

St Dunstan's College Junior School



St Dunstan's

Parents' Handbook 2009/2010

This handbook is divided into five sections:

- **General Information**
- **Pre-Prep Department**
- **Prep Department**
- **School Uniform:**
 - Pre-Prep Department
 - Prep Department
- **Summary of Expectations**

	Page
Section One: General Information	
<i>Aims of the Junior School</i>	4
<i>Contact Details</i>	4
<i>Partnership</i>	5
<i>College Records</i>	5
<i>Policies</i>	5
<i>Safeguarding Children</i>	5
<i>English As An Additional Language</i>	5
<i>Provision For Children With Statements</i>	5
<i>Concerns</i>	5
<i>Behaviour</i>	6
<i>Code of Conduct</i>	6
<i>Sanctions</i>	6
<i>Expulsions</i>	6
<i>Absence</i>	6-7
<i>Letters and Newsletter</i>	7
<i>Lunches</i>	7
<i>College Calendar</i>	7
<i>Term Dates</i>	7
<i>College Chronicle</i>	8
<i>Benevolent Fund</i>	8
<i>Bursary</i>	8
<i>College Fees</i>	8
<i>Insurance</i>	8-9
<i>St. Dunstan's College Family Society (SDCFS)</i>	9

AIMS OF THE JUNIOR SCHOOL

The Junior School aims to:

- prepare children for their lives in an environment which is happy, challenging and safe.
- enable our pupils to become confident and considerate individuals.
- inspire a lifelong love of learning.
- be a school where personal bests can be achieved and are recognised and celebrated.

CONTACT DETAILS

Head of the Junior School: Ms J. H. Bate BEd (Hons) NPQH

Address: St Dunstan's College Junior School, Stanstead Road, London SE6 4TY

Junior School Office: **020 8516 7225** (8.00am to 4.00pm)

The Junior School Office can be contacted at: rscard@sdmail.org.uk

College Reception: 020 8516 7200 (8.00am to 5.30pm)

College Website: www.stdunstans.org.uk

General fee issues, legal & insurance matters:	Bursary	020 8516 7260
	<i>e-mail address</i>	<i>bursary@sdmail.org.uk</i>

Specific enquiries & payment details:	Finance Office	020 8516 7262
	<i>e-mail address</i>	<i>finance@sdmail.org.uk</i>

Governors:

The Chairman of the Board of Governors is Sir Paul Judge and he may be contacted:

c/o The Clerk to the Governors
St.Dunstan's College,
Stanstead Road,
London
SE6 4TY

There is a full list of College Governors, with brief biographies on the College website.

PARTNERSHIP

The Junior School appreciate the importance of close and effective communication between home and school. Good communication enables the school community to work co-operatively and in the best interests of the children.

COLLEGE RECORDS

Parents are required to inform the Junior School Office immediately of any change of address, telephone number, work / emergency contact numbers or e-mail, so that our records can be kept up to date.

The College maintains a database of essential information relating to each child. Parents will be asked to check and update this information regularly. Parental access to their child's academic record is available on written request to the Head of the Junior School in accordance with the Data Protection Act.

POLICIES

The following policies are available on request: Curriculum – Teaching and Learning, Pastoral Care, Anti-Bullying, Child Protection and Educational Visits.

SAFEGUARDING CHILDREN

When dealing with matters relating to the safety of children, the school will follow guidance given in Safeguarding Children & Safer Recruitment in Education (January 2007)

ENGLISH AS AN ADDITIONAL LANGUAGE

In monitoring the progress of our children, those identified as having difficulties related to English as an additional language, will be assessed and given appropriate learning support.

PROVISION FOR CHILDREN WITH STATEMENTS

Children with Statements are considered for a place in accordance with our Admissions Policy and procedures. A place will be offered if the school believes that it can provide an appropriate learning environment and that it is able to fulfil the child's needs as set out in their Statement and resultant Individual Educational Plan (IEP).

CONCERNS

Any concerns should, in the first instance, be addressed to the form or class teacher. We ask that parents use the homework/reading diary or a letter to set out the issue. If preferred, an appointment can be made to see the form or class teacher at relatively short notice. If concerns are not resolved at this stage or are not child-specific, parents are asked to contact the appropriate Head of Key Stage or Deputy Head.

The Junior School has a Complaints Procedure that is available on request. There were no complaints registered under the formal procedure during the school year 2008/09.

BEHAVIOUR

The way we work to promote positive behaviour in all our children is set out in the Junior School Pastoral Care and Anti-Bullying Policy Documents. Extracts including the Code of Conduct, Sanctions, Suspensions and Expulsions are reproduced below.

CODE OF CONDUCT

Our Junior School code of conduct states clearly how we expect our children to behave so that children and staff are able to enjoy learning, teaching and life in school.

- Do be gentle
- Do be kind
- Do be honest
- Do listen
- Do share
- Do work hard
- Do be fair

Although these rules are expressed in simple words, the underlying ideas are fundamental to the way we believe children should treat each other and the way they should behave for the good of everyone. They are about working and playing together and about sharing resources, space and attention. They are about telling the truth and being fair.

SANCTIONS

We recognise the need for sanctions to register disapproval of unacceptable behaviour and to make the school a safe and happy place. However, the use of sanctions is only one strand of our strategy to develop in children an understanding of how negative behaviour impacts upon themselves and others.

SUSPENSIONS & EXPULSIONS

The Head of the Junior School, the Headmistress and the Governing Body are responsible for the suspension or expulsion of any child from the Junior School.

ABSENCE

If children are absent, parents are asked to telephone Rosemary Scard, the Junior School Registrar, between 8.00 and 9.00am each day of the absence.

In addition, on returning to school after absence, the child must bring in a written note from a parent / guardian explaining the reason for and length of absence. This is handed to the child's form or class teacher at morning registration.

Parents are reminded that no child is allowed to be absent from school, except through illness, without obtaining prior permission from the Head of the Junior School. Each request should be in writing, addressed to the Head of the Junior School, and will be considered on its merits.

Visits to the doctor or dentist should be arranged as far as possible in school holidays or out of school hours.

LETTERS AND NEWSLETTER

Letters will be sent home on a regular basis. When a letter goes out, this will be indicated in the child's homework diary in the Prep and put in the book bag in the Pre-Prep.

The Newsletter appears on the College website each Friday and provides useful information about life and events in the Senior School as well as the Junior School.

LUNCHES

The children, apart from children in the Nursery, have their lunch in the Refectory. There is a selection of hot and cold food including a vegetarian option. Parents of children who require special diets for medical and/or other reasons should inform Rosemary Scard, the Junior School Registrar.

COLLEGE CALENDAR

At the beginning of each term parents are given a College Calendar, which records Junior School events and dates of significance.

TERM DATES

Michaelmas Term 2009

Staff Study Days	Tuesday 1 st and Wednesday 2 nd September
Term starts for Years 1 - 6	Thursday 3 rd September at normal time
Term starts for Reception	Monday 7 th September at 9.30am
Term starts for Nursery	Wednesday 9 th September from 8.45am
Exeat for children	Monday 19 th October to Friday 30 th October
Term ends for the Junior School	Friday 18 th December at normal time

Lent Term 2010

Staff Study Day	Monday 11 th January
Term starts for children	Tuesday 12 th January at normal time
Exeat for children	Monday 15 th February to Friday 19 th February
Term ends for the Junior School	Thursday 1 st April at normal time

Summer Term 2010

Staff Study Day	Monday 19 th April
Term starts for children	Tuesday 20 th April at normal time
Exeat for children	Monday 1 st June to Friday 4 th June
Term ends for the Junior School	Thursday 8 th July at normal time

COLLEGE CHRONICLE

Each year a magazine is published to record the events and activities that shape College life. The 'Chronicle' contains a section devoted to the Junior School.

BENEVOLENT FUND

The St Dunstan's College Benevolent Fund exists to offer support to existing parents and guardians who are experiencing temporary difficulty in meeting the costs of their child's education at the College. The fund operates by making grants subject to proven need and availability. It is not a Scholarship or a Bursary Fund and is not able to support children in their education over long periods of time. All applications should be sent to the Treasurer, Benevolent Fund, St. Dunstan's College.

The Fund is a Registered Charity (no. 1094290) and is administered by a small committee of management including parents, staff and Old Dunstonians. The AGM is held every June. It relies solely on voluntary contributions from members of the College community. Any gift, however small, is always appreciated. A termly contribution of a relatively modest sum per family can quickly produce the amounts that are often needed to help others through temporarily difficult periods.

BURSARY

All financial matters are dealt with initially by the Bursary, and any queries regarding finance should be addressed to Colonel Norman Wallace, the College Bursar. The main telephone numbers and contacts for the Bursary are listed at the front of this handbook.

COLLEGE FEES

Fees can be paid in one of three ways:

- ✓ Advance payment
- ✓ By instalments collected by direct debit
- ✓ By cheque or money transfer before the first day of each term. Cash is not accepted at the College.

It is important that fees are paid on time. Charges are raised against late payment. Parents should contact the Bursary immediately if they foresee difficulty in the payment of fees.

INSURANCE

As part of the general fee the College provides insurance for:

- Accidental injury
- Travel

Details of the cover and exclusions for each are contained in explanatory leaflets given to parents. Additional cover is a parental responsibility.

The College does not provide cover for the reimbursement of fees in the event of a child being absent through illness. Policies do exist to cover this contingency and the Bursary can provide details of some options.

The College does not provide insurance cover for the loss of or damage to clothing or property, however caused, at school. It is the parents' responsibility to arrange cover as they require for such items as musical instruments, personal computers or phones, watches, calculators, sports equipment etc.

Same as above no further insurances exist covering additional school activities and your child attends these at his/her own risk, and without further responsibility on the part of the College or its members of staff or other authorised personnel, whether to your son or daughter, to you as parents or to any third party.

ST DUNSTAN'S COLLEGE FAMILY SOCIETY (SDCFS)

All parents are encouraged to become members of the St Dunstan's College Family Society; the current annual subscription is £10. A committee of parents and staff, elected at its AGM in the autumn, directs the SDCFS. The committee organise a range of social events for parents and staff and through these events raise money to fund specific College projects. The SDCFS also funds a travel bursary which is available, subject to need and availability, to parents who are encountering difficulties in meeting the cost of such curricular and/or extra-curricular activities. Applications should be made via the Headmistress, Mrs Jane Davies.

	Page
Section Two: Pre-Prep Department	
<i>Introduction</i>	11
<i>Accidents & Illness</i>	12
<i>Activities</i>	12
<i>After School Care</i>	12
<i>Arrival & Departure</i>	13
<i>Assemblies</i>	13
<i>Break</i>	13
<i>Classes</i>	13
<i>Class Support</i>	14
<i>Clothes & Possessions</i>	14
<i>Computers</i>	14
<i>Correspondence</i>	14
<i>Curriculum Evening</i>	14
<i>Daily Routine</i>	14
<i>Food & Drink</i>	15
<i>Health</i>	15
<i>Homework</i>	15
<i>Music</i>	15
<i>Nursery – Special Information</i>	15-16
<i>Parents’ Evenings & Reporting</i>	16

THE PRE-PREPARATORY DEPARTMENT

Introduction

We want to provide the very best all-round preparation for an academic education in a friendly, caring and homely atmosphere. A positive and stimulating environment is offered inside and outside the classroom to ensure that each child is encouraged to fulfil his or her own potential. We want all pupils to feel fully and actively involved and to be busy, hardworking and considerate towards others working with them.

We believe in firm and fair discipline. Our well-qualified and dedicated staff see to both the academic and pastoral care of our children. Regular communication with parents is an essential part of this care and forms the basis of the close partnership with parents we wish to foster.

We want our children to develop into independent, confident and responsible adults, learning to value their own work and to enjoy their talents, as well as appreciating those of others. All the activities, through which our pupils learn, are designed to be challenging, instructive and fun.

ACCIDENTS AND ILLNESS

The Teaching Assistants, who hold First Aid qualifications, deal with any accident or illness. If children are obviously ill, do not get better quickly, or it seems likely that they have something infectious, parents are contacted and asked to come and collect their child.

A First Aid Policy is in place which includes dealing with children in cases of accidents whilst at school. This is summarised below.

1. All incidents that lead to injury are recorded.
2. If an injury is more than minor, then a qualified first-aider handles the treatment. The treatment is recorded.
3. If any member of staff feels the injury is at all serious then the emergency services are called. If emergency services are called or it is felt that the child should attend hospital, parents are informed.

ACTIVITIES

Children in Years 1 and 2 are offered a range of activities at 3.15pm to 4.00pm on Thursday evenings. Each term the activities offered will vary and the children will be given a list of activities to choose from.

AFTER SCHOOL CARE

After School Care starts at 3.15pm and finishes at 6.00pm. It is important that all children are collected by 6.00 pm. The charges for this service are:

3.35pm - 4.00 pm	£1.50
3.35pm - 5.00 pm	£4.50
3.35pm - 5.30 pm	£6.00
3.35pm - 6.00pm	£8.00

A register is called at 3.15 pm. ASC is supervised by two carers employed by the school and in the case of the Nursery by a member of the Nursery staff. Children staying after 4.30 pm may bring a snack (nothing containing nuts) and a drink in disposable containers clearly labelled with their name. The children will play games, watch suitable videos and generally unwind after a long day at school. The direct telephone number to contact the Pre-Prep Department is 020 8516 7207.

In order to ensure that we can plan appropriately, **we require prior notice**. The booking form, which can be found on the College website, should be completed and brought to school by your child or e-mailed to rscard@sdmail.org.uk each Monday morning. Hard copies of the form are available from the Junior School Office. In an emergency we would of course accept a child who had not been registered for that day.

Whilst it is accepted that even the best laid plans can go wrong, parents are expected to collect children by 6.00pm at the latest. Failure to collect a child by 6.00 pm twice in any term, may result in this service being withdrawn for the families concerned.

ARRIVAL AND DEPARTURE

Children must arrive daily by 8.40am. There is supervision in the playground from 8.20am. Parents are encouraged to leave their children in the playground as soon as their child feels settled. If the weather is fine they remain in the playground until 8.40am, in inclement weather the children go into the hall from 8.20am with the member of staff on duty. From 8.30am we operate a 'meet and greet' system for children in Reception and above, when parents may drive into school, briefly stop, and a member of staff will see the children out of the car and safely in to the Pre-Prep gate. School finishes at 3.15pm and parents may collect children from the playground or the Nursery. Children are supervised until After School Care starts at 3.35 pm. Please keep us informed if somebody different is collecting your child, even if it is another parent. We will not be able to let a child go home with anybody else, unless we have been informed.

ASSEMBLIES

In Pre-Prep, our major emphasis is on living together in a Christian way. All the children in the Junior School (Nursery to Year 6) come together for an assembly once a week.

Each week Pre-Prep also have a Celebration Assembly. During the assembly special achievement in a variety of areas is celebrated. For example, outstanding work, behaviour or endeavour.

BREAK

The children spend morning and lunchtime break outside unless the weather is inclement, when they remain inside. The children are fully supervised at all times. At lunchtimes this will be by lunchtime supervisors, who will have a member of staff to support them. Children in the Nursery will be supervised by the members of staff in the Nursery. The only children allowed to stay in are those required by a teacher, or children participating in lunchtime clubs.

CLASSES

The children in the Early Years and Key Stage 1 are the responsibility of their class teacher for the majority of the time. The class teacher should be the first person to contact with any problems.

Nursery	Mrs K Whiteley	(01N)
Reception	Mrs A Hughes	(01R)
	Miss S Rowe	(01P)
Year 1	Mrs C Dixon	(01T)
	Mrs W Scott-King	(01S)
Year 2	Miss L Mitcham	(02S)
	Mrs W Smith	(02T)

CLASS SUPPORT

Teaching Assistants:

Mrs S Bowes, Mrs S C Pearman, Mrs S Jarlett, Mrs A Bailey, Mrs C Wallace,
Miss K Everett and Miss J Curran

Primary Helpers:

Mrs L Webb, Mrs C Vidgeon and Mrs C Compton

CLOTHES and POSSESSIONS

Parents are asked to see that all items of clothing are clearly marked, including underwear. No personal possessions should be brought to school, except with permission of a member of staff. Children in Year 2 may wear a conventional / appropriate analogue watch.

COMPUTERS

Every class has a computer linked to an interactive whiteboard. Years 1 and 2 use the computer facilities in the Junior School Computer Suite for two lessons a week. One lesson is ICT skill and the second will enhance learning in other areas of the curriculum.

The children based in Pre-Prep also have the opportunity to use the computer base in the Activity Room.

CORRESPONDENCE

Parents are asked when writing any letter to the school to head the letter with their child's name and class.

CURRICULUM EVENING

This evening is arranged in the first half of the Michaelmas Term. Parents meet their child's form teacher and are given an outline of the curriculum, a summary of expectations and the programme of activities for the year.

DAILY ROUTINE

School starts at 08.45

Nursery		Reception		Years 1 & 2	
Morning Session	08.45	Session 1	08.50	Session 1	08.50
		Break	09.55	Break	09.55
Lunch	11.45	Session 2	10.20	Session 2	10.20
Afternoon Session	12.15	Lunch	11.45	Lunch	12.10
		Session 3	13.20	Session 3	13.20

School finishes at 15.15

FOOD and DRINK

We ask that all children in Reception, Year 1 and 2 have a water bottle with a pop-up top, clearly labelled with their name. These are taken home every day to be refilled and cleaned. Children are provided with milk and a biscuit or piece of apple at break time and we have drinking water available. Except for special occasions (agreed with a member of staff) no food or drink should be brought to school.

HEALTH

Medicines should be brought to school only if absolutely necessary. They should be handed to a member of staff. They should be in the original container, clearly marked with the child's name and with clear instructions for dosage and with the dosage administrator. It is the parent's responsibility to see that the medicine is collected at the end of the day. We will endeavour to see that inhalers/medicines etc are administered to children requiring them, but children should be encouraged to remember if they need to take anything.

HOMEWORK

We ask that you share a book or read with your child every day. In Years 1 and 2 other homework such as spelling, handwriting or numeracy may be sent home, as and when the teacher deems necessary.

MUSIC

Music is a part of the timetabled curriculum. In addition to this we run a choir during the lunchtime for children in Years 1 and 2.

Individual instrumental lessons are given by a team of specialist tutors. Before a child is allowed to have individual lessons, the music staff will consult the class teacher to decide if the child is able to take on the extra commitment. Permission will not normally be given to Reception children. The charge for such lessons will be added to the termly fee account. There is also the opportunity for children in Years 1 and 2 to join a Strings Club at lunch time. There is an extra charge for attending this activity.

NURSERY – SPECIAL INFORMATION

All Nursery children should have a complete set of spare clothes and underwear in school (not school uniform) which will be kept in the cloakroom. Spare clothing should be kept in a named, maroon school PE bag. This can be purchased from the Nursery staff.

It is important that children are toilet trained before starting in the Nursery and that they can get on and off the toilet and clean themselves.

Children not staying for After School Care should be collected from the Nursery garden. If you have older siblings to collect, please come to the Nursery first.

Fruit and vegetables are available during the day and milk is given to the children mid morning.

The Nursery gate is locked at 9.00am. If you arrive after this time, entry is by the door next to the Junior School Office.

Each child is given a diary each term that notes the events that have been arranged in and out of the College. Please do not assume that all Pre-Prep dates are relevant to the Nursery. Parents will always receive a letter regarding events involving the Nursery. If in doubt, please contact the school.

Every Nursery child will need a school book bag which they should bring each day. Any communication from school will be sent home in this bag. Each child will be given a contact book that can be used to convey messages between home and school. If you have any concerns or queries, please do not hesitate to contact the Nursery staff.

PARENTS' EVENINGS AND REPORTING

These are evenings held in the Michaelmas and Lent Terms with the opportunity to meet your child's teacher individually in order to discuss his/her progress.

A written report is sent home towards the end of the Summer Term. Parents have an opportunity to discuss the report's contents with the form teacher, if this is felt necessary. The written report gives a summary of a child's academic and social progress and achievement for the year.

Page

Section Three: Prep Department

<i>Forms</i>	18
<i>Form Teacher</i>	18
<i>Prep Day</i>	18
<i>Arrival and Departure</i>	18-19
<i>Homework</i>	19
<i>Assemblies</i>	19
<i>Morning and Lunch Breaks</i>	19
<i>After School Care</i>	19
<i>Personal Property</i>	20
<i>Equipment</i>	20
<i>Parents' Evenings & Reporting</i>	20
<i>Assessment to Senior School</i>	21
<i>School Coach</i>	21
<i>Commemoration Day</i>	21
<i>Detention</i>	21
<i>Extra-Curricular Programme</i>	21
<i>House System</i>	21
<i>Games / PE</i>	21-22
<i>Accidents and Illness</i>	22
<i>Medicines</i>	22
<i>Allergies</i>	22

FORMS

Mrs Linda Woodhams	3F
Mrs Sue Parratt	3G
Ms Angela Johnson	4F
Mr Kam Jaga	4G
Miss Sarah Davis	5F
Miss Caroline Strachan	5G
Mrs Sarah Poole	6F
Mr Steve Buckle	6G

Learning Support Assistants: Mrs Christine Harding and Mrs Jane Griffiths

FORM TEACHER

The form teacher is the first point of contact for parents. Parents are asked to make contact primarily through the homework diary.

PREP DAY

Children assemble in their form rooms at 8.35am each morning and at 1.40pm each afternoon for registration.

8.20 - 8.35	Before School Supervision
8.35 - 8.45	Registration
8.45 - 9.20	Period 1
9.20 - 9.55	Period 2
9.55 - 10.15	Morning Break
10.20 - 10.55	Period 3
10.55 - 11.30	Period 4
11.30 - 12.05	Period 5
12.05 - 12.40	Period 6
12.40 - 1.40	Lunch Break
1.40 - 1.45	Registration
1.45 - 2.20	Period 7
2.20 - 2.55	Period 8
2.55 - 3.30	Period 9
3.30 - 3.35	Form Time

ARRIVAL AND DEPARTURE

A teacher provides supervision in the playground from **8.20am** each day. The children are expected to be in the Prep playground by **8.30am** before the bell rings. In the event of poor weather the children are taken into their form rooms from 8.20am.

Children must arrive by **8.35am** for morning registration. No child will be allowed to leave school without the knowledge of their form teacher.

At the end of the school day children can be collected from either the Prep Department playground or from the designated area on the College Drive. The duty teacher will take any child who is not collected by **3.50pm** to Prep After School Care, from where they should be collected.

Parents must send a letter to the Head of the Junior School if they wish their child to leave the school grounds unaccompanied at the end of the day.

Children attending after school activities must be collected from the teacher-designated pick-up point.

HOMEWORK

The children are given a homework diary at the start of the year. The diary is extremely important for teachers and parents to use as an immediate and effective way to communicate on a range of issues and comment as/if appropriate. It is used by the child to write down their homework and to note school commitments. After the homework has been completed parents are asked to sign the diary. The form teacher will check the diary regularly and sign it every week.

ASSEMBLIES

Assemblies have moral and / or religious themes and are attended by all children and staff. Special assemblies are arranged to celebrate the achievements of individuals and groups.

MORNING AND LUNCH BREAKS

The children's morning break is supervised of two members of staff. Children may bring biscuits and / or fruit and a drink. The children are encouraged to bring water into school.

There are two playground supervisors on duty during the lunch break supported by members of staff.

AFTER SCHOOL CARE

After School Care (ASC) is a service provided each evening. Parents are expected to provide a snack for children who go to ASC.

ASC begins at **3.50pm** and finishes at **6.00pm**. The charges per day are currently as follows: £4.50 from 3.50pm to 5.00pm; £6.00 from 3.50pm to 5.30pm; £8.00 from 3.50pm to 6.00pm. The expectation is that the children will have an opportunity to complete their homework while at ASC.

Whilst it is accepted that even the best laid plans can go wrong, parents are expected to collect children by 6.00pm at the latest. At the end of ASC any child who has not been collected is taken to the Pre-Prep Department to await the arrival of their parent or carer. Failure to collect a child by 6.00pm twice in any term, may result in this service being withdraw for the families concerned.

ASC can be contacted directly on 020 8516 7247.

PERSONAL PROPERTY

All items of children's clothing must be **clearly marked**. Uniform will be checked regularly checked to ensure that every item is named.

Money is not usually required at school.

Children are not to bring expensive items to school unless they have received permission from a teacher to do so. In Games and PE, personal belongings can be handed to a teacher for safekeeping.

The College does not carry any insurance for clothing or property lost or damaged at school. It is the parents' responsibility to cover such items as musical instruments, watches, sports equipment etc.

Children are not allowed to bring mobile phones into school unless there are special circumstances. In which case the Head of Junior School will give permission on an individual basis.

EQUIPMENT

Year 3: Children should have their own pencil case with HB pencils, colouring pencils, sharpener, eraser and glue stick.

Year 4: Children should have their own pencil cases with handwriting pens, HB pencils, colouring pencils, sharpeners, erasers & glue sticks.

Year 5: Children should have their own pencil cases with handwriting pens, HB pencils, a long and a short ruler, colouring pencils, sharpeners, erasers & glue sticks.

Year 6: Children should have their own pencil cases with cartridge pens, HB pencils, colouring pencils, sharpener, eraser, a long and a short ruler, protractor & glue stick.

PARENTS' EVENINGS AND REPORTING

Parents' evenings are held in the Michaelmas and Lent Terms to provide an opportunity for parents to meet the form and subject teachers in English and Maths to discuss the progress of their child.

Parents may also make appointments to see their child's teachers at any point in the year.

Welcome Evenings are held early in the Michaelmas Term. Parents meet the form teachers and are given an outline of the curriculum, a summary of expectations and the programme of activities for the year.

Written reports are produced at the end of the Michaelmas and Summer Terms.

ASSESSMENT TO SENIOR SCHOOL

Year 6 children sit the Entrance Examinations for the Senior School in January.

SCHOOL COACH

A coach collects children on a route from Herne Hill, Tulse Hill, Dulwich Village and Forest Hill to the College.

For any queries concerning coach travel parents are asked to contact the College Office on 020 8516 7268.

COMMEMORATION DAY

In the Summer Term the Prep Department travels with the Senior School to Southwark Cathedral to celebrate the founding of St Dunstan's College. It is an important event in the life of the College and all children are expected to attend. Parents are welcome to join children, staff, Old Dunstonians and friends in the service.

Following our return to College and lunch, the children go home for the afternoon.

DETENTION

There is a Friday Detention (3.45pm - 4.15pm).

A letter is sent home to explain the reason for the detention.

At least 24 hours notice will be given to parents in the event of a detention

EXTRA-CURRICULAR PROGRAMME

A programme of extra-curricular activity is organised for the start of each term. Opportunities in sport, music, drama and other interest areas are offered to the children. Parents receive a letter with the programme for the term attached.

HOUSE SYSTEM

Each child is allocated a House, in which she or he will remain throughout their time in the Junior School. The House names are Forder, Hecker, Stuart and Usherwood, former Headmasters. Your child will receive a House badge at the beginning of the school year.

GAMES / PE

Parents should ensure that their child has the correct kit for Games & PE lessons.

A letter must be sent to school if a child is unable to take part in a Games or PE lesson.

Parents will be given reasonable notice via the standard letter that their child has been selected to represent the Junior School and are therefore made aware of the arrangements for the match or tournament.

ACCIDENTS AND ILLNESS

The playground supervisors or duty teachers deal with minor injuries. Ms Denise Scott, a qualified first-aider, handles more serious injuries. Other qualified staff in the College Office assist. A clear procedure exists for dealing with children who have an accident whilst at school.

1. All incidents that lead to injury are recorded.
2. If an injury is more than minor, then a qualified first-aider handles the treatment. The treatment is recorded.
3. If any member of staff feels the injury is at all serious then the emergency services are called. If emergency services are called or it is felt that the child should attend hospital, parents are informed immediately.

When a child feels unwell they are accompanied to the College Office. If they are obviously ill, do not get better quickly, or seems likely that they have something infectious, parents are contacted and asked to come and collect their child.

MEDICINES

Any medication brought in to school should be handed to your child's teacher. It should be clearly marked with the child's name and clear instructions for dosage. Non-prescription medicine should, in addition, be in its original packaging. It is the parents' responsibility to see that medicine is collected at the end of the day.

ALLERGIES

The Junior School aims to provide a nut-free environment. Parents are required to observe this at all times, particularly when providing cakes for birthdays, cake sales etc.

Page

Section Four: Junior School Uniform

<i>General Information</i>	24
<i>Pre-Prep Uniform</i>	25
<i>Prep Department Uniform</i>	26

SCHOOL UNIFORM

John Lewis is the official College uniform supplier. Uniform may be purchased from John Lewis at the College on specified occasions (College website and calendar) or by visiting the shop in Oxford Street. Visits to the College occur approximately three times per year.

The number to contact the shop direct is **0207 629 7711**.

All children must wear school uniform in accordance with the published list. Watches from Year 2 onwards and official badges may be worn. Girls may wear a plain gold stud in each year.

A letter from the Head of the Junior School will indicate any changes to the uniform.

The SDCFS runs occasional second-hand uniform sales. The dates appear in the Calendar. Details of the arrangements are published on the College website.

PRE-PREP DEPARTMENT SCHOOL UNIFORM

GIRLS

Winter

Grey pinafore dress (zip fronted)*
Blue sweatshirt with badge*
White roll neck top*/white short-sleeved blouse*
White knee socks or grey tights
Winter coat*
Black polished leather shoes (completely enclosed)
Winter hat and scarf**

Summer option

Summer dress*
Blue cardigan*
Short white socks
Plain navy waterproof jacket
Navy enclosed sandals

BOYS

Winter

Grey trousers*
Blue sweatshirt with badge*
White roll neck top/white school polo shirt*
Short grey socks
Winter coat*
Black polished leather shoes (completely enclosed)
Winter hat and scarf**

Summer option

White school polo shirt*
Grey bermuda length shorts*
Blue sweatshirt with badge*
Short grey socks
Plain navy waterproof jacket
Navy enclosed sandals (summer option)

SPORTS KIT and ACCESSORIES

White polo shirt with badge*
White PE shorts
Black plimsolls
Black swimsuit*
Maroon smock*
Book bag**
Maroon shoe bag*
Royal blue swim bag*
Maroon sweatshirt with badge*
Maroon jogging bottoms*

White polo shirt with badge*
White PE shorts
Black plimsolls
Black swimming trunks*
Maroon smock*
Book bag**
Maroon shoe bag*
Royal blue swim bag*
Maroon sweatshirt with badge*
Maroon jogging bottoms*

NURSERY CLOTHING AND EQUIPMENT

Maroon sweatshirt with badge*
Maroon jogging bottoms*
White polo shirt with badge*
White shorts
Velcro shoes– no laces or buckles
Hats and scarves**
Gloves – attached to cord
Sun hats
Waterproof jacket
Lunch apron (over the head)
Book bag
Maroon PE bag**

On rainy days we would appreciate the children bringing wellington boots to school.

Items marked * are to be purchased from John Lewis
Items marked ** are to be purchased from the Pre-Prep Department

PREP DEPARTMENT SCHOOL UNIFORM

GIRLS

Winter

Grey kilt*
White roll neck top*
Blue sweatshirt with badge*
White knee socks or grey tights
Plain black or navy winter coat
(three-quarter or full length)
Black leather shoes *(low heel)*

Summer option

Summer blouse*
Blue cardigan*
Short white socks
Plain navy waterproof jacket or kagoule
(three-quarter or full length)

BOYS

Winter

White School Polo shirt*
Grey trousers*
Blue sweatshirt with badge*
Short grey socks
Plain black or navy winter coat
(three-quarter or full length)
Black leather shoes

Summer option

Grey Bermuda shorts*
Plain navy waterproof jacket or kagoule
(three-quarter or full length)

SPORTS KIT AND ACCESSORIES

GIRLS

PE

White polo shirt with badge*
Maroon cycle shorts*
Maroon PE skirt*
White trainers
Short white sports socks
Black swimsuit*
Royal blue swim bag*

Games

As above plus
Maroon sweatshirt with badge*
Jogging bottoms*

BOYS

PE

White polo shirt with badge*
White PE shorts
White trainers
Short white sports socks
Black swim trunks*
Royal blue swim bag*

Games

Black rugby shorts
House rugby shirt*
Football boots *(safety studs)*
Rugby socks*
Maroon sweatshirt with badge*
Jogging bottoms*

Items marked are to be purchased from John Lewis, the official school outfitters.*

VERY IMPORTANT!

All items of children's clothing must be **clearly marked**.
Uniform will be checked regularly to ensure that every item is named.

Section Five: Summary of Expectations

<i>Attendance</i>	28
<i>Times</i>	28
<i>Personal Property</i>	28
<i>Textbooks</i>	28
<i>Food</i>	28
<i>Uniform</i>	29
<i>Hairstyles</i>	29
<i>Jewellery</i>	29
<i>Conduct</i>	29
<i>The College Site</i>	28-29
<i>Dangerous Items</i>	29
<i>Financial Transactions</i>	29

Attendance

- Regular attendance at school is required from the first day of term to the last.
- Holidays should only be taken during the published holiday periods. Permission for any absence other than illness must be sought by letter from the Head of the Junior School.
- If a child is absent through illness, the Junior School Office should be informed each day of the absence; a written note from parent or guardian should be given to the form teacher on the child's return.

Times

- The day begins in the Pre-Prep Department at 8.45am and ends at 3.15pm.
- The day starts in the Prep Department at 8.35am and ends at 3.35pm.

Personal Property

- All personal property must be clearly marked.
- Prep children are not to bring expensive items to school unless they have received permission from a teacher to do so.
- Pre-Prep children should not bring personal possessions to school unless they have received permission from a member of staff.
- Children are not allowed to bring mobile phones into school unless there are special circumstances. In which case the Head of Junior School will give permission on an individual basis.
- Children should not have money in school unless it is for a specific purpose.
- Only conventional/appropriate watches (Year 2 and above) and official school badges may be worn.

For Games and PE, personal belongings should be handed to a teacher for safekeeping.

Textbooks

- Textbooks and library books are issued to children on loan. Any damage or loss will incur costs.

Food

- Pre-Prep children may consume only the snack provided by the College during the school day.
- Prep children may bring fruit and/or biscuits and a drink for morning break.

Uniform

- Every child must wear the school uniform in accordance with the published list. All items of uniform must be clearly marked.
- A neat appearance is expected at all times.

Hairstyles

- Hairstyles should be neat and conventional. Girls with long hair should wear hairbands, slides or scrunchies. These should be dark blue or black in colour. Boys' hair should be off the collar and away from the face.

Jewellery

- Girls may wear a plain gold stud in each ear.

Conduct

- Children are expected to show courtesy and consideration to adults and other children.
- High standards of behaviour are expected in school and whenever our children represent the school.
- Children are expected to respect the school environment.
- Children are expected to move around the school buildings in a sensible and considerate manner, keeping to the right along corridors and on the stairs.

The College Site

- Pre-Prep children are not allowed to leave the Pre-Prep premises unless accompanied by a member of staff or appropriate adult.
- Prep children are expected enter and leave the school via the Prep playground. If accompanied by a parent or carer, children may enter and leave via the Senior School playground.
- No child will be allowed to leave the school without the knowledge of their form teacher or the medical staff in the College Office.
- At the end of the school day children can be collected from either the Pre-Prep playground, the Prep Department playground or from the designated area on the College drive, as appropriate. Children awaiting collection at the front of the school, will be taken to After School Care if they have not been collected by 3.50pm.
- Parents must send a letter to the Head of the Junior School if they wish their child to leave the school grounds unaccompanied at the end of the day.

- Children attending after school activities must be collected from the teacher-designated pick-up point.

Dangerous Items

- Children must not have in their possession any drugs, weapons, chemicals or other similar dangerous items.

Financial Transactions

- Children are not allowed to buy, sell or barter goods.

Michaelmas 2009