

DINGLEWELL JUNIOR SCHOOL
Dinglewell, Hucclecote, Gloucester GL3 3HS



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Head Teacher Geraldine Brogan
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Welcome Pack for Parents

We are delighted that you have chosen to come to Dinglewell Junior School, and we hope this pack provides you with the information you need when your son/daughter starts school with us. If we have missed something or you have any questions, please ask us, everyone is happy to help.

Contents

1. Privacy notice (Data), Meal Policy, FSM letter, ParentPay guide, Cool Milk leaflet/letter and term dates for your information. We ask all parents to register with ParentPay to make online contributions to trips & other school activities, as well as to pay for school meals - just ask at school office for any help you need.
2. Admission form - please complete and return.
3. Data collection form - please complete and return.
4. Home school agreement - please complete and return.
5. Internet access - please complete and return.
6. Library biometric data form - please complete and return.
7. Local visits form - please complete and return.
8. ParentMail Privacy Policy - we will register you for this service, which is free of charge and fully data protected, unless you tell us otherwise. Alternatively, printed letters can be sent home by 'pupil post' - just ask at reception.
9. Photograph permission - only complete and return if you do not consent to photos.
10. Trim and tyre trail - only complete and return if you do not consent to use.

Opening times

First session	8.55 a.m. - 12.20 p.m.
Break & assembly	10.25 to 11.00 a.m.
Lunch	12.20 p.m.- 1.15 p.m.
Afternoon session	1.15 p.m. - 3.15 p.m.

The playground is supervised from 8.30 a.m.

Welcome to our school

Gloucestershire County Council decides on overall admissions, but as a school we co-ordinate places for in-year admissions. You are very welcome to visit us - just 'phone to arrange a time, so we are free to show you round.

We are fully committed to safeguarding and promoting the welfare of children, and to safe practice to protect them from harm. We have a thorough Safeguarding & Child Protection Policy linked to the Local Authority Policy, controlled access to the school by intercom during the school day, and all visitors are asked to report to reception on arrival, wear a badge during their visit, and read & comply with our visitor information leaflet. Copies of our Child Protection, Anti-Bullying and Behaviour Policies are always available on our website or from reception.

We aim for all children with special educational needs, gifts and talents to reach their full potential, and have an experienced team of staff to provide support and monitor progress. Specialist advice is sought from time to time, and parents are involved at all stages of provision. The ground floor of the school is fully accessible to pupils with disabilities and classroom bases are arranged in support as necessary. The school is DDA compliant.

Absence

If your son/daughter is poorly, just give us a quick ring on the first day of absence to let us know - reception is manned from 8.30 a.m., or send an email/leave a message on our answerphone. If no explanation is received, we 'phone parents for the safety of the children. On return to school, just send a short note to the teacher confirming the reason for absence.



If children need to arrive or leave school other than at normal time (e.g. for a medical or dental appointment), please let us know beforehand (and book lunch with meal choice if required), and sign them out/in at reception. We hope we never have to use it, but this log could be vital in an emergency.

Accidents and Illnesses



Everyone in school has basic first aid training, and we have fully qualified first-aiders too. Most importantly, we ask for an up-to-date contact number for you on our admissions form, so poorly children can go home if they need to. It may sound a bit obvious, but we also ask parents to remind children to make sure they tell us if they are injured or feel unwell at school, so that we can look after them. From time to time your son/daughter may need to take a prescribed medicine during the day. We ask that medicines are not kept in children's bags or pockets for obvious reasons. Office staff will look after medicines for you and

administer according to your written instructions on a signed form (available from reception), or you can pop into school at break or lunchtime if you prefer to do it yourself. If your son/daughter needs access to an inhaler for asthma, this is kept in the classroom by the teacher ready for use. If the asthma is severe, we have an emergency school inhaler which can be used as a backup with your consent - come and see us about this, or if your child has a specific medical condition, e.g. nut allergy, so that we can make arrangements for medication or emergencies in school.

Help us to prevent accidents by not allowing youngsters to ride their scooters or bikes around the premises, or bring dogs onto the grounds. The main school gates are closed at arrival and departure times to control car park risks.

Assembly and Religious Education

Our formal religious education is essentially Christian, but raises the wider issues of other religious belief. Daily assembly is an enjoyable part of life at Dinglewell, taken either by the Head, Deputy, teachers, children or visiting speakers from local churches, community groups or charities. If you would prefer your son/daughter not to take part, come and see the Head or Deputy to arrange this.

Dress

Our school sweatshirts (with logo) are stocked at the National Schoolwear Centre, 99 Northgate Street, Gloucester GL1 2AA, tel. 01452-413339. The shop is open weekdays and Saturdays, 9 a.m. to 5 p.m. They also stock P.E. t-shirts with logos in house colours: yellow for Jenner, red for Potter and green for Whittington. Each class is assigned to a house on entry to the school, and we will let you know which colour to buy. If you would prefer to buy sweatshirts/jumpers/P.E. t-shirts without logos from somewhere else, please feel free to do so.

Boys	White or grey shirt Grey shorts or long trousers Maroon sweatshirt/jumper Sensible shoes
Girls	White blouse Grey skirt Grey or black trousers Maroon sweatshirt/cardigan/jumper Sensible shoes Red & white check summer dress (optional)

P.E. Kit	House t-shirt/polo shirt in yellow, red or green
Girls & Boys	Black/navy shorts
	Tracksuit
	Plimsolls

We ask that jewellery is not worn for physical activities. Children attending after school sports clubs change back into their school uniform before departing. We also ask that hair colour is kept natural, tied back for P.E./swimming, with haircuts appropriate in length/style. Any type of bag/rucksack can be brought to school for daily use, but please can size be kept to a minimum because cloakroom storage space is limited. The National Schoolwear Centre also stocks rucksacks or bookbags with logo if you prefer to buy these. Mobile 'phones and cameras should not be brought to school, but we understand that families need to keep in touch, so if there are special reasons they should be brought to reception before school, clearly named, and collected at the end of the school day. We encourage children to bring sunhats and suncream in hot weather. All children can bring spare jogging bottoms and trainers to school to play on the field at lunchtime, with written permission from parents. Please name all items of clothing - unnamed items become lost property, which is in reception. Please check here for missing items.



Holidays

The 2013 amendment to the education regulations removes all references to family holidays. The amendment makes it quite clear that Headteachers may not grant any leave of absence during the term time unless there are exceptional circumstances. Dates of school holidays and inservice days are made known to parents in good time, and are available on our website.

Meals and snacks

School meals are prepared on the premises by the County caterers, and there is a choice of menu available each day (please see meals policy for further details). We encourage parents in receipt of income support or other means tested benefits to register for free school meals, even if they do not wish their children to receive a meal. We appreciate that some parents may feel they can cope without, or have concerns that their child may be singled out by others - please be assured that our system does not differentiate in any way. We receive additional funds for each and every child who has made a successful application for a free school meals, which provides more opportunities and valuable support for their learning, so please either call the Benefits Team on 01452-425434/425390, email

edsupport@gloucestershire.gov.uk , visit

<http://www.gloucestershire.gov.uk/educationgrants> or contact us to make a claim - we will help you all we can.

Facilities are provided for children to eat a packed lunch brought from home. We ask that all children are provided with a drinks bottle, so they can refill it from our filtered water machines during the day. Parents can register children for school milk through the subsidised Cool Milk scheme (no payment is required for children in receipt of free school meals).

At morning break, the children can bring a healthy snack to keep them going until lunchtime, perhaps fruit, breadsticks or 'healthy bars'. We also ask that nuts are avoided due to allergies in school.

Messages

Reception is manned between 8.30 a.m. and 4.30 p.m., but schools are busy places and you may reach our answerphone from time to time. If so, please leave your message and ask us to confirm safe receipt if you are anxious - the answerphone is checked regularly through the day. If children can't find the person who is meeting them after school, we ask them to come back into school and tell the office staff or a teacher so that we can look after them until you arrive. We have notices around the school to jog the memory, but please remind them at home, too.

Music Tuition

We currently offer guitar, flute, clarinet, recorder and violin lessons in school, and if your son/daughter would like to learn to play one of these instruments, or join a music technology group, office staff can arrange this for you and provide you with the necessary information (charges are reduced for parents of children in receipt of free school meals).



Other Information

We have a Pastoral Support Manager in school, Mrs. Sarah Baker, and parents are welcome to see her before or after school for any family problems you feel she may be able to help with. She is trained to provide this, and works with children in school and partner agencies to provide support for families. We can also put you in touch with the school nurse for help and advice on health issues.



Community & school events, activities, facilities and services are on display in reception - please help yourself to leaflets. Our weekly newsletters contain general information and dates for

your diary or calendar, and will keep you updated about events and activities in school. Teachers also produce beginning of term newsletters, which give you details of curriculum work, homework, when P.E. kit is needed and any trips/visits that are planned.

Parents are encouraged to receive our letters direct by email. This helps us to save resources, and we can also send an occasional text to your mobile, for example to confirm safe arrival on a residential visit, or places at school clubs. Our website detailing activities and events is also updated weekly. If you are looking for local childcare, we have links with an off-site after school care provider, and a register of local childminders is available from reception.