parentmail.co.uk/help/parenthelp/> or if you have not received any contact from ParentMail please contact Mrs Drake in the school office.

Yours sincerely

**Head Teacher**

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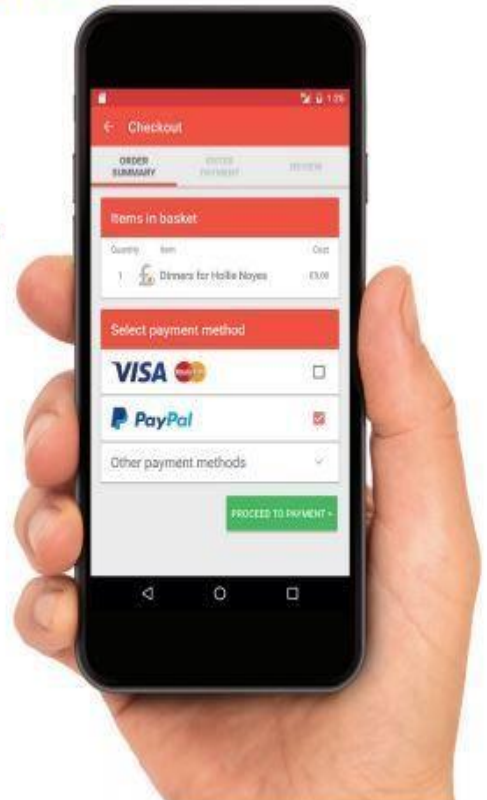
# ParentMail

We are now accepting payments for school dinners and trips via ParentMail.



Attention all parents!

You can now pay for school items on your mobile.



Search for ParentMail in your App store.



Please note: If you are not already registered, you will need to register online on the ParentMail website before trying to access the App. Please ask the school office to send you a registration message





# St Mary's Church of England Junior School

## Typical Lunch menus

| Week One   |  |   |   |  |  |
|--|--|---|---|--|--|
|  | Monday   | Tuesday   | Wednesday   | Thursday                               | Friday                                 |
| Option 1   | (v) Margherita Pizza with Potato Wedges                            | <b>NEW</b><br>Spanish Chicken with Steamed Rice | Roast Chicken with Stuffing                                       | Beef Bolognese with Pasta Twists       | Breaded Fish Fingers                   |
| Option 2 (v)   | See Jacket Potato Menu   | Vegemince Bolognese with Pasta Twists           | Quorn Fillet with Stuffing  | See Jacket Potato Menu                 | Garden Vegetable Goujons               |
| Served with  | Sweetcorn  | Mixed Salad                                     | Roast Potatoes, Carrots, Green Beans and Gravy                    | Mixed Vegetables                       | Chips and Garden Peas or Baked Beans   |
| And for pudding  | Vanilla Ice Cream  | Beetroot Brownie                                | Oaty Bar  | <b>NEW</b><br>Banana Cupcake           | Fresh Fruit Selection                  |
| Week One: 18 Apr   9 May   6 June   27 June   18 July   19 Sept   10 Oct |  |   |   |  |  |
| Week Two   |  |   |   |  |  |
|  | Monday   | Tuesday   | Wednesday   | Thursday                               | Friday                                 |
| Option 1   | Breaded Chicken with Mayo and Lettuce in a Wrap with Potato Wedges | (v) Margherita Pizza with Pasta Salad           | <b>NEW</b><br>Roast Beef with Yorkshire Pudding and Mashed Potato | Chicken Curry with Steamed Rice        | Breaded Fish Fingers                   |
| Option 2 (v)   | Quorn and Tomato Pasta Bake  | See Jacket Potato Menu                          | Vegetable Sausage   | Italian Bean Bake                      | Garden Vegetable Goujons               |
| Served with  | Salad  | Sweetcorn                                       | Carrots, Garden Peas and Gravy                                    | Broccoli and Herby Bread               | Chips and Garden Peas or Baked Beans   |
| And for pudding  | Flapjack   | Jelly   | Ice Cream   | <b>NEW</b><br>Summer Berry Muffin      | Cocoa Shortbread                       |
| Week Two: 25 Apr   16 May   13 June   4 July   5 Sept   26 Sept   17 Oct |  |   |   |  |  |
| Week Three   |  |   |   |  |  |
|  | Monday   | Tuesday   | Wednesday   | Thursday                               | Friday                                 |
| Option 1   | <b>NEW</b><br>All Day Breakfast<br>Local Pork Sausages             | (v) Mac 'n' Cheese                              | Roast Chicken with Stuffing                                       | (v) Margherita Pizza                   | Breaded Fish Fingers or Salmon Fingers |
| Option 2 (v)   | <b>NEW</b><br>Vegetarian All Day Breakfast<br>Vegetarian Sausage   | See Jacket Potato Menu                          | Quorn Fillet  | See Jacket Potato Menu                 | Garden Vegetable Goujons               |
| Served with  | Hash Browns, Omelette and Baked Beans                              | Mixed Vegetables                                | Mashed Potato, Spring Greens, Carrots and Gravy                   | Sunshine Couscous and Mixed Salad      | Chips and Garden Peas or Baked Beans   |
| And for pudding  | Fresh Fruit Selection  | Iced Lemon Cupcake                              | <b>NEW</b><br>Marble Cake   | <b>NEW</b><br>Fruit Smoothie Ice Cream | Cocoa Krispie Bar                      |
| Week Three: 2 May   23 May   20 June   11 July   12 Sept   3 Oct         |  |   |   |  |  |

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## Week One

### Spring/Summer Jacket Potato Menu

| Monday                         | Tuesday                        | Wednesday                      | Thursday                                  | Friday                         |
|--------------------------------|--------------------------------|--------------------------------|---|--------------------------------|
| Jacket Potato with Baked Beans | Jacket Potato with Cheese      | Jacket Potato with Tuna Mayo   | Jacket Potato with Cheese and Baked Beans | Jacket Potato with Cheese      |
| Salad or Vegetables of the Day | Salad or Vegetables of the Day | Salad or Vegetables of the Day | Salad or Vegetables of the Day            | Salad or Vegetables of the Day |
| Vanilla Ice Cream              | Beetroot Brownie               | Oaty Bar with Apple Wedges     | Banana Cupcake                            | Fresh Fruit Selection          |

Week One: 18 Apr | 9 May | 6 June | 27 June | 18 July | 19 Sept | 10 Oct

## Week Two

| Monday                         | Tuesday                        | Wednesday                      | Thursday                                  | Friday                              |
|--------------------------------|--------------------------------|--------------------------------|---|-------------------------------------|
| Jacket Potato with Cheese      | Jacket Potato with Baked Beans | Jacket Potato with Tuna Mayo   | Jacket Potato with Cheese and Baked Beans | Jacket Potato with Cheese           |
| Salad or Vegetables of the Day | Salad or Vegetables of the Day | Salad or Vegetables of the Day | Salad or Vegetables of the Day            | Salad or Vegetables of the Day      |
| Apple Flapjack                 | Fruit Jelly                    | Fresh Fruit Selection          | Summer Berry Muffin                       | Cocoa Shortbread with a Melon Wedge |

Week Two: 25 Apr | 16 May | 13 June | 4 July | 5 Sept | 26 Sept | 17 Oct

## Week Three

| Monday                         | Tuesday                        | Wednesday                      | Thursday                                  | Friday                               |
|--------------------------------|--------------------------------|--------------------------------|---|--------------------------------------|
| Jacket Potato with Cheese      | Jacket Potato with Baked Beans | Jacket Potato with Tuna Mayo   | Jacket Potato with Cheese and Baked Beans | Jacket Potato with Cheese            |
| Salad or Vegetables of the Day | Salad or Vegetables of the Day | Salad or Vegetables of the Day | Salad or Vegetables of the Day            | Salad or Vegetables of the Day       |
| Iced Lemon Cupcake             | Fresh Fruit Selection          | Marble Cake                    | Fruit Smoothie Ice Cream                  | Cocoa Krispie Bar with Orange Wedges |

Week Three: 2 May | 23 May | 20 June | 11 July | 12 Sept | 3 Oct

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## Week One

### Spring/Summer Packed Lunch Menu

| Monday   | Tuesday  | Wednesday   | Thursday  | Friday   |
|--|--|---|---|--|
| Cheese Sandwich<br>Carrot Batons<br>Sultanas<br>Orange Wedges<br>Ice Cream Tub | Ham Sandwich<br>Cucumber Sticks<br>Pizza Finger<br>Melon Wedge<br>Beetroot Brownie | Cheese and Tomato Pasta Pot<br>Cucumber Sticks<br>Sultanas<br>Fresh Fruit Portion<br>Oaty Bar | Egg Mayo Sandwich<br>Carrot Batons<br>Cheese Bar<br>Orange Wedges<br>Banana Cupcake | Ham Roll<br>Carrot Batons<br>Sultanas<br>Fresh Fruit Portion<br>Fruit Yogurt |

Week One: 18 Apr | 9 May | 6 June | 27 June | 18 July | 19 Sept | 10 Oct

## Week Two

| Monday   | Tuesday   | Wednesday   | Thursday   | Friday   |
|--|---|---|--|--|
| Cheese Sandwich<br>Carrot Batons<br>Sultanas<br>Apple Wedges<br>Flapjack | Ham Sandwich<br>Cucumber Sticks<br>Cheese Bar<br>Fresh Fruit Portion<br>Fruit Jelly | Cheese and Tomato Pasta Pot<br>Cucumber Sticks<br>Sultanas<br>Fresh Fruit Portion<br>Fruit Yogurt | Egg Mayo Sandwich<br>Carrot Batons<br>Pizza Finger<br>Orange Wedges<br>Summer Berry Muffin | Ham Roll<br>Cucumber Sticks<br>Sultanas<br>Melon Wedge<br>Cocoa Shortbread |

Week Two: 25 Apr | 16 May | 13 June | 4 July | 5 Sept | 26 Sept | 17 Oct

## Week Three

| Monday  | Tuesday  | Wednesday   | Thursday  | Friday  |
|---|--|---|---|---|
| Cheese Sandwich<br>Carrot Batons<br>Sultanas<br>Fresh Fruit Portion<br>Iced Lemon Cupcake | Ham Sandwich<br>Cucumber Sticks<br>Pizza Finger<br>Fresh Fruit Portion<br>Fruit Yogurt | Cheese and Tomato Pasta Pot<br>Cucumber Sticks<br>Sultanas<br>Apple Wedges<br>Marble Cake | Egg Mayo Sandwich<br>Carrot Batons<br>Cheese Bar<br>Fresh Fruit Portion<br>Fruit Smoothie Ice Cream | Ham Roll<br>Cucumber Sticks<br>Sultanas<br>Orange Wedges<br>Cocoa Krispie Bar |

Week Three: 2 May | 23 May | 20 June | 11 July | 12 Sept | 3 Oct

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# St Mary's Church of England Junior School

## Admissions to school (2022 - 2023)

If you would like a tour of the school at any time (for example, for in-year transfers from another school) please contact the office on 01508 530459. **Please see our website for a virtual tour of the school by clicking this link or visiting our school website: [https://stmarysjunschool-my.sharepoint.com/:v/g/personal/head\\_st-marys\\_norfolk\\_sch\\_uk/EUF1r-9KVpFKkIYfBoUQEJgB2KGSZCvQSgtrHzFVuEiTGg?e=vpgfq7](https://stmarysjunschool-my.sharepoint.com/:v/g/personal/head_st-marys_norfolk_sch_uk/EUF1r-9KVpFKkIYfBoUQEJgB2KGSZCvQSgtrHzFVuEiTGg?e=vpgfq7)**

### Admissions policy

We have adopted the Local Authority Admissions Policy; Norfolk County Council admissions department arranges the allocation of spaces within schools. For Norfolk's admissions arrangements 2022/23 please click here <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/norfolk-admission-arrangements/norfolk-admission-arrangements-2021-22>

### Information on Transfers and Admissions to junior school

The document 'A parents' guide to admissions to schools in Norfolk 2022-23' and all other information regarding arrangements for selection, school catchment areas, oversubscription criteria, and the application process is available on the Norfolk County Council Admissions Department 'Transfer to junior school' webpage here <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/transfer-to-junior-school>

### Information on In-year Transfers

A move to a different school at any time other than admission to reception, transfer to junior or transfer to secondary is known as an 'in-year transfer'. This could be a move between Norfolk schools or a move to a Norfolk school from a school in a different area.

Norfolk County Council organise in-year school transfers and admissions. Please see the Norfolk County Council 'Moving schools during the school year' webpage here <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/moving-schools>

If you want to transfer to a school that is not in Norfolk, you will need to contact your new local authority to ask about their admissions process. Find your new local authority using the Government's local council finder here <https://www.gov.uk/find-local-council>

**Under no circumstances should you withdraw your child from their current school before an alternative school place has been allocated.**

### Transferring from Infant to Junior school

The transfer to junior school admission round is for children in their last year at an infant school (currently in Year 2). Pupils transfer from infant schools to junior schools in the year after their 7th birthday (they will be age 7+ on 1 September 2022).

Application forms will be sent out automatically by the Norfolk County Council Children's Services (School Admissions) Department. If you would rather apply online, please go to: <http://www.admissionsonline.norfolk.gov.uk/>

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If you do not receive a booklet and form, please contact Norfolk County Council Children's Services School Admissions Team at [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk) or on 0344 800 8020.

## School Uniform



### ST MARYS CHURCH OF ENGLAND JUNIOR SCHOOL WE'RE YOUR NEW SCHOOL UNIFORM SUPPLIER

Stevensons are a family run, local specialist uniform and sportswear provider who currently work with over 500 schools across the UK. We are very happy to announce that we've been appointed as your official uniform supplier from July 2019.

You are now able to buy your School uniform and sportswear year-round, through multiple different channels, including from our Norwich branch.

#### NORWICH BRANCH ADDRESS:

67 Ber Street, Norwich NR1 3AD  
Email: [norwichbranch@stevensons.co.uk](mailto:norwichbranch@stevensons.co.uk)  
01603 622355

#### SUMMER OPENING HOURS:

Monday-Friday 9:00am – 7pm  
Saturday 9:00am– 5:30pm  
Sunday – Closed

You can always buy with confidence, knowing that you can take advantage of our unrivalled 120 day returns policy to exchange unused items, if a child has a sudden growth spurt before starting school.

#### In store

Fully trained Sales Advisors will be able to help with all your uniform and sportswear requirements.

#### Appointments

Alternatively, you can book a one-to-one appointment on-line, ideal for busy parents who want to avoid the crowds and have a guaranteed fitting time in-store. Shop opening times are also extended during the busy summer months.

#### Online

It's easy to shop at [www.stevensons.co.uk](http://www.stevensons.co.uk) with low cost postage and packing and FREE returns. Once registered, you are able to download the most up-to-date uniform price lists for a school and browse by year group to know exactly what items are relevant.

Our award winning website has been developed with parents in mind, so that purchasing is a quick and hassle free process. We also offer a FREE 'Click and Collect' service for customers who wish to order online and collect in store.

#### By phone

You can order by phone or just call for advice on your school's uniform.

Contact our friendly store based Customer Service Team on 01202 425192. During the busy summer period our phone lines are open longer hours.



For more information about us visit [www.stevensons.co.uk](http://www.stevensons.co.uk)

## STEVENSONS

EST. 1925

Specialist school uniform and sportswear outfitter

### *Uniform expectations:*

- School polo
- School jumper, cardigan or fleece
- Grey trousers, skirts, pinafores or shorts
- **Black school shoes – these can be trainers but should be fully black with no colours**
- Long hair tied back and no exuberant headwear (e.g. crowns, unicorn or animal ear headbands) though small bows, headbands and clips are acceptable
- No jewellery except stud earrings and watches (no smart watches are permitted as per our school Safeguarding policy)

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## Your school questions answered:

### • **Should my child wear their normal school uniform?**

Children will be in normal school uniform from September. The uniform expectation is attached for your information.

### • **What will they need for PE?**

The PE uniform consists of a school polo shirt and shorts or jogging bottoms with a school jumper and trainers/plimsolls suitable for outdoor use according to the weather. Hooded "logo" tops are not permitted.

Please see the Uniform Policy for a full list of expectations.

### • **How will I drop off and collect my child?**

Children should be brought to the school gate ready for school between 8:35 and 8:45am

Children will be ready for collection from 3:10pm and can be collected from outside their classroom door or from the front gate.

Please put in writing your request for children to walk home on their own.

### • **What should my child take to school with them?**

The school will provide all resources that may be required in school.

Children should only need to bring: coats, water bottle, a lunch box and a book bag. Children should **not bring in any items from home** such as toys, trading cards or pencil cases.

### • **What are your hygiene expectations?**

Children will be expected to, and at times instructed, to wash hands or apply anti-bacterial hand gel frequently throughout the day. Sinks are available in classrooms, and all classrooms are equipped with anti-bacterial hand gel. The anti-bacterial gel we use contains alcohol. If your child is sensitive or allergic to this type of hand gel, we ask that you please provide hand gel for your child.

### • **Will they be allowed a snack in the morning?**

We encourage children to bring a healthy snack, please see our Healthy Snack Policy.

• **What about drinking water?** Water dispensers are available in school but please send in a full bottle at the start of the day, this should be ONLY water please.

### • **Are you still running After School Club?**

St Mary's is working with Manor Field to ensure that we can provide wrap-around care for you. Please email [office@st-marys.norfolk.sch.uk](mailto:office@st-marys.norfolk.sch.uk) if you require a space for your child, stating 'ASC' on the subject line. We will endeavour to accommodate as many children as possible and spaces will be allocated on a first-come, first-served basis.

### • **Are you running any extra-curricular clubs?**

We offer 4 Sports clubs every week from 3:15 to 4:15 every Tuesday to Friday. The school will provide a list of availability and numbers are limited. The price is £1 per day.



## Behaviour Management Expectations

### BEHAVIOUR STEPS

**Tell the child how you expect them to behave** (refer to academy rules)

**If behaviour persists, give child a verbal warning**  
(signal thanks to child when they comply)

**If behaviour persists, write child's name on a note on the teacher's desk**  
(let the child know privately)

**If behaviour persists, send child to the parallel class** (could be 5 mins to calm down or reflect on behaviour, or as long as necessary to complete work)  
**Teacher should complete behaviour slip to give to receiving teacher and record on CPOMs.**  
(This will be brought back with child to be given to parents)

#### Child refuses to leave class

If causing disruption/risk to own or others health & safety/property – consider use of STEPS training.  
Notification sent home to parents

If not causing disruption etc. – complete behaviour slip. Photocopy of work not done to be sent home

**NB:** Teachers must inform the when there have been three incidents of sending out of class in one week. The HT will contact parents to discuss the matter and if necessary open a PSP.

#### RESTORATIVE CONFERENCE (only to be used when child is calm)

- What happened?
- What were you thinking/feeling?
- What needs to happen to put it right?

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- What are you going to do differently next time?

## Behaviour slip

\_\_\_\_\_, you have been sent to a different space to learn today. This is because (despite two warnings) you did not follow rule \_\_\_\_\_ (see circled below).

### **1. Ready**

- a) Looking at the adult
- b) Using equipment properly
- c) Taking care of my work

### **2. Respectful**

- a) Using kind words
- b) Allowing others to speak
- c) Following adult direction

### **3. Safe**

- a) Kind hands and feet
- b) Safe sitting
- c) No play fighting