



Dorchester Primary School
Dorchester Road
Worcester Park
Surrey
KT4 8PG
Tel: 020 8330 1144
Fax: 020 8337 0473
dorchesterprimary@suttonlea.org
www.suttonlea.org/dorchesterprimary

Dear Parents,

New Term Information Letter Autumn 2007

A big welcome to all new parents and children.

Our motto is: "Achieving Excellence Together in a Caring Community"

Arriving in the mornings

The whole school has a relaxed start to the day. This means that doors will be opened at 8.45 and the children will go into their classes. Parents of the younger children need to say goodbye quickly and allow the children to enter the classes independently. If parents need to speak to a teacher please try and catch them after school unless it is really important. Please make sure your child is in his/her class by 8.55 a.m. at the latest.

Behaviour

The behaviour at Dorchester Primary School is good. We need every child and adult to support the "Promoting Good Behaviour Policy". A leaflet will be given out to all pupils at the Home/School consultation evening on 1st October. Please discuss it with your child.

Class assemblies

Every year each class will be having a sharing assembly, to which we would like to invite the parents of the class. The assemblies last about fifteen minutes then there is an opportunity for you to chat to teacher for ten minutes or so. The dates of your child's class assembly will be advertised nearer the time. Please respect the children and when they enter the hall cease from chatting. Any young children must be kept quiet or taken out. Thank you.

Clubs

We will be offering clubs for children after school. Specific letters will be sent out by the Club teacher and will start as soon as possible.

Golden Fun Time and Golden Rules

All children are expected to follow the Golden Rules – do be kind and helpful, do be honest, do work hard, do listen, do be gentle and do look after property. If they do they will have 30 minutes Golden Fun Time every week. If a child disobeys a rule they will lose some of their Golden time – hopefully every child will have 30 minutes extra fun every week. If a child always keeps the golden rules they will be invited to have an extra playtime on a Friday.

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FODS

You are all Friends of Dorchester Primary School. Please support the school and attend social events. All monies will benefit your child. FODS will be sending out a letter soon.

Healthy Schools

We would like to become a Healthy School by encouraging your child to live a healthy lifestyle. We would like them to keep fit by walking or riding to school, have a healthy lunch, taking plenty of exercise (3 PE sessions a week), get plenty of sleep by going to bed at a sensible time, being punctual and ready to learn and enjoy school and have fun!

Helpers in School

We are very grateful to the hardworking team of helpers that come into school and work with the children or carry out vital jobs i.e. clearing the courtyard or tidying the stockroom. Any parent or person helping in school or on trips must have a police CRB or List 99 check.

Some teachers are keen to have parents working in the class or hearing individual children read. If you are interested, please go to the office and request the 'Helpers Procedures' Booklet.

Holidays

It is important that every child attends school daily. Every day and every lesson counts. Holidays and occasional days off for family outings and visits cannot be authorised. Please try and book dental appointments etc. after school or during the holidays. Under exceptional circumstances please write to the Headteacher, Louise Austin explaining your situation in advance of any booking and she will refer it to governors.

Home School Agreement

It is important that we all work together to get the best education for your child. Please read the agreement with your child, sign and return it to the office by Friday 14th September 2007.

Home School Diary

This is a crucial way of communicating with parents and children. It needs to be checked regularly by parents, pupils and staff. Please sign it weekly and write in it when you have read with your child.

Home School Consultations

Home/school consultations will be held during the week beginning 1st October. This will be an opportunity for you to chat to the teacher about how your child has settled into the class and how we can work together to enhance their education. Further details of times will be circulated nearer the date. There will also be a Parents Annual Review (PAR) day on Tuesday 4th March 2008.

House Teams

All the pupils will be allocated a House Colour; Red, Blue, Yellow or Green. House points can be earned for good work, doing a good job, being a good citizen, setting a good example, working as a team. The

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team points are collected weekly by the prefects and then shared in Monday assembly with Mrs. Austin. Each term the winning team will have a House party as a reward (This was a decision made by School Council in 2006/7)

Learning At Home

We have always encouraged children and parents to share activities at home to support their schoolwork. Research has proven that children do better at school if their parents and the school work together. We hope we can work together to provide the best education for your child. Please support your child daily with reading, writing, maths or topic activities that are sent home in all year groups. A specific policy will be sent out to all parents explaining Home Learning in the near future.

Lunches

I would like to remind parents that we do encourage the children to eat healthily. Please do not include any sweets, fizzy drinks or foods with high E numbers in their lunch boxes as this does affect their concentration and behaviour in the afternoons. We will send them home again.

Mobile Phones

Pupils are not allowed to use mobile phones in school. If you feel your child needs one because they walk to school without an adult please make sure they hand it in to their class teacher every morning. If any phones are found on a pupil or in a bag they will be taken away and returned to the parent of the child.

Office

The new staff in the office are learning the routines very quickly – thank you for being patient. Do feel you can put dinner money and letters into the children's book bags for the teachers to find or hand them to the teachers.

PE Kits

Shorts, t-shirts, tracksuits, plimsols must be in school daily, all labelled and in a PE bag please.

Prefects

It is an honour to be chosen as a prefect in Year 6 and to have responsibility around the school and set a good example to the rest of the pupils. We will have 12 prefects this year until February

2007 and then we review their roles. We want our prefect to be ambassadors for the school and take the role seriously. If your child is chosen please support them to fulfil their role.

Punctuality

School starts at 8.55 a.m. It is vital that when the doors open from 8.45 the children are ready to go into school. The registers will be called at 8.58 a.m. Lessons or assemblies will start promptly at 9.00. If your child does arrive after the registers have been called, please inform the office. The registers need



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to be correct for safety procedures. If your child has an appointment during the school day or is taken home sick, please sign the book in the office.

SATs (Standardised Attainments test)

These are national tests, which are imposed by the government at the end of Key Stage 1 and 2. They are important for your child to complete and do their very best. Their results will be held on their records for their school career. We will prepare them by teaching them well throughout their time at Dorchester Primary and by giving them Optional SATs tests in Year 1,3, 4 and 5. It is really important that your child is in school every day of the year especially the SATs week which will be the week beginning 12th May. Key Stage 1 SATs will happen through the month of May in small groups. Holidays can not be authorised during May.

School Council

A School Council will be held weekly. Two children from Years 2 and one from Years 3,4,5 and 6 will be chosen weekly to discuss important school issues.

School Fund

We would like to ask all parents to contribute £3.50 per half term (50p a week) or £20.00 a year to the School Fund in order to cover special activities such as cooking, sewing, swimming, water and clay work etc. Please complete the attached form, send in £3.50 half term, £7 a term or £20 per year in a named envelope to the office. Thank you.

Snack

Only fruit or vegetables will be allowed as a snack across the school from September. We are keen to gain the Healthy Schools Award and encourage all children to eat healthily. Cereal bars are not allowed.

Staffing

All the teachers are back and raring to go with their new classes. I would like to welcome all our new staff – Mrs Debbie Damestani, Deputy Headteacher, Miss Gemma Vickers in Purple Class, Lauren Clogg in Sapphire Class, Miss Melissa Hayden in Ruby Class and Miss Natalie Jablonksi in the nursery, Mrs. Gina Coleman, Mrs Hema Harshavadhan, Mrs. Hannah Phillips and Mrs. Elaine Berriman as learning support assistants as well as Mrs. Tina Dullaway and Ms. Kate Thomas in the office.

Toys

Small toys may be brought in that fit into pockets. The toy will be the child's responsibility to look after.

Uniform

We would like the children of Dorchester Primary School to look smart every day. Uniform is now worn from the Nursery and it is important as identification and for the children to feel a sense of belonging. Please ensure all uniform is named clearly. PE Kit needs to be kept in a labelled PE bag. No jewellery should be worn. Stud earrings are acceptable but hoops are not allowed; they will be removed and sent home with the child, as they are very dangerous. Hair accessories should be school colours and discrete please. Watches are acceptable as long as the children take responsibility for them and they

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are removed for P.E. Sensible shoes are essential for safety reasons, trainers are only allowed at play/lunchtimes and for games. Polo shirts and shirts may be worn outside trousers and skirts neatly. We would like all children to look smart and ready for 'work'.

Water Bottle

Research has proved that drinking water throughout the day helps concentration and learning. Please send in a named water bottle with your child filled with fresh water daily (anything else in the bottle will be tipped away).

Children spend a long time at school and we want it to be a fun and positive experience with learning happening all the time. Please support your child by encouraging them to follow all our simple rules and expectations. Thank you.

I feel it is important that parents are fully informed about school events and activities.

Good communication between the School and home is essential to ensure your child is happy and gets a good education.

Please feel you can talk to the teachers or myself about any worries or concerns.

Thank you for taking the time to read this information and completing all the relevant forms. With regards,

Louise Austin
Headteacher