

**Khalsa Primary School** 

### Supporting your child at home

### Parents' Meetings Year 6

Teacher: Mrs Sidhu

**Teaching Assistant: Miss Ladha** 

**Teacher: Mrs Jatana** 

**Teaching Assistant: Mrs Marway** 

### Khalsa Primary School Excellence through integrity Year 6 Timetable Mrs Sidhu

	Monday	Tuesday	Wednesday	Thursday	Friday
8:50 – 9:10	*	S	ח ≶ מ	; ב מ	>
9:15 – 10.10	Literacy	Literacy	Literacy	Literacy	Literacy
10.10- 11.10	Numeracy	Numeracy	Numeracy	Numeracy	Numeracy
11.10-		8 8	m 4	¥	
11.25-12.25 Guided Reading		col	E Literacy Numeracy E Science History B Literacy Numeracy K Sikh studies Punjabi V Literacy Numeracy K SATS Revisi		
12.25-1.15		CO S	(E)	E P	TE SEED
1.15-2.15	Extended	ICT	Science	Sikh studies 1.15-2pm	B B
2.15-3.20pm	Art	Literacy Numeracy B  Literacy Numeracy C  Literacy Numeracy K  Literacy Numeracy K  Literacy Numeracy K  Science Science Science Science Sikh studies Punjal 2-2.25	SATs Revi		
			_	SPAG	sion

### Khalsa Primary School Excellence through integrity Year 6 Timetable Mrs Jatana

	Monday	Tuesday	Wednesday	Thursday	Friday
8:50 – 9:10	<b>4</b> (	n ω r	ח א פ	د ب ه	<b>&gt;</b>
9:15 – 10.10	Literacy	Literacy	Literacy	Literacy	Literacy
10.10- 11.10	Literacy Numeracy	Numeracy	Literacy Numeracy	Numeracy	Literacy Numeracy
11.10-		<b>a a</b>	m 4	~	
11.25-12.25 Guided Reading	ΙCΤ				
12.25-1.15		<b>E</b>		The state of the s	<b>E</b>
1.15-2.15	Guided Reading	Extended writing	Science	Punjabi 2-2.25pm	SATs Revision
2.15-3.20pm	History	Art	æ	Sikh studies SPAG 1.15-2pm	PE

# Khalsa Primary School Excellence through Integrity Key Stage Two- Year 6

		key stag	key stage I wo- Year 6		
Daily	Reading	English	Mathematics & Times	Spellings &	I.C.T./Computing
			tables	Handwriting	
3				SQT SQT	
	(30 minutes)	(30 minutes)	(15 minutes)	Check	
			(Samulli Gr)	(20 minutes)	(30 minutes max)
Monday	Independent Reading	Look at my.uso.im	Practice times tables	Spellings/Handwriting	Research Maths
	;	1	to 12	Practice	question of the week
	Complete Reading Journal	Complete a grammar	What is the inverse?	Look, Say, Cover, Write,	Ask an adult for
	Activity	game		Check	permission first
Luesday	Independent Reading	Find ten new words in	Practice times tables	Spellings/Handwriting	Can you find additional
		the dictionary	to 12	Practice	information on a topic
	Are you reading with	Write sentences with	Recite multiplication	Look, Say, Cover, Write,	learnt this week?
	punctuation?	different openers.		Check	
Wednesday	Read with an adult	Complete SPAG	Practice times tables	Spellings (test	Research Sikh
		activity	to 12	tomorrow)	question of the week
	How does the character		Complete Mathspace via	Look, Say, Cover, Write,	Ask an adult for
	feel? Why?		my.uso.im	Check	permission first
Thursday	Independent Reading	Complete Literacy	Complete Numeracy	Spellings/Handwriting	Can you find additional
		Task	Task	Practice	information on a topic
	Have you read with	30 minutes minimum	30 minutes minimum	Look, Say, Cover, Write,	learnt this week?
	expression?			Check	
Friday	Independent Reading	Write ten sentences,	Practice times tables	Spellings/Handwriting	Research English
	1	using spelling words	to 12	Practice	question of the week
	Complete Reading Journal		Complete Mathspace via	Look, Say, Cover, Write,	Ask an adult for
	Activity		my.uso.im	Check	permission first

Please note home-learning will be given out every Thursday. The recommended activities above should be completed independently. Time-taken to complete home-learning will differ per subject and should be completed aside of this.

### Recommended Reading list- Year 6

Carrie's War	Nina Bawden
When Hitler Stole Pink Rabbit	Judith Vann
Forgotten Voices of the Second World War	Max Arthur
The Diamond of Drury Lane	Julia Golding
Framed	Frank Cottrell Boyce
Homecoming	Cynthia Voigt
Noughts and Crosses	Malorie Blackman
Knife Edge	Malorie Blackman
Private Peaceful	Michael Morpurgo
The Secret Diary of Adrian Mole Aged 13 3	Sue Townsend
reasure Island	Robert Louis Stevenson
Mortal Engines	
Clockwork	Philip Reeve
Dragon Keeper	Philip Pullman
The Curious Incident of the Dog in the	Carole Wilkinson
Night-Time	Mark Haddon
Peter Pan	J M Barrie
Wizard of Oz	F Baum
Robinson Crusoe	Daniel Defoe
Oliver Twist	Charles Dickens
Jungle Book	Rudyard Kipling
The Railway Children	E Nesbit
The Borrowers	M Norton
The Adventures of Huckleberry Finn	Mark Twain
Alex Rider series	And the state of the Control of the State of
My Story series	Anthony Horowitz
Anne Frank: The Diary of a Young Girl	Various authors
Boy Overboard	Ed. Otto H Frank
Sabriel	Morris Gleitzman
	Garth Nix
	And the second s
	a best of the second of the se

### Introduction

Who, what, when and where? Make the reader want to read about this person.



### Paragraphs

In the order that events happened and starting with a sentence about your topic. Add visual elements reinforcing what you have written.



### Conclusion

Reflect on what has happened and what might happen next.

### Biography

Have you included all these parts in your text?

Quote what others think about this person.

Formal or informal

Words showing the passing of time

Varied sentence

Emotive words

Past tense

Detailed descriptions

First person if it's about you. Third person if it's about someone else.

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Masthead, date and headline



### Flash

Briefly describe your article.



### Introduction

Interest the reader. Summarise the whole story.



### Main body

Use columns, sub-headings, detail and illustrations.



### Conclusion

What is your point of view about this story?

### Newspaper

Have you included all these parts in your text?

Quotes from witnesses

> Formal or informal

Detailed descriptions

Past tense

Words showing the

>Varied sentence structure

Third person

An eye-catching headline

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Equipment List



Instructions

Use bullet points or numbers to separate each step.



Diagrams and charts

### Instructions

Have you included all these parts in your instructions?

Time connecting words or phrases

Present tense Detailed descriptions

Topic words

Varied sentence structure

Second persons

Imperative verbs at the start of each step.

Sometimes, consider using an adverb.

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Title



Introduction
Set the scene.

Paragraphs

In time order. Start each one with a sentence about your topic.



Diagrams and charts



Conclusion

### Explanations

Have you included all these parts in your explanation?

Time connecting words or phrases

Present

Detailed descriptions

Formal

Topic words Varied sentence structure

Third person

Reasons to explain how or why

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### Letters

Have you included all these parts in your letter?

### Formal

Use a formal greeting

Explain who you are and why you are writing

State what you want to happen once the letter has been read

### All letters

Address and date in the top-right corner

Start the letter top left below the address

Use paragraphs

Use a new line to sign off

Use good detail and varied sentences

### Informal

Use an informal greeting

Start by explaining your reason for writing

### Date



### Paragraphs

In the order things happened and to show how you feel and what you are thinking about the events of that day.

### Diary

Have you included all these parts in your text?

Informal

First person

- Words showing the passing of time -

Varied sentence

- Past and present tense

Detailed descriptions

Emotive words

### **Grammatical Terms/Word Classes/Features of Sentences**

	Nouns
Term	Definition
Noun	A <b>noun</b> is a 'naming' word: a word used for naming an animal, a person, a place or a thing.
Proper noun	This is a noun used to name particular people and places: <i>Jim, Betty, London</i> – and some 'times': <i>Monday, April, Easter</i> It always begins with a capital letter.
Common noun	A common noun is a noun that is used to name everyday things: <i>cars, toothbrushes, trees,</i> – and kinds of people: <i>man, woman, child</i>
Collective noun	This is a noun that describes a group or collection of people or things: <i>army, bunch,</i> team, swarm
Abstract noun	An abstract noun describes things that cannot actually be seen, heard, smelt, felt or tasted: <i>sleep, honesty, boredom, freedom, power</i>
	Adjectives
Term	Definition
Adjective	An <b>adjective</b> is a 'describing' word: it is a word used to describe (or tell you more about) a noun.  Example: The burglar was wearing a <b>black</b> jacket, a <b>furry</b> hat and a <b>large</b> mask over his
	face. (The words in bold tell us more about the noun that follows)  An adjective usually comes before a noun but sometimes it can be separated from its noun and come afterwards (e.g.: Ben looked <i>frightened</i> ; the dog was very <i>fierce</i> )
Interrogative ('asking') adjectives	e.g.: What? Which? They are used to ask questions about a noun.  Example: Which hat do you prefer?
('asking')	

	Pronouns
Term	Definition
Pronoun	Sometimes you refer to a person or a thing not by its actual name, but by another word which stands for it. The word you use to stand for a noun is called a <b>pronoun</b> (which means 'for a noun')  We use <b>pronouns</b> so that we do not have to repeat the same nouns over again.
	Have a look at the following sentence: When Barnaby stroked the cat and listened to the cat purring softly, Barnaby felt calm and peaceful.  Compare it with the same sentence where some of the nouns have been replaced by pronouns: When Barnaby stroked the cat and listened to it purring softly, he felt calm and peaceful.
Singular pronouns	Singular pronouns are used to refer to one person or thing. E.g.: I, you, me, he, she, it, you, him, her, mine, yours, his, hers, its
Plural pronouns	Plural pronouns are used to refer to more than one person or thing.  E.g.: we, they, us, them, ours, yours, theirs
	Other word classes and grammatical terms
Term	Definition
	Prepositions are words which show the relationship of one thing to another.
Prepositions	Examples: Tom jumped over the cat.  The monkey is in the tree.  These words tell you where one thing is in relation to something else.
	Other examples of prepositions include: <i>up, across, into, past, under, below, above</i>
Connectives	Connectives (conjunctions) join together words, phrases, clauses and sentences. They help us to create compound sentences by joining two main clauses together.
(conjunctions)	E.g.: She went to the shops. She bought a box of chocolates.
	We can use a conjunction to join these sentences together:
	She went to the shops and bought a box of chocolates.
	Other connectives (conjunctions) include: but, as, so, or
	Subordinating connectives link a main (independent) clause with a subordinate
	(dependent) clause (a clause which does not make sense on its own).
Subordinating	Example: When we got home, we were hungry.
connectives	We were hungry <b>because</b> we hadn't eaten all day.
	Other subordinating connectives include: <i>if, while, after, until, before , although</i>

### Vocabulary/language strategies

Definition	Example
Synonyms	Synonyms for:
These are words that have a similar meaning to another word. We use synonyms to make our writing more interesting.	Bad - awful, terrible, horrible Happy - content, joyful, pleased Look - watch, stare, glaze Walk - stroll, crawl, tread
Antonyms  These are words with the opposite meaning to another word.	The antonym of <u>up</u> is <u>down</u> The antonym of <u>tall</u> is <u>short</u> The antonym of <u>add</u> is <u>subtract</u>
Word groups/ families  These are groups of words that have a common feature or pattern - they have some of the same combinations of letters in them and a similar sound.	at, cat, hat, and fat are a family of words with the "at" sound and letter combination in common.  bike, hike, like, spike and strike are a family of words with the "ike" sound and letter combination in common.  blame, came, fame, flame and game are a family of words with the "ame" sound and letter combination in common.
Prefix  Prefixes are added to the beginning of an existing word in order to create a new	Adding 'un' to happy — <b>un</b> happy Adding 'dis' to appear — <b>dis</b> appear
word with a different meaning.	Adding 're' to try – retry
Suffix  Suffixes are added to the end of an existing word to create a new word with a different meaning.	Adding 'ish' to child — child <b>ish</b> Adding 'able' to like — like <b>able</b> Adding 'ion' to act — act <b>ion</b>
Root words are words that have a	help is a root word
meaning of their own but can be added to either with a prefix (before the root) or a	It can grow into:  help <u>s</u>

### **Punctuation**

Definition	Example
Capital letter	Joel has karate training ever Monday afternoon at Wells
Used to denote the beginning of a sentence or a proper noun (names of	Primary School.
particular places, things and people).	In January, the children will be visiting London Zoo.
Full stop	Terry Pratchett's latest book is not yet out in paperback.
Placed at the end of a sentence that is not a question or statement.	I asked her whether she could tell me the way to Brighton.
Question mark	Who else will be there?
Indicates a question/disbelief.	Is this really little Thomas?
Exclamation mark	What a triumph!
Indicates an interjection/surprise/strong	I've just about had enough!
emotion	Wonderful!
Inverted commas	For direct speech:
Punctuation marks used in pairs ( " ") to indicate:	Janet asked, "Why can't we go today?"
	For quotes:
<ul><li>quotes (evidence).</li><li>direct speech</li></ul>	The man claimed that he was "shocked to hear the news".
words that are defined, that follow	For words that are defined, that follow certain phrases or that have special meaning:
certain phrases or that have special	'Buch' is German for book.
meaning.	The book was signed 'Terry Pratchett'.
	The 'free gift' actually cost us forty pounds.
Apostrophes	Contractions:
Used to show that letters have been left	Is not = isn't Could not = couldn't
out (contractions) or to show possession	Showing Possession:
(i.e. 'belonging to')	With nouns (plural and singular) not ending in an s add 's: the girl's jacket, the children's books
	With plural nouns ending in an s, add only the apostrophe: the guards' duties, the Jones' house

e girl is my — " fer," interrupted Miles, "She looks just like you."  show repetition:  a-you monster!" cried the frightened woman.  at-stop!" stammered the boy.  are a list:  ald only find three of the ingredients: sugar, flour and anut.  are a summary:  are a summary:
how repetition:  n-you monster!" cried the frightened woman.  it-stop!" stammered the boy.  ore a list:  ald only find three of the ingredients: sugar, flour and onut.  ore a summary:
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immorphism is a facing the company and in acceptant and the
ummarise: we found the camp, set up our tent and then
pears attacked.
re a line of speech:
asked: "May I have another cupcake?"
re a statement of fact:
e are only three kinds of people: the good, the bad and agly.
nk two separate sentences that are closely related:
children came home today; they had been away for a
<b>κ.</b>
ist:
Trek, created by Gene Roddenberry; Babylon 5, by JMS;
y, by Joss Whedon; and Farscape, from the Henson pany.

### Word list - years 5 and 6

persuade embarrass accommodate physical environment accompany prejudice equip (-ped, -ment) according privilege especially achieve profession exaggerate aggressive programme excellent amateur pronunciation existence ancient queue explanation apparent recognise familiar appreciate recommend foreign attached relevant forty available restaurant frequently average rhyme government awkward rhythm guarantee bargain sacrifice harass bruise secretary hindrance category shoulder identity cemetery signature immediate(ly) committee sincere(ly) individual communicate soldier interfere community stomach interrupt competition sufficient language conscience\* suggest leisure conscious\* symbol lightning controversy system marvellous convenience temperature mischievous correspond thorough muscle criticise (critic + ise) twelfth necessary curiosity variety neighbour definite vegetable nuisance desperate vehicle occupy determined yacht occur develop opportunity dictionary parliament disastrous

### Khalsa Primary School Key Stage Two



### Behaviour philosophy:

- We believe that Khalsa Primary school should be a place where everybody's behaviour is kind, considerate and respectful.
- We believe that good behaviour shows that we care about ourselves, each other and the environment.
- We encourage children to think about their behaviour so that everyone can work well in a comfortable and happy atmosphere.
- Our overall aim is that our pupils develop a good understanding of positive behaviour and recognising that our behaviour has a consequence and ultimately move towards self-discipline as promoted by the Sikh faith.

### Please take a look at how we categorise negative behaviour in Key Stage Two:

### 1 Not serious

Talking during register
Changing places in line
Daydreaming
Swinging on chairs
Bringing sweets to school
Walking around classroom
Not staying on task
Shouting out
Not listening to peers

### 2 Moderately serious

Distracting on carpet Talking in assembly Not sitting properly in assembly Disturbing others Laughing at people's work Not listening to instructions Disrespectful attitude Being racist – unintentional Not working Running in class Taking school equipment home Pushing in line Chewina Not sharing / cooperating Misuse of resources Talking when others are talking Scribbling on own work Irresponsible behaviour

### 3 Serious

**Encouraging fights** 

Defiance Verbal abuse Bullying Being sexist Throwing things at people Racial abuse Spitting, answering Mild swearing Lying Running in class after being Repeated nudging, slapping, Intentionally damaging property Malicious lying Repeated serious swearing Assaulting an adult Persistent negative behaviour Physical violence (including scratching, slapping, punching, kicking) Intimidation Destroying others' work Answering back Threatening each other Throwing things - rubbers, pencils Repeated chewing Repeatedly bringing sweets

### Please take a look at how we sanction negative behaviour in Key Stage Two:

1	2	3
Not serious	Moderately serious	Serious
<ul><li>Sit on 'time out chair'</li><li>Sit separately</li></ul>	<ul> <li>Sit in Darbar hall to reflect on own behaviour</li> <li>Time out of class</li> <li>Miss lunch time play</li> <li>Miss playtime</li> <li>See Deputy / Head teacher</li> <li>Sitting at the bench during playtimes</li> </ul>	<ul> <li>Time out of class</li> <li>Internal exclusion</li> <li>See Deputy / Head teacher</li> <li>External exclusion</li> <li>Call parents</li> <li>Missing an outing</li> <li>Sit in Darbar hall to reflect on behaviour</li> </ul>

### Khalsa Primary School Key Stage Two



### Tips for good home learning habits:

- Find a quiet place at home to use as a homework area.
- It needs a flat surface, a good light source and the right equipment e.g. pens, pencils, ruler, scissors, glue.
- Be aware of modern teaching methods, e.g. in long division.
- Plan a home learning timetable and agree on when your child will do their home learning.
- Allow your child to have something nutritional to eat before starting on home learning.
- Discuss any home learning tasks with your child and how it connects with what they are studying at school
- Turn off the TV but you could have music on if they find it helpful.
- Don't give your child the answer in order to get a task finished. Instead, explain how to look up information or find a word in a dictionary.
- Don't let homework become a chore. Keep it fun and make it a special time that you both look forward to. Please encourage your children when completing home learning tasks.





### Reading at Home

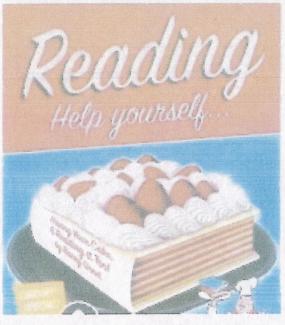
### Fiction

- Where does the story take place?
- When did the story take place?
- What did the character look like?
- Where did the character live?
- Who are the key characters in the book?
- What happened in the story?
- Which is your favourite part? Why?
- Predict what you think is going to happen next.
- What was the most exciting part of the story?
- Why did the author choose this title?
- How did the book make you feel? Explain.

### Fun Activities

- Draw a poster advertising the book. Make sure you write on the poster why people should read it!
- Make up three questions you would ask to check someone had read the book carefully.
- Write a letter to someone telling them about the book and your opinion of the book.
- Draw a Cartoon strip of the main events.
- Draw and label a character or a setting from a description in the book.







### Non-Fiction

- What is the text about?
- \* What kind of things would you expect to see in this book?
- What is a glossary used for?
- When would you use the contents page in the book?
- \* When would you use the Index page in the book?
- What are the subheadings for?
- Why have some of the words been written in bold?
- Can you suggest ideas for other sections or chapters to go into the book?
- \* Find something that interests you from the text. Explain why you chose that part.
- \* Are there any features that it hasn't got? Why do you think it doesn't have them?

### Fun Activities

- Write a glossary of technical vocabulary specific to a topic.
- Draw an annotated diagram using factual information.
- Make a list of facts learned from a non-fiction book.
- Create your own non-fiction book.





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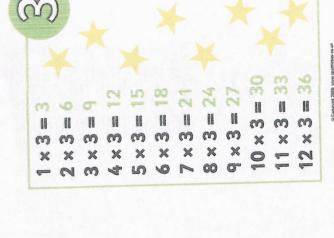
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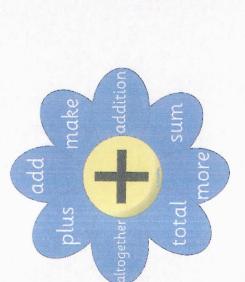
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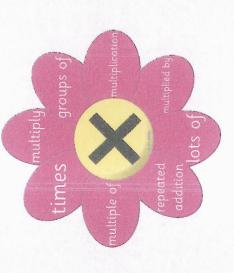
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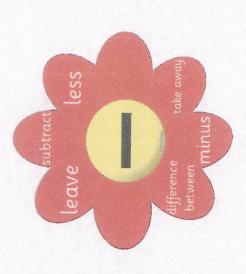
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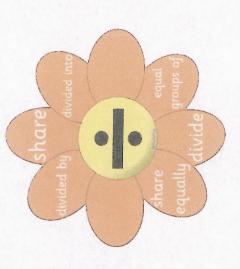
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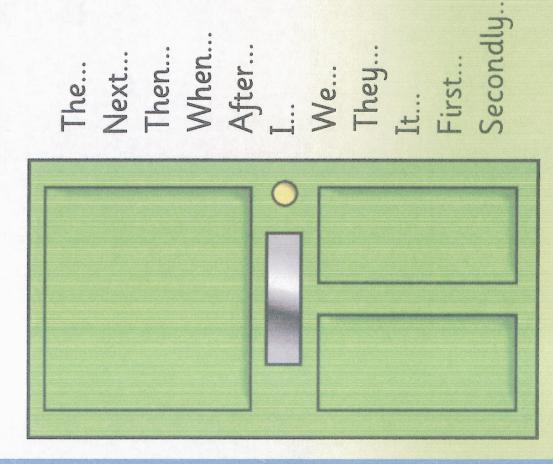


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# SONTONGO OPORTS openers are words to begin a sentence



Infortunately... Regardless of... Fortunately... Eventually... As time... Before... During... Soon... Once... : 5 2 When. After... Then Next: The

So...
If...
Despite...

Afterwards... The last time...

Even though... Meanwhile.

Having decided I felt as... Although... However...

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# AMOZING ACHOSCINOSI adjectives are words which describe



























enormous gigantic great huge immense large little long mammoth massive mini

courageous determined

comfortable

calm cheerful

angry annoyed anxious ashamed awful bored clumsy confused defeated defiant depressed disgusted disgusted disgusted disgusted

eager
elated
encouraged
energetic
enthusiastic
excited
fantastic
fine
healthy
joyful
pleasant
pleased
relieved

brief
early
fast
late
modern
old
quick
rapid
short
slow
swift

adventurous talented thoughtless timid considerate grumpy handsome helpful aggressive important obnoxious odd annoying beautiful clumsy confident adorable excitable

beautiful bright colourful dark distinct dull fancy gleaming gorgeous light long magnificent old-fashioned plain precious shiny sparkling

# 224 Ral Ver ball adverbs are words which describe actions

# How often?

# Where?

### almost

# How much?

### completely entirely

around

constantly

before beforehand

daily hourly monthly

early lately

nervously

courageously

crossly

merrily

madly

cautiously

anxiously

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quickly sadly sadly safely shyly solemnly

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# Ofter ugeful adverby ...

insufficiently	suitably	therefore
fittingly	hence	however
additionally	appropriately	consequently

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nquisitively

irritably

hungrily

gracefully

gladly gently



at that moment afterwards finally first just then last

subsequently

then until when

meanwhile

later

soon

consequently for this reason as a result in the end because therefore

### Opinion

Infortunately fortunately happily luckily sadly

on the other hand alternatively nevertheless anyway aside from besides despite however in spite of although whereas since yet

with



as well as furthermore in addition noreover and

# Using the right connectives...

## Opposition

- however
- nevertheless
- on the other hand
- instead
- in contrast
- looking at it another
- although
- the main reasons

against

- some people do not believe
- for instance
- the evidence for this suggests
- disagree
  - whereas
- as long as

## Reinforcing/

## in addition

- besides
- anywayafter all
- many people believethis is an important
  - issue because
    - one reason is
- furthermore
- in addition moreover
- a further point
- claim that...

### Explaining/ listing

- for example in other words
  - - for instance first of all
- finally in conclusion
- the main reason for after much thought
- in the end we decided
  - I believe that

## Cause and

### effect

Prior (at the beginning):

Time

therefore

at firstbeforein the beginning

- consequently
  - as a result
- thanks to this

up to that time

firstly

until then

- because of this this causes
- the reason that
- this results in

### Following (afterwards): Just then

- next
- In due course
  - in the end a after that
- finally
- eventually
- a month later

# Parallel (at same time):

- in the mean time
  - simultaneously
    - concurrently
- meanwhile **fhen...**

becavse...

(0.00)

Resources (SparkleBox for KS2 - www sparklebox2 coluk)

trainers

bonnet

# nouns are words which name things



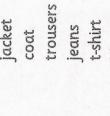












lorry

village

town

father

house

brother

clock chest chair table picture

home

jeans t-shirt blouse shorts skirt socks

flying saucer wheel speedboat minibus chariot submarine wagon trailer

playground swimming pool

church

uncle sister

aunt

school

station

grandfather grandmother friend baby crowd

window clothes light money paper

castle

off-road traffic

fairground library

audience

forest

coast hotel

policewoman policeman

> elevision computer

drawers

kettle

camera

football

astronaut



vegetables fruit

theatre

office circus

-ondon

sandwich potato carrots

pineapple orange pear

cheese yogurt

breakfast lunch dinner



# Words instead of said

answered argued asked babbled called complained complained confessed confessed declared declared

explaimed
explained
groaned
groaned
joked
lied
moaned
mumbled
muttered
nagged

replied
screamed
screamed
shouted
suggested
teased
told
whined
whispered

ranted

### Khalsa Primary School Key Stage 2

### **Recommended Website List:**

**Numeracy:** 

www.woodlands-junior.kent.sch.uk

www.topmarks.co.uk

www.teachingtables.co.uk

my.uso.im

www.mathsframe.co.uk

### Literacy:

www.bbc.co.uk/schools/ks2bitesize

www.ictgames.com

www.freepastpapers.co.uk

kises.com.animation/swfs

PUNJABI 100 High Fremency Words

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### Introduction

Who, what, when and where? Make the reader want to read about this person.



### Paragraphs

In the order that events happened and starting with a sentence about your topic. Add visual elements reinforcing what you have written.



### Conclusion

Reflect on what has happened and what might happen next.

### Biography

Have you included all these parts in your text?

Quote what others think about this person.

Formal or informal

Detailed descriptions

Words showing the passing of time

Varied sentence

Emotive words

Past tense

First person if it's about you. Third person if it's about someone else.

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### Masthead, date and headline



### Flash

Briefly describe your article.



### Introduction.

Interest the reader.
Summarise the whole story.



### Main body

Use columns, sub-headings, detail and illustrations.



### Conclusion

What is your point of view about this story?

### Newspaper

Have you included all these parts in your text?

Quotes from witnesses

> Formal or informal

Detailed descriptions

Past tense

Words showing the passing of time

>Varied sentence structure<

Third person

An eye-catching headline

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### Introduction

Who, what, when and where.



### Paragraphs

In the order that events happened and starting with a sentence about your topic.

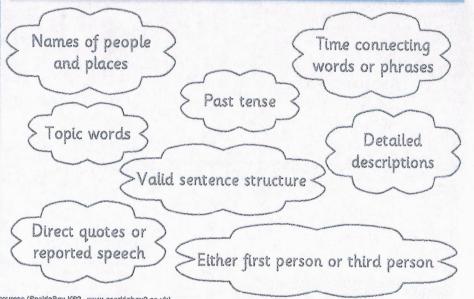


### Conclusion

Reflect on what has happened and what might happen next.

### Recount

Have you included all these parts in your recount?



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### Title



### Introduction

What is your report about?



### Paragraphs

Use sub-headings and start each one with a sentence about your topic.



### Diagrams & charts



### Conclusion

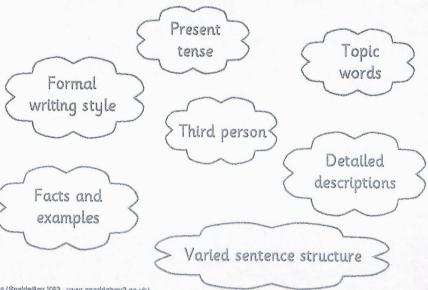
Sum up what you have written.



Glossary

### Non-Chronological Reports

Have you included all these parts in your report?



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Equipment List



Instructions

Use bullet points or numbers to separate each step.



Diagrams and charts

### Instructions

Have you included all these parts in your instructions?

Time connecting words or phrases

Present tense Detailed descriptions

Topic words

Varied sentence structure

Second persons

Imperative verbs at the start of each step.

Sometimes, consider using an adverb.

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### Title



Introduction

Set the scene.



Paragraphs

In time order. Start each one with a sentence about your topic.



Diagrams and charts



Conclusion

### Explanations

Have you included all these parts in your explanation?

Time connecting words or phrases

Present tense

Detailed descriptions

Formal

Topic words

Varied sentence structure

Third person

Reasons to explain how or why

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Introduction

What's your point of view?



Paragraphs

Start each one with a point that you are going to explain more. Have paragraphs that consider arguments both for and against.



Conclusion

### Persuasive

Have you included all these parts in your text?

Some connecting words or phrases to start paragraphs.

Consistent voice. E.g. First person.

Varied sentence structure

Emotive language

Topic words

Present tense Detailed descriptions

Explain your point of view and give reasons

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Title



Introduction

What's is the discussion about?



Paragraphs

Write all the arguments for and against. Use one paragraph for each argument. Don't take sides.



Conclusion

Summarise the key points. What do you think of this issue?

### Discussion

Have you included all these parts in your text?

Words connecting phrases or indicating opposite view

Formal

Present

tense

Third person

Varied sentence structure

Topic words

Detailed descriptions

Give reasons and provide examples

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### Letters

Have you included all these parts in your letter?

### Formal

Use a formal greeting

Explain who you are and why you are writing

State what you want to happen once the letter has been read

### All letters

Address and date in the top-right corner

Start the letter top left below the address

Use paragraphs

Use a new line to sign off

Use good detail and varied sentences

### Informal

Use an informal greeting

Start by explaining your reason for writing

### Date



### Paragraphs

In the order things happened and to show how you feel and what you are thinking about the events of that day.

### Diary

Have you included all these parts in your text?

Informal

First person

- Words showing the passing of time

Varied sentence

Past and present tense

Detailed descriptions

Emotive words

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### **Grammatical Terms/Word Classes/Features of Sentences**

Nouns				
Term	Term Definition			
Noun	A <b>noun</b> is a 'naming' word: a word used for naming an animal, a person, a place or a thing.			
Proper noun	This is a noun used to name particular people and places: <i>Jim, Betty, London</i> – and some 'times': <i>Monday, April, Easter</i> It always begins with a capital letter.			
Common noun	A common noun is a noun that is used to name everyday things: <i>cars, toothbrushes, trees,</i> – and kinds of people: <i>man, woman, child</i>			
Collective noun	This is a noun that describes a group or collection of people or things: <i>army, bunch, team, swarm</i>			
Abstract noun	An abstract noun describes things that cannot actually be seen, heard, smelt, felt or tasted: <i>sleep, honesty, boredom, freedom, power</i>			
	Adjectives			
Term	Term Definition			
Adjective	An <b>adjective</b> is a 'describing' word: it is a word used to describe (or tell you more about) a noun.  Example: The burglar was wearing a <b>black</b> jacket, a <b>furry</b> hat and a <b>large</b> mask over his face. (The words in bold tell us more about the noun that follows)			
	An adjective usually comes before a noun but sometimes it can be separated from its noun and come afterwards (e.g.: Ben looked <i>frightened</i> ; the dog was very <i>fierce</i> )			
Interrogative ('asking') adjectives e.g.: What? Which? They are used to ask questions about a noun.  Example: Which hat do you prefer?				
Possessive adjectives	e.g.: my, our, their, his, your Possessive adjectives show ownership.  Example.: Sue never brushes her hair.			

Adjectives of number or quantity	e.g. much, more, most, little, some, any, enough These answer the question: How much? <u>Example</u> : She invited <b>five</b> friends for breakfast; she did not have <b>any</b> food left		
Demonstrative ('pointing-out') adjectives			
	Verbs		
Term	Definition		
101111	Demitton		
Verb	A verb is a word, or a group of words, that tells you what a person or thing is being or doing. It is often called a 'doing' word: e.g. running, eating, sitting.  All sentences have a subject and a verb. The subject is the person or thing doing the action: Example: Cats purr (Cats is the subject and purr is the verb)		
Auxiliary verb	A verb is often made up of more than one word. The actual verb-word is helped out by parts of the special verbs: the verb <i>to be</i> and the verb <i>to have.</i> These 'helping' verbs are called <i>auxiliary verbs</i> and can help us to form tenses.  Auxiliary verbs for 'to be' include: am, are, is, was, were,  Auxiliary verbs for 'to have' include: have, had, hasn't, has, will have, will not have.  Examples:  I have arrived ('arrived' is the main verb and 'have' is the auxiliary verb)  We are waiting ('waiting' is the main verb and 'are' is the auxiliary verb)		
	Adverbs		
Term	Definition		
Adverb	An adverb tells you more about the verb (it 'adds' to the verb). It nearly always answers the questions: How? When? Where? or Why?  Most adverbs in English end in —ly and come from adjectives:  E.g. soft — softly; slow — slowly.		
Adverb or Adjective?	Some words can be either adverbs or adjectives depending on what they do in a sentence, e.g. fast, hard, late.  If they answer the questions: How? When? Where? or Why? — they are adverbs.  If they answer the question: "What is it like?" - they are adjectives, and will be telling you more about a specific noun.  Examples:  Life is hard. (adjective)  Kim works hard. (adverb)  The train arrived early. (adverb)  I took an early train. (adjective)		

Pronouns				
Term	Definition			
Pronoun	Sometimes you refer to a person or a thing not by its actual name, but by another word which stands for it. The word you use to stand for a noun is called a <b>pronoun</b> (which means 'for a noun')  We use <b>pronouns</b> so that we do not have to repeat the same nouns over again.			
we use <b>pronouns</b> so that we do not have to repeat the same hours over a				
	Have a look at the following sentence: When Barnaby stroked the cat and listened to the cat purring softly, Barnaby felt calm and peaceful.  Compare it with the same sentence where some of the nouns have been replaced by pronouns: When Barnaby stroked the cat and listened to it purring softly, he felt calm and peaceful.			
Singular	Singular pronouns are used to refer to one person or thing.			
pronouns	E.g.: I, you, me, he, she, it, you, him, her, mine, yours, his, hers, its			
Plural pronouns	Plural pronouns are used to refer to more than one person or thing. <u>E.g.</u> : we, they, us, them, ours, yours, theirs			
	Other word classes and grammatical terms			
Term	Definition			
	Prepositions are words which show the relationship of one thing to another.			
Prepositions	Examples: Tom jumped <i>over</i> the cat.  The monkey is <i>in</i> the tree.			
	These words tell you where one thing is in relation to something else.			
	Other examples of prepositions include: <i>up, across, into, past, under, below, above</i>			
Connectives	Connectives (conjunctions) join together words, phrases, clauses and sentences. They help us to create compound sentences by joining two main clauses together.			
(conjunctions)	E.g.: She went to the shops. She bought a box of chocolates.			
	We can use a conjunction to join these sentences together:			
She went to the shops and bought a box of chocolates.				
·	Other connectives (conjunctions) include: <b>but, as, so, or</b>			
	Subordinating connectives link a main (independent) clause with a subordinate			
	(dependent) clause (a clause which does not make sense on its own).			
Subordinating Example: When we got home, we were hungry.				
connectives	We were hungry <i>because</i> we hadn't eaten all day.			
	Other subordinating connectives include: if, while, after, until, before, although			

Article	An article is always used with and gives some information about a noun. There are three articles: <i>a, an</i> and <i>the</i>
	Examples: <i>the</i> chair; <i>a</i> table; <i>an</i> elephant
	*There is sometimes confusion about whether to use <b>a</b> or <b>an</b> . The sound of a word's first letter helps us to know which to use: If a word begins with a vowel sound, you should use <b>an</b> ; if a word begins with a consonant sound, you should use <b>a</b> .
	Features of sentences/Types of sentences
Term	Definition
Declarative sentence (statement)	These are sentences which state facts.  e.g.: It is hot.  The butter is in the fridge.
Interrogative sentence (question)	Interrogative sentences (questions) are sentences which ask for an answer.  e.g.: Are you hot?  Where is the butter?
Imperative sentence (command)	These are sentences which give orders or requests.  e.g.: Play the movie.  Give me a dinosaur for my birthday.
Exclamatory sentence (exclamation)	Exclamatory sentences (exclamations) are sentences which express a strong feeling of emotion.  e.g.: My goodness, it's hot! I absolutely love this movie!
Clause	A clause is a group of words which does contain a verb; it is part of a sentence.  There are two kinds of clauses:  1. A main clause (makes sense on its own) e.g.: Sue bought a new dress.  2. A subordinate clause (does not make sense on its own; it depends on the main clause for its meaning)  E.g.: Sue bought a new dress when she went shopping.  *'when she went shopping' is the subordinate clause as it would not make sense without the main clause.
Phrase	A phrase is a group of words which does not make complete sense on its own and does not contain a verb; it is not a complete sentence: e.g.: up the mountain

### Vocabulary/language strategies

Definition	Example
Synonyms	Synonyms for:
These are words that have a similar	Bad - awful, terrible, horrible
meaning to another word. We use	Happy - content, joyful, pleased
synonyms to make our writing more	Look - watch, stare, glaze
interesting.	Walk - stroll, crawl, tread
Antonio	
Antonyms	The automorphism of the state o
These are words with the opposite	The antonym of up is down
meaning to another word.	The antonym of tall is short
meaning to another word.	The antonym of <u>add</u> is <u>subtract</u>
Word groups/ families	
	at, cat, hat, and fat are a family of words with the "at" sound
These are groups of words that have a	and letter combination in common.
common feature or pattern - they have	
some of the same combinations of letters	bike, hike, like, spike and strike are a family of words with the
in them and a similar sound.	"ike" sound and letter combination in common.
	blame, came, flame and game are a family of words with the "ame" sound and letter combination in common.
Prefix	
Prefixes are added to the beginning of an	Adding 'un' to happy — <b>un</b> happy
existing word in order to create a new	Adding 'dis' to appear – <b>dis</b> appear
word with a different meaning.	Adding 're' to try – retry
Suffix	
	Adding 'ish' to child – child <b>ish</b>
Suffixes are added to the end of an	Adding 'able' to like – likeable
existing word to create a new word with a	Adding 'ion' to act – action
different meaning.	
Root words	
	help is a root word
Root words are words that have a	
meaning of their own but can be added to	It can grow into:
either with a prefix (before the root) or a	help <u>s</u>

suffix (after the root) to change the	help <u>ful</u>
meaning of the word. Root words can	help <u>ed</u>
often be helpful in finding out what a	help <u>ing</u>
word means or where it is 'derived' from.	help <u>less</u>
	<u>un</u> help <u>ful</u>
Singular	
	One bike
A singular noun names one person, place	One mango
or thing (a single item).	One dress
,	One fly
	One turkey
	One half
Plural	Most nouns are made into plurals by adding —s:
	Three bikes
More than one person, place or thing.	· · · · · · · · · · · · · · · · · · ·
	Some nouns ending in —o are made into plurals by adding —es:
	Two mango <u>es</u>
	Most nouns ending in hissing, shushing or buzzing sounds are made into plurals by adding —es: Ten dress <u>es</u>
	For words ending in a vowel and then —y, just add —s: Eight turkeys
	For words ending in a consonant and then —y, change -y to -i and add —es:  Five flies
	Most nouns ending in -f or-fe change to -ves in the plural: Six halves
	Six halves

### **Punctuation**

Definition	Example		
Capital letter			
Used to denote the beginning of a	<u>Joel has karate training ever M</u> onday afternoon at <u>W</u> ells <u>P</u> rimary <u>S</u> chool.		
sentence or a proper noun (names of particular places, things and people).	In January, the children will be visiting London Zoo.		
Full stop	Torry Bratchett's latest book is not yet out in nanerback.		
Placed at the end of a sentence that is not a question or statement.	Terry Pratchett's latest book is not yet out in paperback.  I asked her whether she could tell me the way to Brighton.		
Question mark			
Indicates a question/disbelief.	Who else will be there? Is this really little Thomas?		
Exclamation mark			
Indicates an interjection/surprise/strong emotion	What a triumph! I've just about had enough! Wonderful!		
Inverted commas			
Punctuation marks used in pairs ( " ") to indicate:	For direct speech: Janet asked, "Why can't we go today?"		
	For quotes: The man claimed that he was "shocked to hear the news".		
<ul><li>quotes (evidence).</li><li>direct speech</li></ul>			
<ul> <li>words that are defined, that follow certain phrases or that have special</li> </ul>	For words that are defined, that follow certain phrases or that have special meaning:		
meaning.	'Buch' is German for book.		
	The book was signed 'Terry Pratchett'. The 'free gift' actually cost us forty pounds.		
Apostrophes	Contractions:  Is not = isn't Could not = couldn't		
Used to show that letters have been left	Is not = isn't Could not = couldn't		
out (contractions) or to show possession (i.e. 'belonging to')	Showing Possession: With nouns (plural and singular) not ending in an s add 's: the girl's jacket, the children's books		
	With plural nouns ending in an s, add only the apostrophe: the guards' duties, the Jones' house		

	With singular nouns ending in an s, you can add either 's or an apostrophe alone: the witness's lie or the witness' lie (be consistent)
Commas in a list  Used between a list of three or more words to replace the word and for all but the last instance.	Jenny's favourite subjects are maths, literacy and art. Joe, Evan and Mike were chosen to sing at the service. The giant had a large head, hairy ears and two big, beady eyes.
Commas to mark phrases or clauses	To indicate contrast:
	The snake was brown, not green, and it was quite small.
	Where the phrase (embedded clause) could be in brackets: The recipe, which we hadn't tried before, is very easy to follow.
	Where the phrase adds relevant information:  Mr Hardy, aged 68, ran his first marathon five years ago.
	To mark a subordinate clause:  If at first you don't succeed, try again.  Though the snake was small, I still feared for my life.
	Introductory or opening phrases: In general, sixty-eight is quite old to run a marathon. On the whole, snakes only attack when riled.
	Conjunctive verbs: Unfortunately, the bear was already in a bad mood and, furthermore, pink wasn't its colour.
Brackets (also known as parentheses)	To clarify information: Jamie's bike was red (bright red) with a yellow stripe.
Used for additional information or explanation.	For asides and comments: The bear was pink (I kid you not).
	To give extra details: His first book (The Colour Of Magic) was written in 1989.
Ellipsis	
Used to indicate a pause in speech or at the very end of a sentence so that words	A pause in speech: "The sight was awesome truly amazing."
trail off into silence (this helps to create suspense).	At end of a sentence to create suspense:  Mr Daily gritted his teeth, gripped the scalpel tightly in his right hand and slowly advanced

Dash	To show interruption:
	"The girl is my – "
Used to show interruption (often in dialogue) or to show repetition.	"Sister," interrupted Miles, "She looks just like you."
	To show repetition:
	"You-you monster!" cried the frightened woman.
	"St-st-stop!" stammered the boy.
Colons	Before a list:
	I could only find three of the ingredients: sugar, flour and
a) Used before a list, summary or quote	coconut.
b) Used to complete a statement of fact	Before a summary:
	To summarise: we found the camp, set up our tent and then
	the bears attacked.
	Before a line of speech:
	Tom asked: "May I have another cupcake?"
	Before a statement of fact:
	There are only three kinds of people: the good, the bad and
	the ugly.
Semi-colons	To link two separate sentences that are closely related:
	The children came home today; they had been away for a
Used in place of a connective	week.
(conjunction). Shows thoughts on either	
side of it are balanced and connected. It	In a list:
can also separate words or items within a	Star Trek, created by Gene Roddenberry; Babylon 5, by JMS;
list.	Buffy, by Joss Whedon; and Farscape, from the Henson
	Company.