



Dorchester Primary School
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Headteacher:- Mrs L. Austin. MA Bed (Hons), Dip Ed, Dip Man.

1st September 2011

Dear Parents and Carers,

New Term Information Letter Autumn 2011

Welcome to the start of a brand new term and academic year. Exciting times are ahead and I am pleased to be working with you all.

I would like to especially welcome the new children and parents who have joined us in the nursery, reception and throughout the school. We are delighted that you have chosen Dorchester Primary School for your child to start or continue their learning journey. I hope it will be a fantastic learning experience full of lots of different activities.

I would also like to welcome Miss Sarah Walker, class teacher for the afternoon nursery and Ms. Heather Mackenzie, class teacher of Silver Class. We have some new learning support assistants, Mrs Emma Harvey in reception, Mrs. Nicola Button in the Foundation Stage, Mrs. Roz Finaughty in Topaz Class and Mr. Clive Lambert in Green Class.

Our motto is: "Achieving Excellence Together in a Caring Community" and we strive to do this on a daily basis through everything we do with you and your child!

Helpful Information:

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 8.50 a.m.** at the latest.

Key Stage 2 pupils may go up to the top playground from 8.30 which will be supervised by staff however they should not go into their classes until 8.45 when the whistle is blown.

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 Thursday 29th September. 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 your child about the performance. 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. **These assemblies will be at the new time of 2.30 on Friday afternoons.**

Clubs

We will be offering clubs for children after school. Specific letters will be sent out by the Club teacher and will start from Monday 3rd October.

Dinner Money

All dinner money has to be paid through ParentPay on line. If you are unsure about the process please do pop into school and ask the office staff to help you. It is important all dinner money is paid for in advance.

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.

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 try to be 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. Some teachers are keen to have parents working in the class or hearing individual children read. **If you are interested you need to attend the Helpers meeting on Wednesday 7th September at 9.00 in the Music Room.**

Holidays

It is important that every child attends school daily. Every day and every lesson counts. The Governors have been advised by the Attendance Officer and have agreed that holidays and occasional days off for family outings and visits **will not** be authorised and **parents will be liable for a penalty notice if they insist on taking holidays during term time.** Please try and book dental appointments etc. after school or during the holidays.

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 9th September 2011.

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 on Thursday 29th September from 3.30 p.m. 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.

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 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.

ICT

The children are so competent now with their computer skills especially in Key Stage 2 that we thought it would be a good idea if every child had their own named memory stick.

It needs to be named and kept safely on their person. The more memory it has the better; a memory stick can be purchased from the office.

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.

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 these foods home again.

MLE

Every class has a class page on the MLE which has lots of useful information. Your child should have a password to access the MLE. Do use this service as the staff spend a great deal of time preparing the pages for you and your child.

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 office is very busy. Do feel you can put any money and letters into the children's book bags for the teachers to find or hand them to the teachers. There is also a post box outside the office for letters and money etc.

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 prefects each term. We want our prefects to be ambassadors for the school and take the role seriously. If your child is chosen please support them to fulfil their role.

Property

Any property brought into school by the children is their responsibility. Some children bring in personal equipment like DSLite and Ipods for Golden Time. I would like to remind everyone that it is at their own risk and they need to look after their own property and keep things carefully and safely.

Punctuality

School starts at 8.50 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 8.50 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 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 **14th May**. Key Stage 1 SATs will happen through the month of May and June in small groups.

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 £20.00 a year to the School Fund in order to cover special activities such as cooking, sewing and clay work etc. Please complete the attached form, send in £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.

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.** **Nail vanish and make up should not be worn to school.** Watches are acceptable as long as the children take responsibility for them and they 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. Every child should have their own water bottle please make sure it is 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 the Home is essential to ensure your child is happy and gets a good education. Please refer to the website, TV Channel at the front of the school and emails.

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

Thank you for taking the time to read this information and completing all the relevant form.

With kind regards for a successful year,

Louise Austin

Head teacher